

MacJournal



4.1 User Guide

Chronicle Your Life

© Copyright 1998-2006 Mariner Software, Inc. All Rights Reserved. No part of this documentation may be copied, photocopied, reproduced, translated, microfilmed, or otherwise duplicated on any medium without written consent of Mariner Software, Inc. Use of MacJournal software programs and documentation is subject to the Mariner Software license agreement enclosed in the MacJournal package. All trade names referenced herein are either trademarks or registered trademarks of their respective companies.

Table of Contents	2
Chapter 1 Introduction.....	5
Installing & Launching.....	6
Registration	7
Troubleshooting.....	8
Requirements.....	9
MacJournal Help & Notes.....	10
Chapter 2 Journals	11
Creating a Journal.....	12
Exporting a Journal.....	13
Locking a Journal	14
Unlocking a Journal	15
Backing up Your Data.....	16
Syncing with .Mac	17
Chapter 3 Entries.....	19
Creating an Entry.....	20
Importing and Exporting Entries.....	21
Using Keywords.....	22

Table of Contents

Chapter 4	Editing	23
	Adding a Table.....	24
	Using the Calendar.....	25
	Viewing Statistics.....	27
	Creating Numbered Lists.....	28
	Word Counts & Drawer Options.....	29
	Linking to other Entries and Files.....	30
	Wiki Links.....	31
	Smileys.....	32
	Cleaning-up Text	33
	Appending Text to an Entry.....	34
Chapter 5	Audio Recording & Podcasting.....	35
	Showing the Recording Bar	36
	Making an Audio Recording	37
	Exporting an Audio Recording.....	38
	Podcasting	39
Chapter 6	Blogging	40
	Blogging	41
	Editing the Blog Server Settings	43
	Using the Activity Viewer.....	45
	E-Mailing an Entry.....	46
	Publishing to .Mac	47

Chapter 7 Miscellaneous Features	48
Setting a Background Picture.....	49
Using Full Screen Mode.....	50
Using the Inspector.....	51
Using the Taco.....	53
Using Spell Checking.....	54
Searching / Filtering.....	55
Quick Notes	56
 Chapter 8 Preferences	 58
Setting General Preferences	59
Setting Editing Preferences.....	60
Setting Warnings Preferences.....	62
Setting Drawers Preferences.....	63
Setting Labels Preferences	65
Setting HTML Preferences.....	66
Setting Full Screen Preferences.....	67
Setting Tabs Preferences	68
Setting Recording Preferences.....	69
Setting Security Preferences.....	71
Setting Advanced Preferences	73
Setting Hidden Preferences.....	75
 Chapter 9 MacJournal's Toolbar.....	 78
Customizing the Toolbar	79

Welcome.

MacJournal is for creating, editing, and managing journals on your Macintosh. MacJournal helps you organize your writings, jot down your thoughts, maybe even chronicle your life.

With MacJournal you can:

Create a personal journal or document your daily ideas, write a script or compose a novel, blog your daily highlights onto your web site or export them to podcast, Microsoft® Word, RTF, HTML, or other formats.

Need security? MacJournal can password protect and encrypt your journals for maximum security by using AES-256 encryption.

MacJournal has the power and functionality to do it all.

Introduction to
MacJournal

In This Chapter:

Installing

Registering

Troubleshooting

System Requirements

Contact

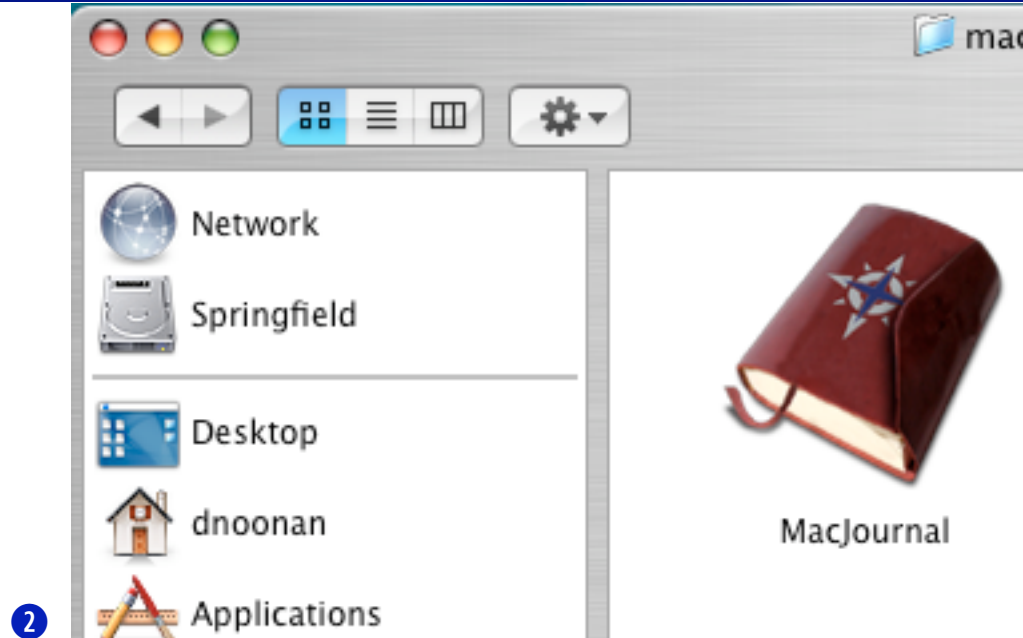
MacJournal Help

Notes

Installing

- 1 Mount the disk image by double-clicking on the Mariner Software.dmg file in the Finder.
- 2 Drag and drop the MacJournal icon onto your Applications folder.

MacJournal is copied onto your hard drive.
- 3 Once the copying finishes, you're ready to start using MacJournal.
- 4 Launch MacJournal by navigating to your applications folder and double-clicking the MacJournal icon.



1



MacJournal 4.0

Thank you for taking a test drive. If you wish to continue using all of the features of MacJournal after the 15 day free trial period please come visit us at <http://www.marinersoftware.com/>.

You have had MacJournal for 0 days.

Not Yet

Register...

1 Launch MacJournal.

A dialog appears.

2 Click Register.

A sheet appears.

3 Enter your name, organization, and serial number.

4 Click OK.

Note: You should only have to register the software once. However, please 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/>

Please register your copy of MacJournal

Name: Theodore E. Bear

Organization: Bear Arms

Serial Number:

Buy Now

Cancel

OK

You have had MacJournal for 0 days.

Not Yet

Register...

2

Troubleshooting

Many options are available to help you troubleshoot problems you encounter in MacJournal. Troubleshooting Options:

Consult the User Guide (this document).

Use the Support Forum.

<http://marinersoftware.com/phpBB2/>

Send an Email.

Support@marinersoftware.com

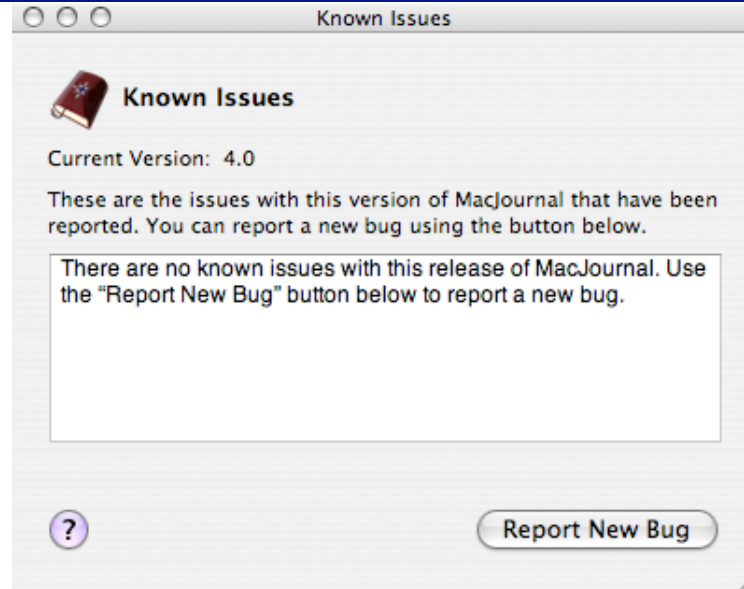
Reporting a bug:

1 Go to Help>Report a Bug...

A window appears listing known issues.

2 Click Report New Bug if your issue isn't represented.

3 An E-Mail appears, fill in any pertinent info and click Send.



Hardware and Software Requirements

To use MacJournal:

- at least 128 MB (megabytes) of available memory (RAM), at least 50 MB free hard disk space
- Mac OS X 10.3 or above
- Intel Macs supported in version 3.3 and higher (Universal)

Contact

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

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

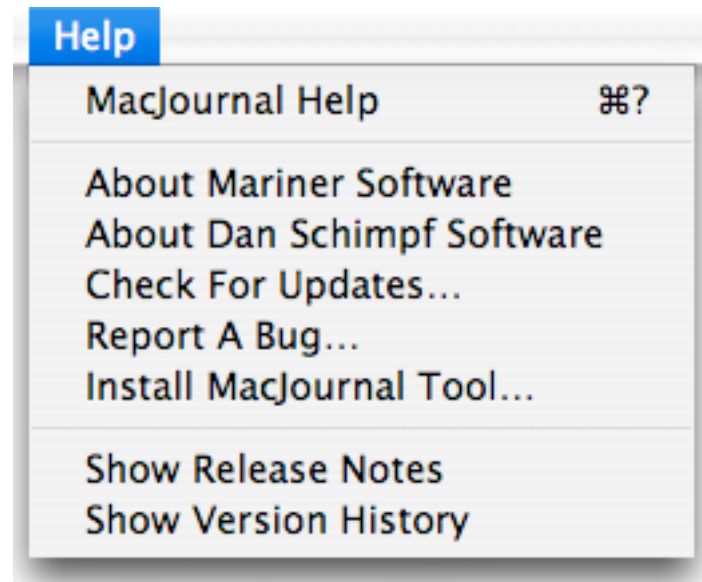
Fax: (612) 529-3775

Mail: Mariner Software, Inc.
401 N. 3rd Street #665
Minneapolis, MN 55401
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

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



Notes

Before using MacJournal, you should have a basic knowledge of Mac OS X. You should understand pointing, clicking, double-clicking, dragging, and how to choose menu commands. You should also know how to operate dialog boxes, re-size windows, and use the Clipboard. If you aren't familiar with these or other basic Macintosh operations or terminology, refer to the Macintosh® documentation included with your computer.

Errors

If you find any bugs or errors in the program, please send detailed information to support@marinersoftware.com.

Thanks

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

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 drawer 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 from their parent journals such as background color, Blog server settings, etc.

In This Chapter:

Creating a Journal

Exporting a Journal

Locking a Journal

Unlocking a Journal

Backing Up Your Data

Syncing with .Mac

Creating a Journal

❶ From the File menu, select New Journal (*Shift Command N*).

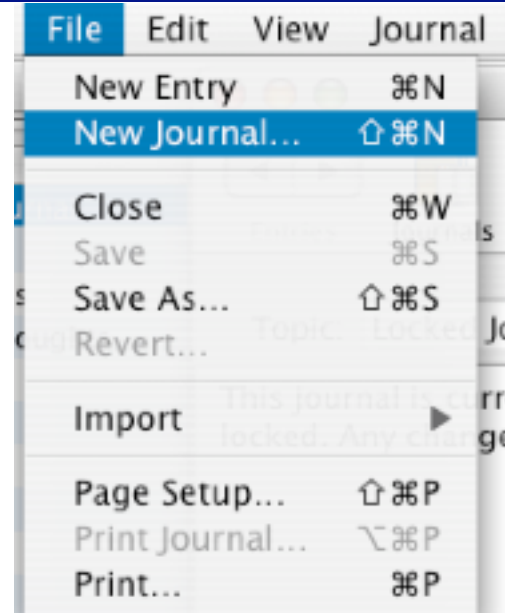
A sheet appears.

❷ Type a name for the new journal and then click Create or press **return**.

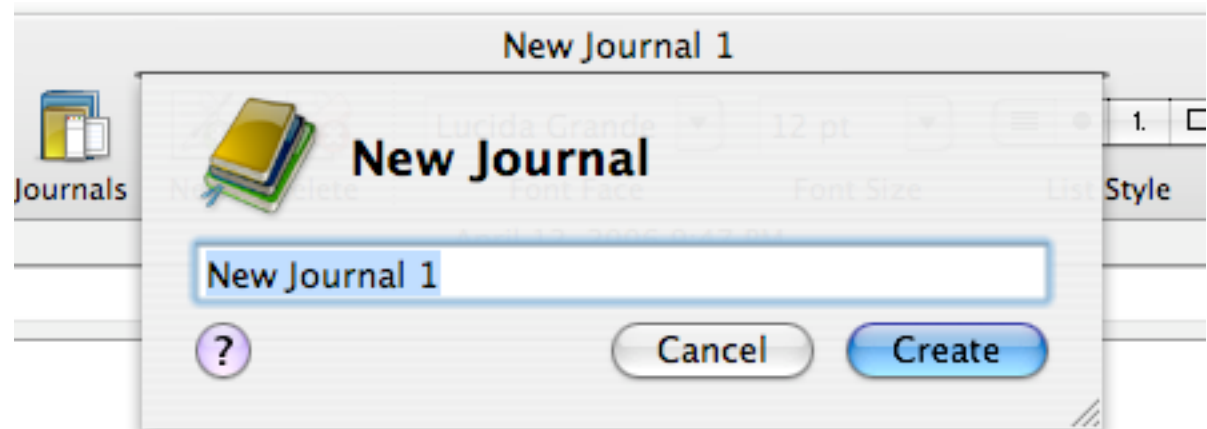
❸ The new journal appears in the list within the journal drawer.

Note: a new entry is already created for you.

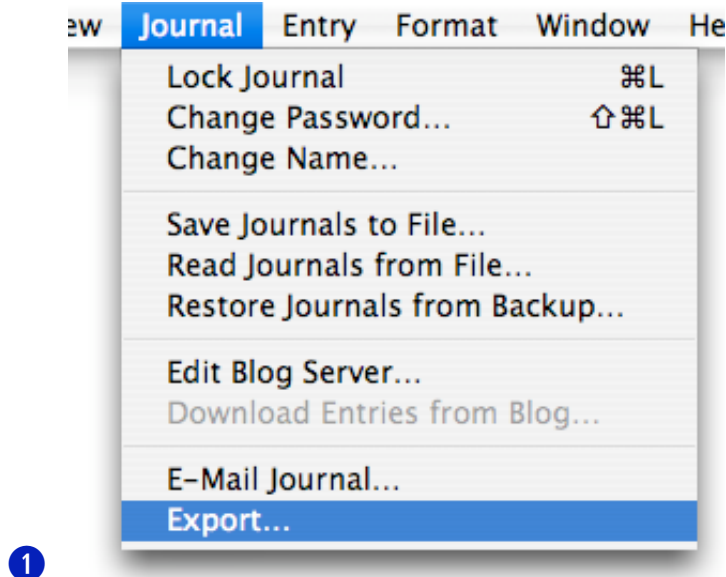
See Making an Entry for more information.



❶



❷

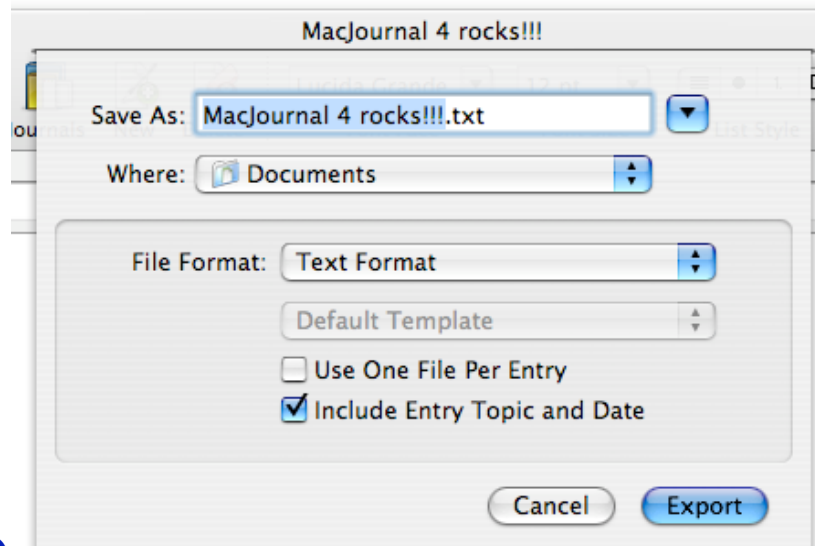


1 From the Journal menu, select Export...

A sheet appears.

2 Type in a name for the file, set where you would like the file to be saved, select the File Format, any other options, then click Export.

Note: You can export your journals as Text, Rich Text Format (RTF), Rich text (with attachments) (RTFd), HTML Format, Word Format, MacJournal Format, PDF, Podcast, or iPod Notes.



- ✓ Text Format
- Rich Text Format (RTF)
- Rich Text (with Attachments)
- HTML Format
- Word Format
- MacJournal Format**
- PDF
- Podcast
- iPod Notes

Locking a Journal

1 Click on a Journal's Name to select a Journal in the Journal drawer.

2 From the Journal menu, select Lock Journal.

A sheet appears.

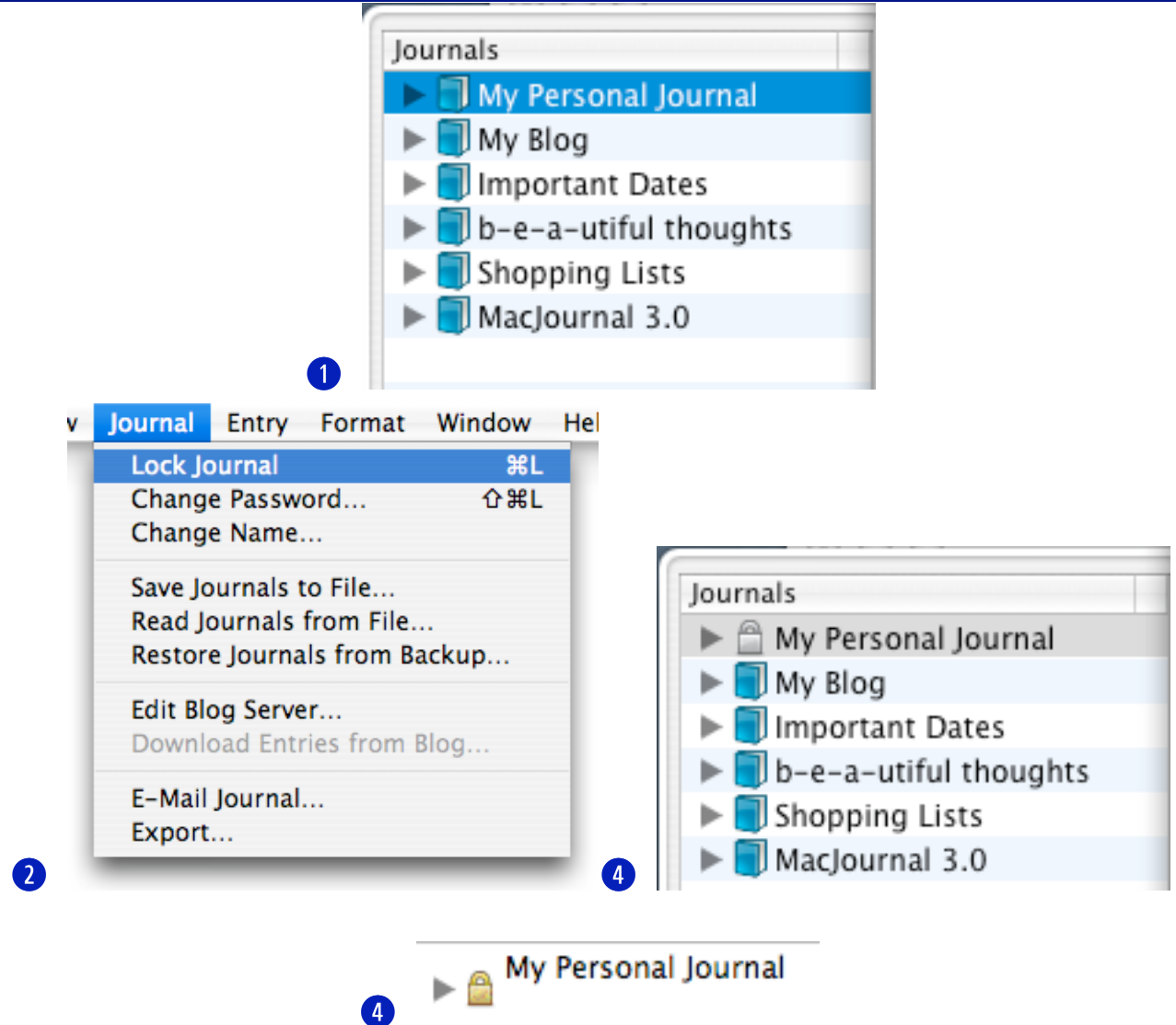
3 Type in a password, confirm the password, and select any options.

Note: You can type in a Password Hint as well as have the password saved in your Mac OS X Keychain.

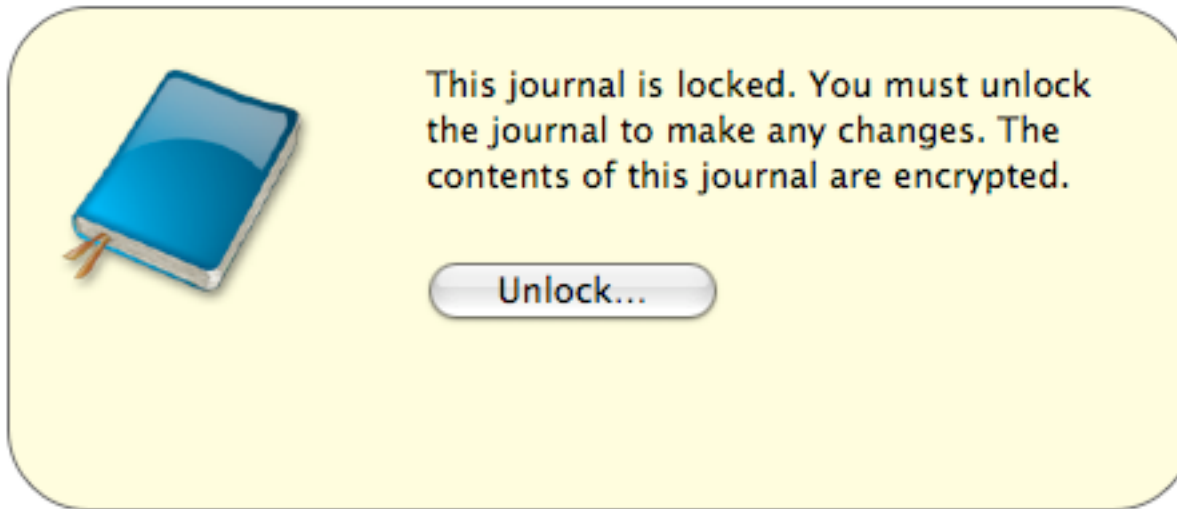
4 The icon next to the journal's name changes to silver for password protection or a gold lock for password protection and encryption.

Note: You can quickly lock a journal by Typing Command - L.

Note: Encrypted journals are not available to Spotlight searches.



1



1 Locked journals display a message in the main window. Click the Unlock... button to unlock the journal or double-click the Journal icon in the journal drawer.

To Unlock a Journal:

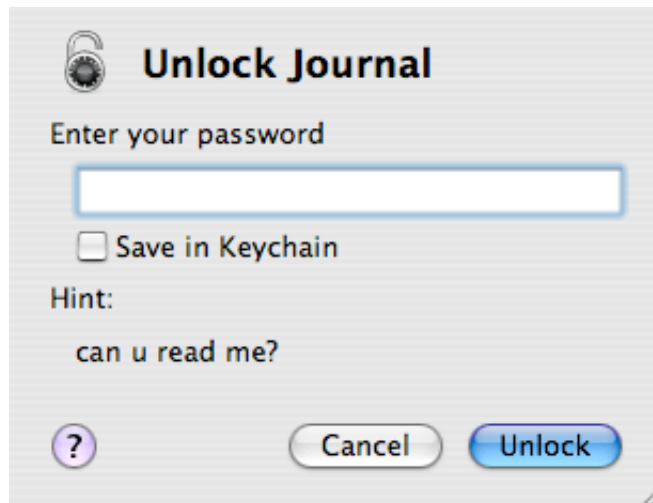
1 Double-click on the journal in the drawer, press the Unlock button from the main window or press Command-L.

A sheet appears.

1 Enter your password and click the Unlock button.

Note: If you choose to Save in Keychain, the password is saved in the keychain and the journal automatically unlocks without needing the password.

Hint: You can use the hint you set when you made the password to help remind you.



Backing Up Your Data

Backups occur automatically when you quit.

Backups are stored here:

~/Library/Application
Support/MacJournal/

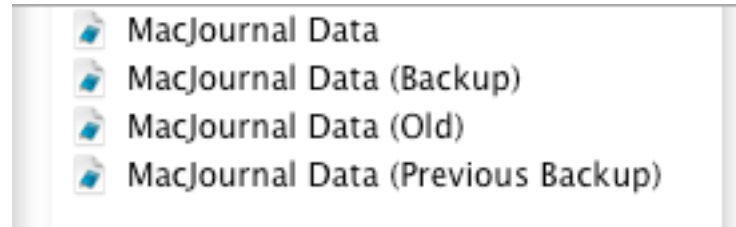
Hint: "~" indicates your user's Home directory.

Hint: MacJournal saves the data file when you quit and then makes a copy of the file as the backup file.

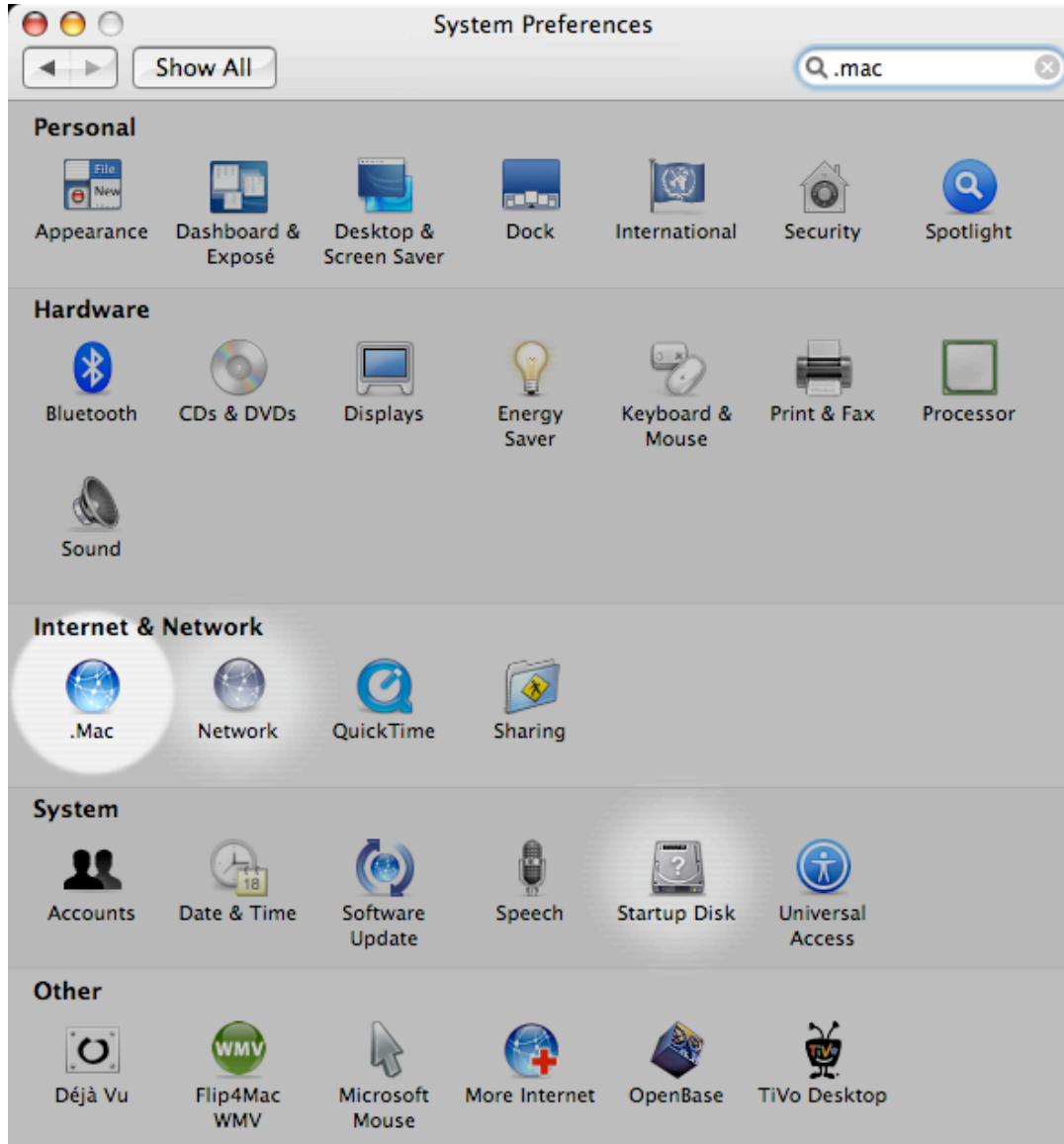
Note: The backup doesn't occur until you quit the application. Saving your file doesn't trigger the backup.


Hint: We suggest you have a backup strategy not only for your MacJournal data but for all the important information on your hard drive.

Backup Folder



~/Library/Application Support/MacJournal/



1 From the  menu, select System Preferences.

A dialog appears.

2 Select .Mac

Note: You must have a .Mac account to use this feature.

(CONTINUED ON NEXT PAGE)

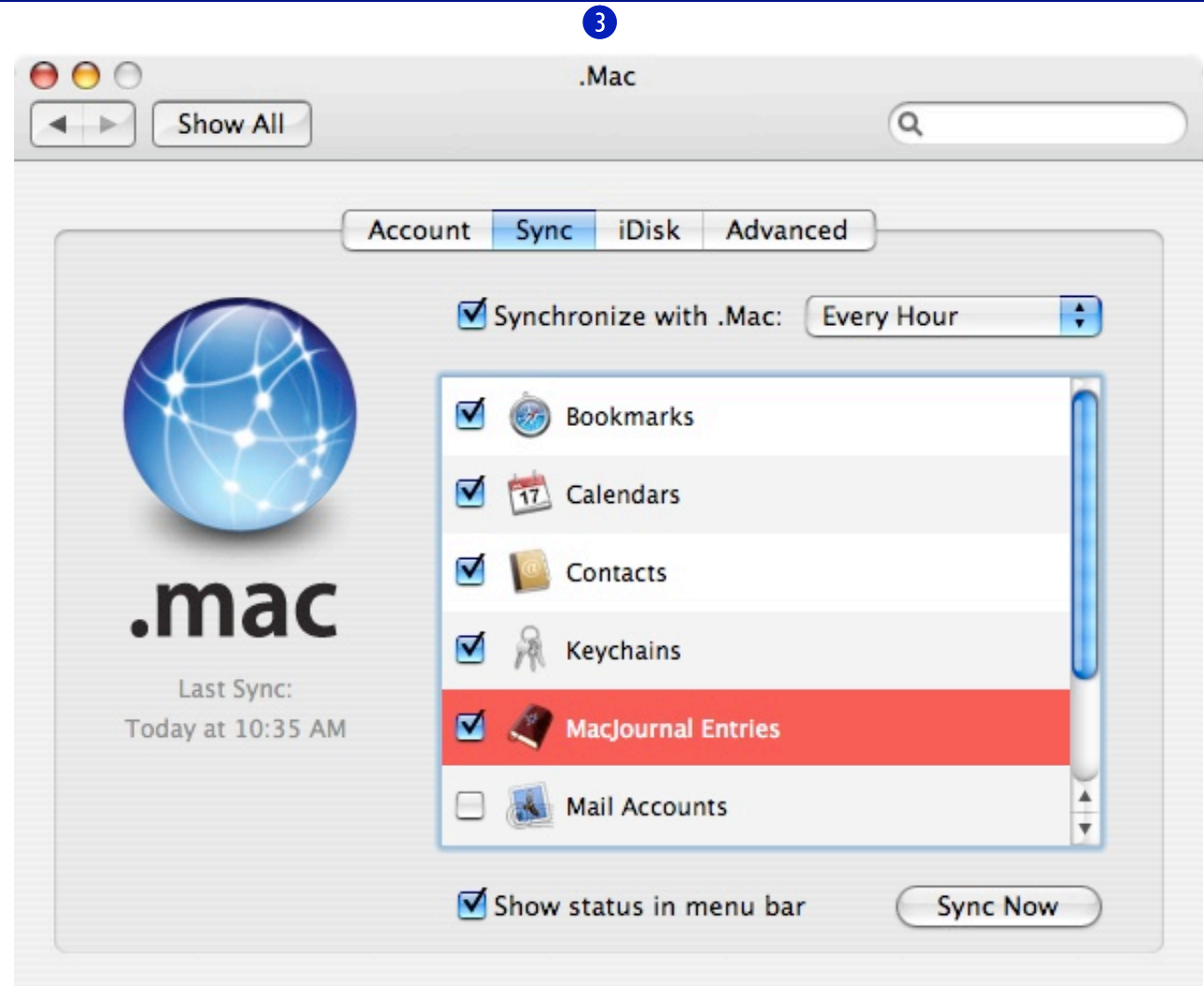
Syncing with .Mac

3 Switch to the "Sync" tab.

4 Place a checkmark next to the item "MacJournal Entries".

Note: .Mac Syncing will not work properly if you have a large data file AND you use encryption.

Note: If syncing is not occurring properly, try resetting the sync preference in this dialog.



E

Entries

Entries are the separate writings within journals. Most often you will use entries to separate different thoughts or idea topics. Another popular format is defining entries by date. You can create a link from one entry to another or to another file.

Record audio to an entry and export it to a podcast. In a podcast, an entry acts as one episode.

You can import or export specific entries, as well as e-mail or print.

Organize or search for entries based on keywords you create and assign.

In This Chapter:

Creating an Entry

Importing & Exporting

Using Keywords

Creating an Entry

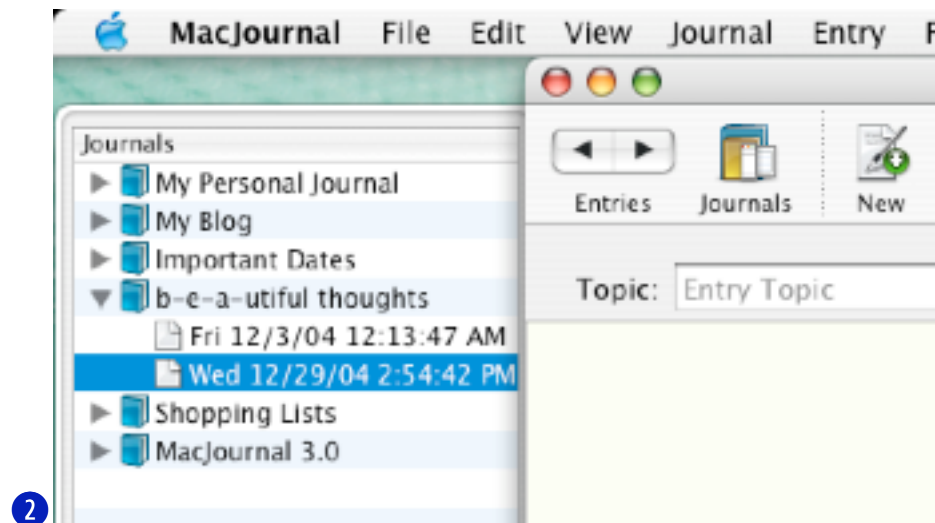
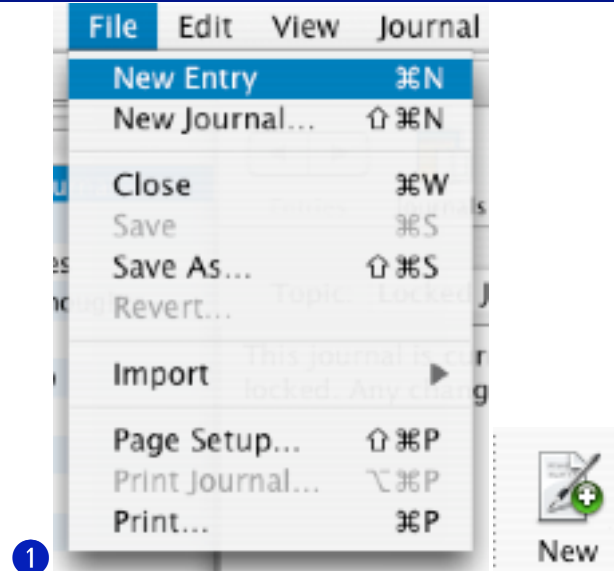
1 From the File menu, select New Entry (Command N) or click the New button in the toolbar.

2 By default an entry is made with a date format.

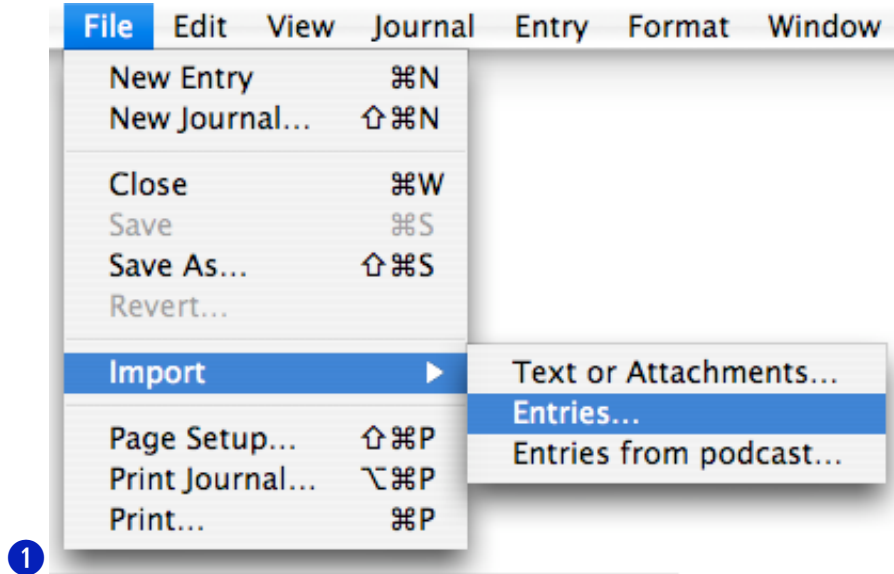
Note: Use the date format or rename the Entry in the Topic field.

3 Start typing to begin adding text to your entry.

4 When you have completed the applicable entry, save your work (Command S).



Importing & Exporting Entries



To import journal entries:

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

A sheet appears.

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

Note: MacJournal can import entries from several different formats.

To export journal entries:

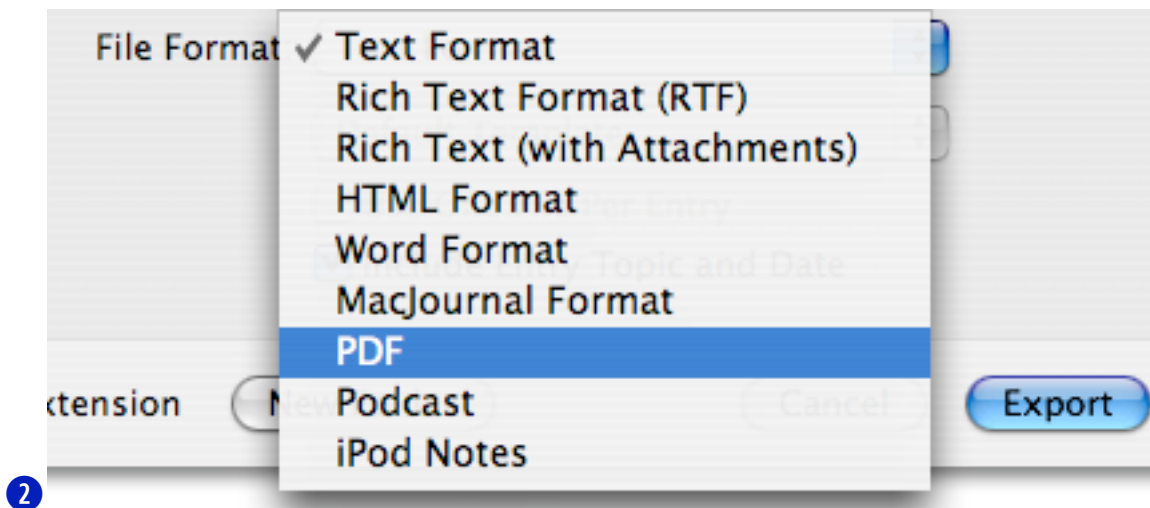
- 1 From the Entry menu, Select Export...

A sheet appears.

- 2 Select a file format in which to export.
- 3 Select the location and click Export.

MacJournal Export formats:

Text, RTF, RTF with Attachments (RTFd), HTML, Word (.DOC), MacJournal, PDF, Podcast (.m4a), iPod Notes



Using Keywords

To add or delete a keyword:

1 Select an entry from the Journals drawer.

2 From the Entry menu, select Change Keywords.

A sheet appears.

3 Click on the + symbol and add specific keyword(s).

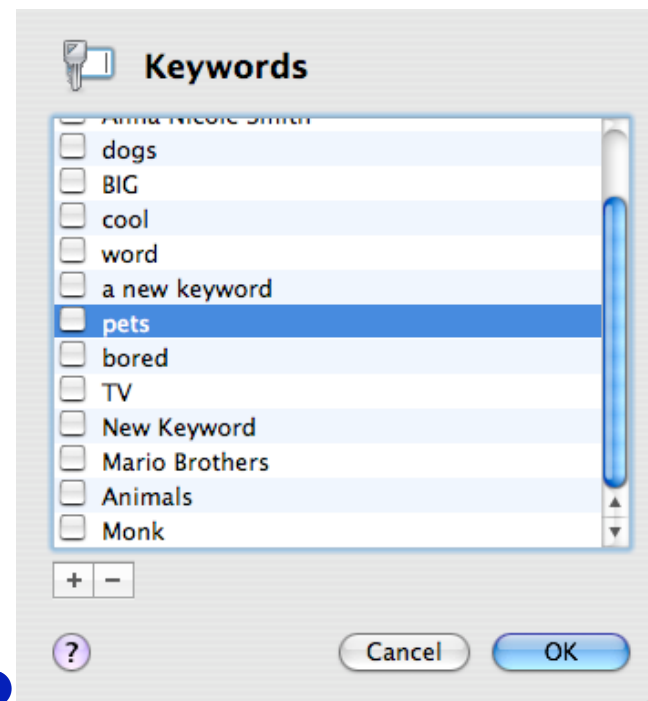
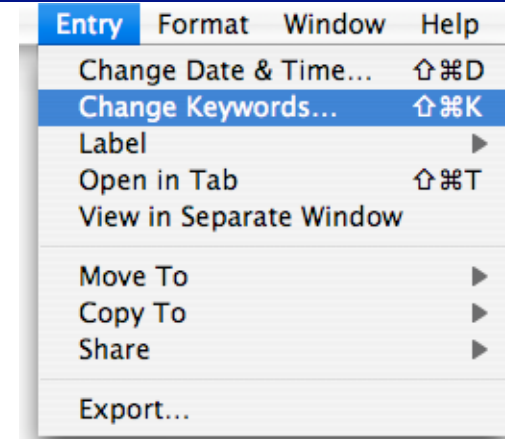
4 Click on the - symbol to remove specific keyword(s).

5 Click OK when you are finished.

To assign a keyword to an Entry:

1 From the change Keywords sheet, checkmark a keyword.

2 Click OK when you are finished.



E

editing

You will spend most of your time in MacJournal creating and editing your journals. Add pictures, files, tables, numbered lists, smiley faces, iTunes songs, links, wiki links, and more.

In this chapter you'll find out how to make the most of MacJournal.

In This Chapter:

Adding a Table

Using the Calendar

Viewing Statistics

Creating Numbered Lists

Word Counts

Drawer Options

Linking to other Entries

Wiki Links & Smileys

Cleaning-up Text

Appending Text

Adding a Table

1 Select Table from the toolbar (custom toolbar option) or Format>Text>Table.

A table appears at the location of the cursor as well as a table inspector.

2 Edit the table cells.

The table inspector has these options:

Rows - Set the number of rows.

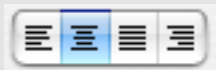
Columns - Set the number of columns.

Merge Cells - Makes multiple cells into one cell.

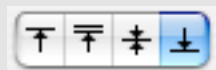
Split Cells - Makes one cell into multiple cells.

Nest Table - Makes a table within a cell.

Alignment:



Left, Center, Justified, Right



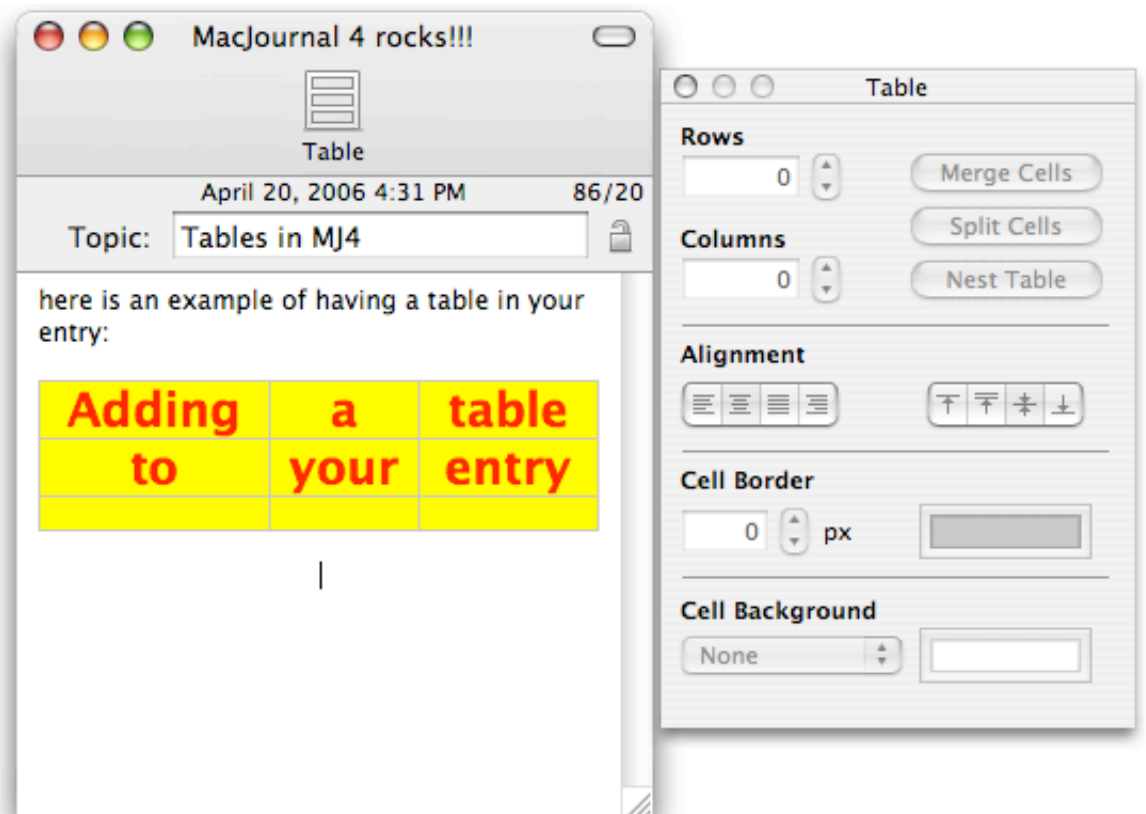
Top, Baseline, Middle, Bottom

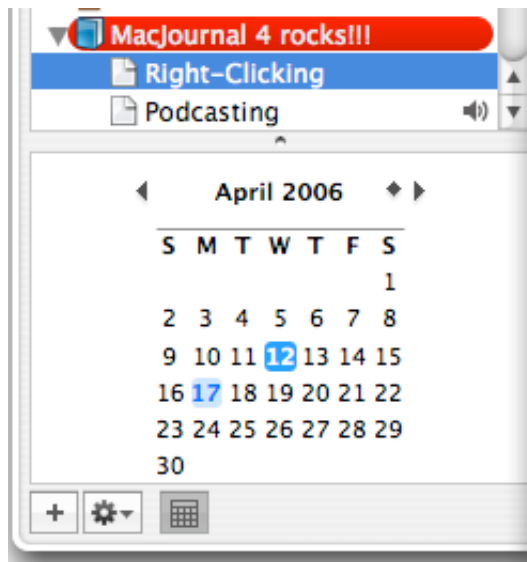
Cell Border - set the width of the border in pixels (px) and/or set the border color.

Cell Background: Set to color fill and choose a color.

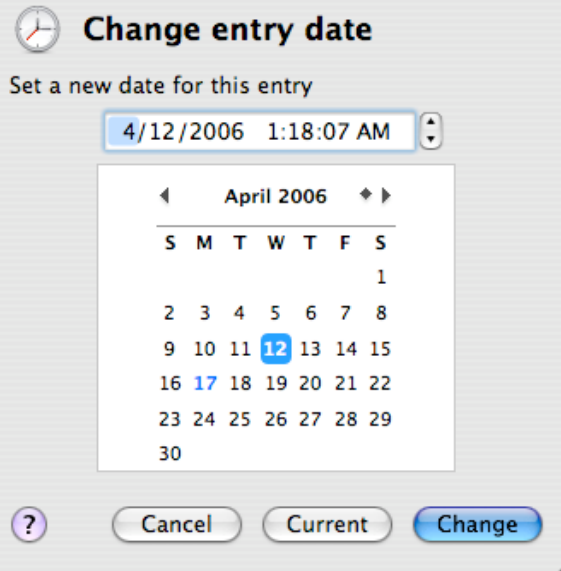


2

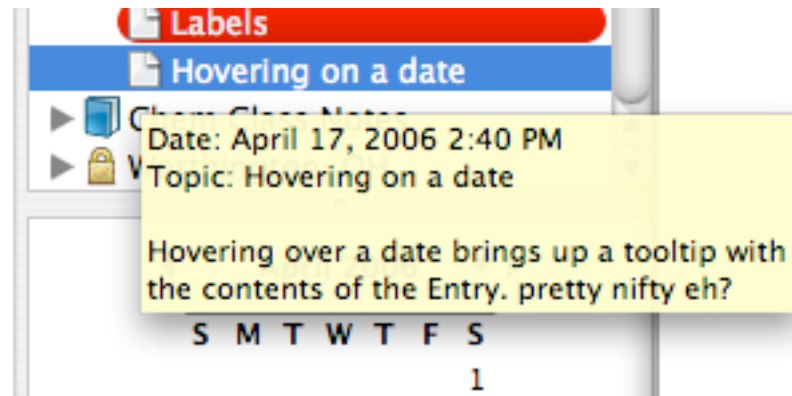




1



3



5

Create a new entry by clicking on a date in the calendar. Here's how:

1 Choose a Journal from the drawer where you wish to make an entry.

Click on a date in the calendar located in the bottom pane of the journal drawer.

2 Click on a date to make an entry for that date.

3 If you wish to change the entry date, double click on the date in the calendar or Select Entry>Change Date & Time.

A sheet appears.

4 Select a different date from the calendar or edit the date in the text field above.

5 Hovering the pointer over the entry badge brings up a tooltip with the contents of the entry.

Using the Calendar

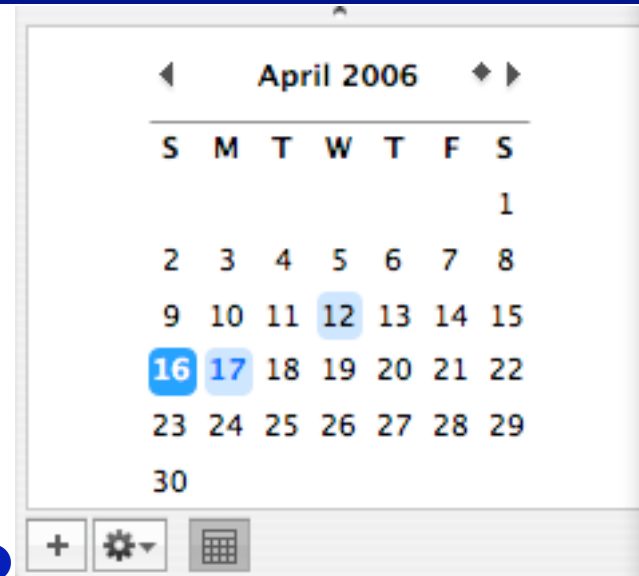
Locate a specific entry by choosing the applicable date in the calendar. Here's how:

- 1 Choose a journal from the journal drawer.
- 2 Click on a date that is highlighted to go to the entry for that date.
- 3 Right-clicking (Control-Clicking) on a date in the calendar brings up a list of all the entries for that date.

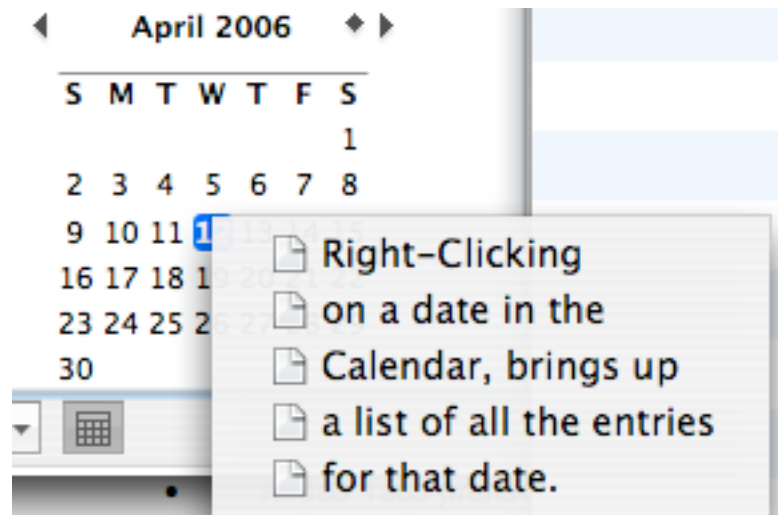
Note: Dates without highlights contain no entries in the journal you have selected.

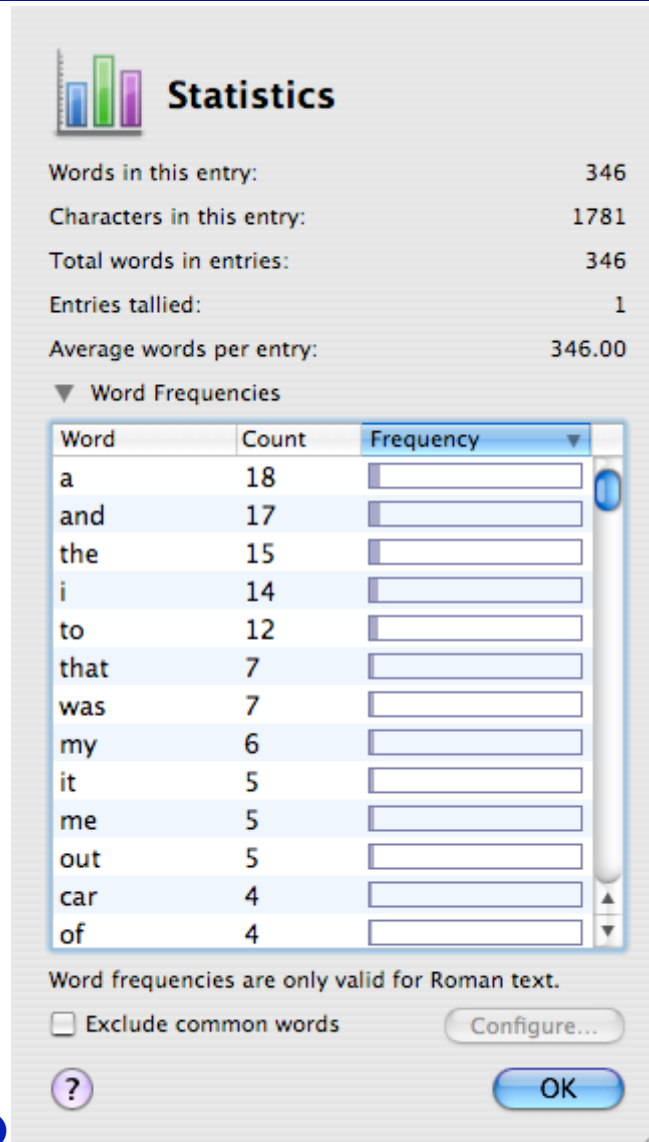
Note: The current date is shown in a darker highlight color.

Note: The current selection appears as a darker highlighted circle.



Using the calendar





- 1 Select a journal or entry.
- 2 From the View menu, select Statistics.
- 3 A Statistics sheet appears.

Statistics includes:

- Words in this entry
- Characters in this entry
- Total words in entries
- Entries tallied
- Average words per entry

Word Frequencies - Shows a list of the most common words in the selected journal or entry. Word frequencies only work with Roman text.

Exclude common words - Omits the most common words from the frequency list.

- 4 Click OK when you are finished.

Note: You can also count words in nested journals by selecting the journal rather than an entry.

Note: When the journal drawer has focus, choosing Statistics from the View menu shows stats for the selection in the drawer.

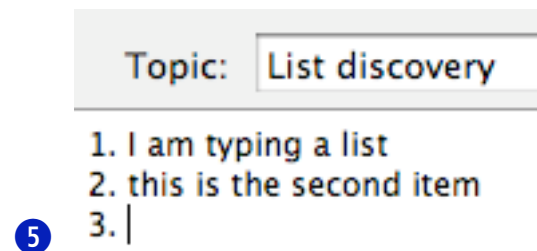
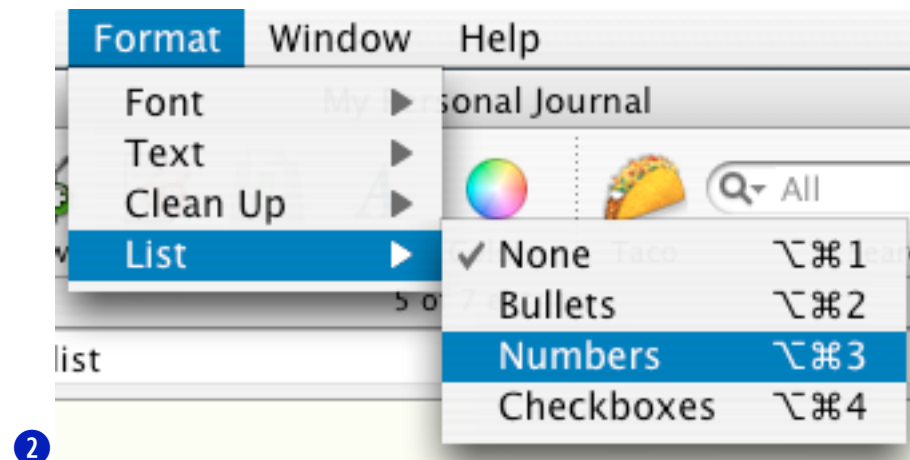
Creating Numbered Lists

You can make numbered lists within a journal entry, here's how:

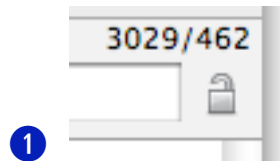
- 1 Place your cursor within a journal entry in the body.
- 2 Go to the Format menu, select List>Numbers (or press option command 3)
- 3 Press return and your next line should be numbered "1."
- 4 Keep typing as many list items as you need.
- 5 Using List Discovery is the easiest way to make lists. Just start typing a numbered item and hit return.

See Editing Preferences for info on automatic list discovery.

Hint: You can put the list selector in your toolbar. Just go to the View menu and select Customize toolbar. Drag the List segmented control up into your toolbar and click Done.



Word Counts and Drawer Options



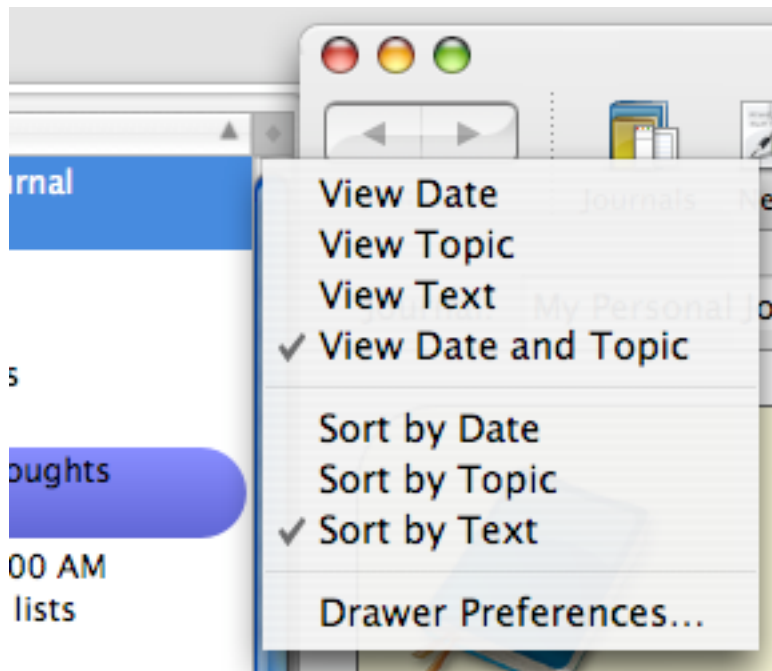
- 1 The word count field in the main window now also shows the character count. i.e. 3029/462 = 3029 characters, 462 Words.

To change the view options or sort order of the contents of a drawer:

- 2 Click on the small control in the corner of a drawer.

A pop-up menu appears.

- 3 Choose view settings and sort order or visit the Drawer Preferences pane to make other choices.



View Options:

- View Date
- View Topic
- View Text
- View Date and Topic

Sort Options

- Sort by Date
- Sort by Topic
- Sort by Text

See Drawer Preferences for more info on Drawers .

Linking to Other Entries or Files

1 From the Edit Menu, select Insert Link.

A sheet appears.

2 Name the link and enter its URL.

3 Choose to link to a file or journal entry.

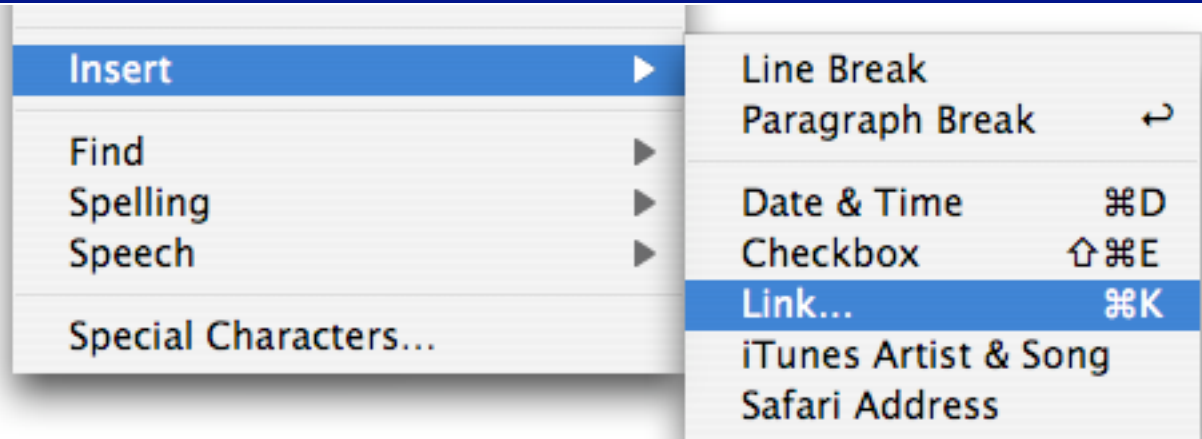
Clicking the entry button opens a panel that displays all of your journals and entries. Select the journal or entry to which you want to link.

Clicking the file button brings up an open panel to select a file on disk you wish to link to.

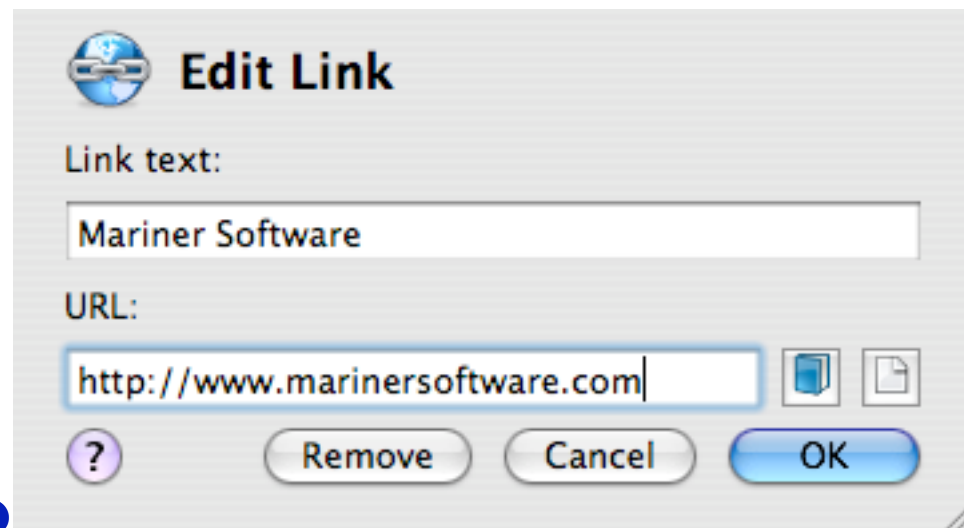
Note: These are assistants; you can still type in the URL manually, or drag an entry from a drawer or a file from disk into the URL field.

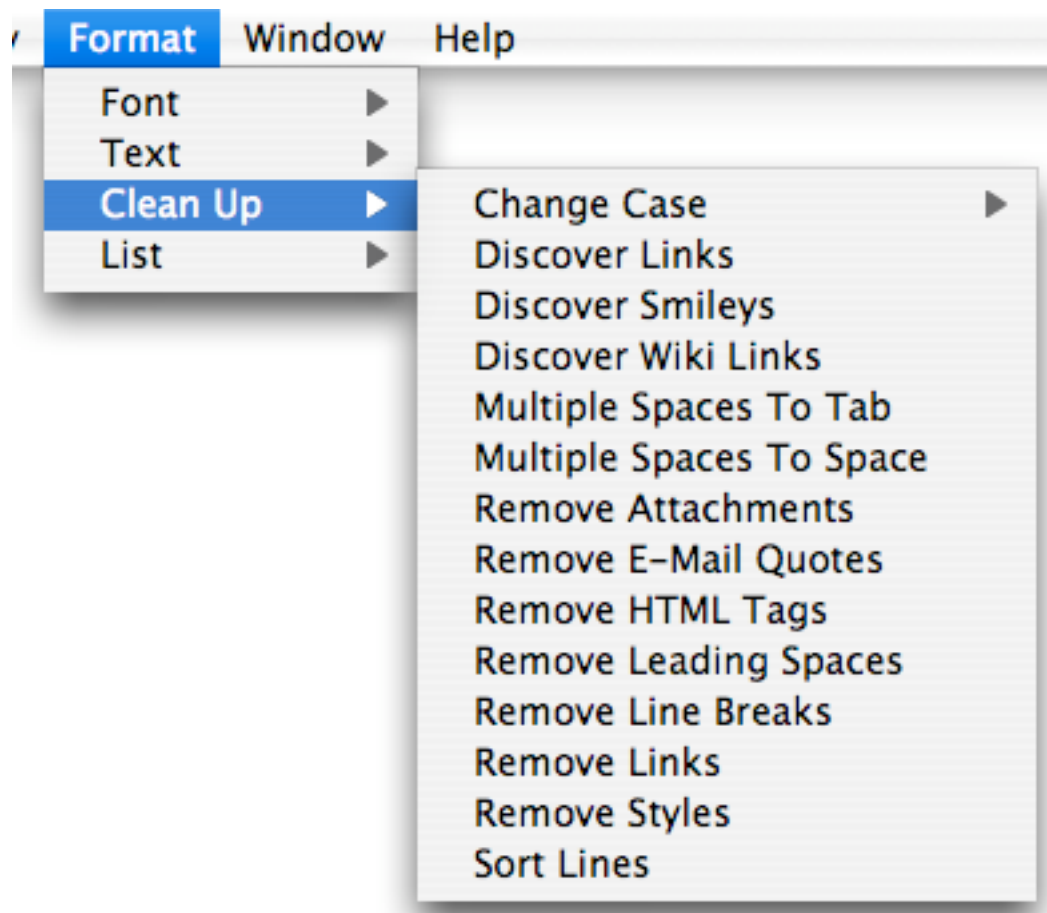
4 Click OK when you are finished.

Hint: Dragging items from the drawers or the search window to the text view will create a link to that item.



1





MacJournal can automatically discover links, smileys, Wiki Links and much more.

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

Alternatively, you can manually have MacJournal discover the links.

- 1 Select a Journal Entry.
- 2 From the Format menu select Clean Up->Discover Wiki Links.
- 3 MacJournal will convert any matching text into a link.

A wiki-link that looks like "EntryTopic" will link to an entry in the same journal that is titled "Entry Topic" or "EntryTopic" or "Entry, Topic!" Wiki links need to contain two or more words to properly be recognized.

Wiki-links & Smileys

A wiki-link is text that links to another entry in the same journal.

Making a wiki-link:

1 Type some text that is the name of another entry in your current journal. Format the text so that you capitalize the first letter of each word, do not include spaces.

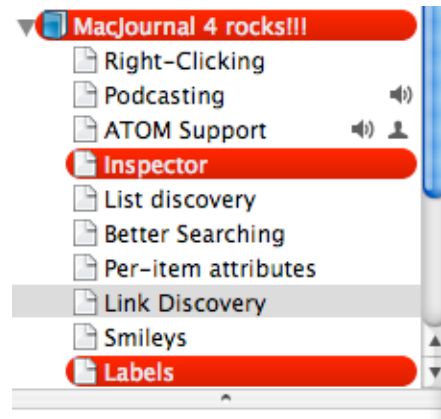
In this example, we type "AtomSupport" and the text is changed to be a wiki-link to the entry titled "ATOM Support". The wiki-link looks like this:

AtomSupport
Atom-Support

Clicking on the link will take you to that entry.

Note: wiki-links work for one word and above topics. A single word topic is not enough to create a wiki-link.

2 Smiley faces can be auto-discovered. Try typing colon, dash, right parenthesis.



check out this great site:

<http://www.marinersoftware.com/>

just type and the link is a clickable ink

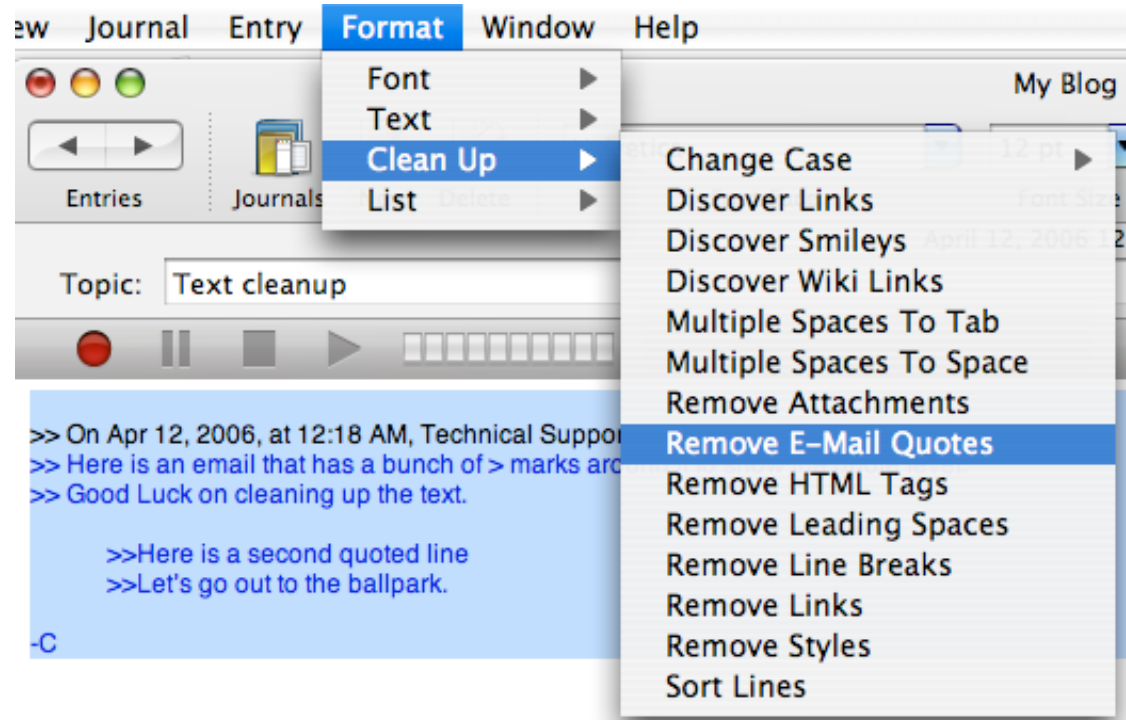
[Mariner Software](#)

this is a smiley: ☺ type Colon, Dash, Right Parenthesis

A wiki-link is some text that links to another entry in the same journal. here I link to the entry about [Atom-Support](#) and [List-Discovery](#). To do so you type the name of the entry without the dash you see above wiki-links don't work for one word Topics.

Examples of links

- 2 ☺ colon dash right parenthesis is a smiley
☹ colon dash left parenthesis is a frowning face



To cleanup text in an entry, for example that you pasted in from an e-mail:

- 1 Select some text containing e-mail quote characters (greater than ">" symbols).
- 2 Select Format> Clean Up> Remove E-Mail Quotes.
- 3 The Quotes and indentation are removed.

On Apr 12, 2006, at 12:18 AM, Technical Support wrote:
Here is an email that has a bunch of > marks around it to show the quote level.
Good Luck on cleaning up the text.

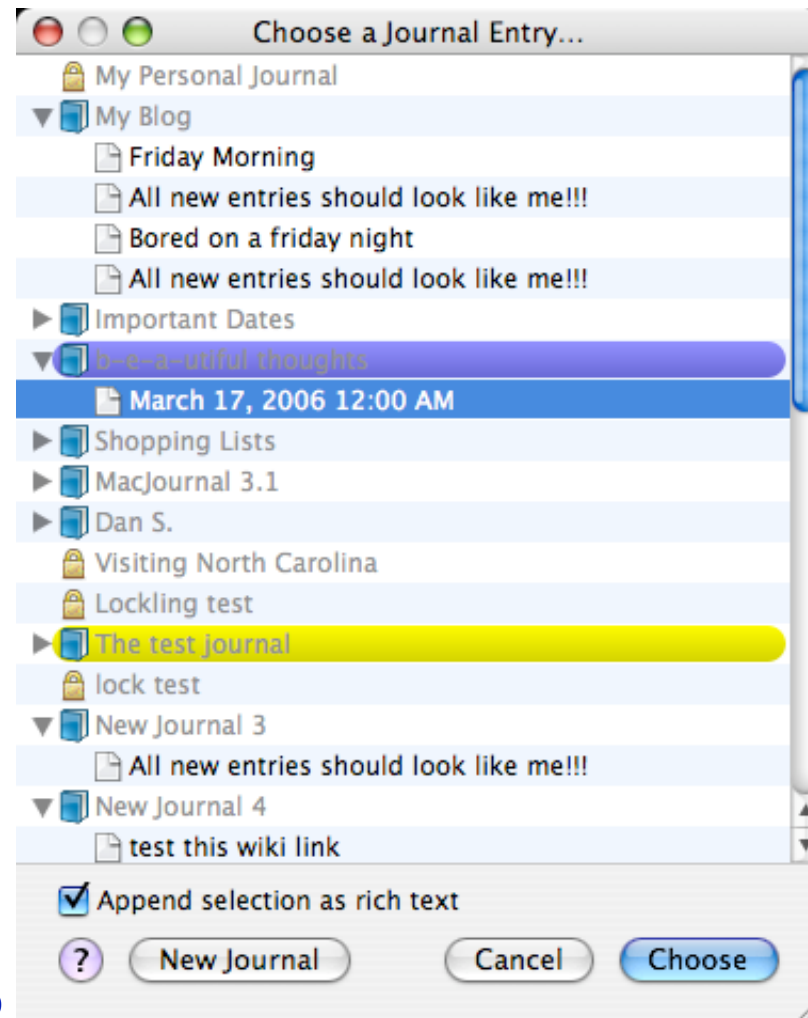
Here is a second quoted line
Let's go out to the ballpark.

-C

Appending Text to an Entry

Append some text to an existing entry, here's how:

- 1 Drag text onto the MacJournal dock icon.
- 2 A window appears allowing you to append to an existing entry or create a new journal.



Audio Recording & Podcasting

You can record and attach an audio recording to an entry. Also, you can share that audio recording by podcast. A podcast is an audio blog you post to the web. MacJournal's exports podcasts to MPEG 4 Audio (.m4a) format.

If you have your own website you can host your podcasts. Make sure your site is RSS enabled and then give the RSS feed address to your friends. People can subscribe to your podcast using iTunes or another RSS aggregator.

Here is your chance to get your voice heard.

Audio Recording & Podcasting

In This Chapter:

Showing the Recording Bar

Making an Audio Recording

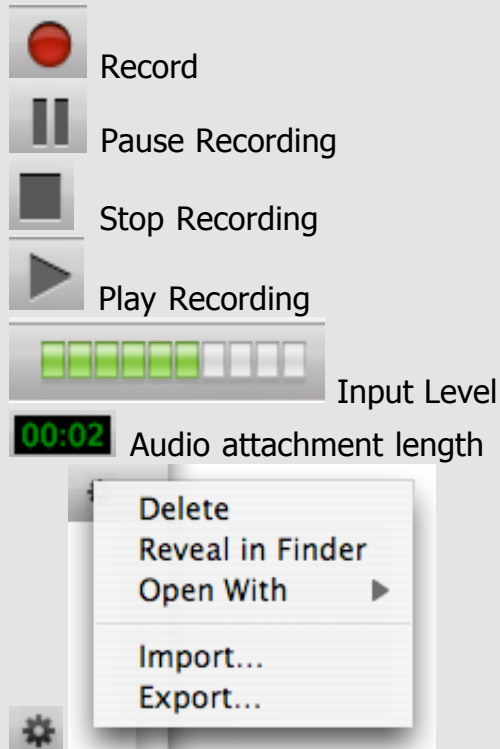
Exporting an Audio Recording

Podcasting

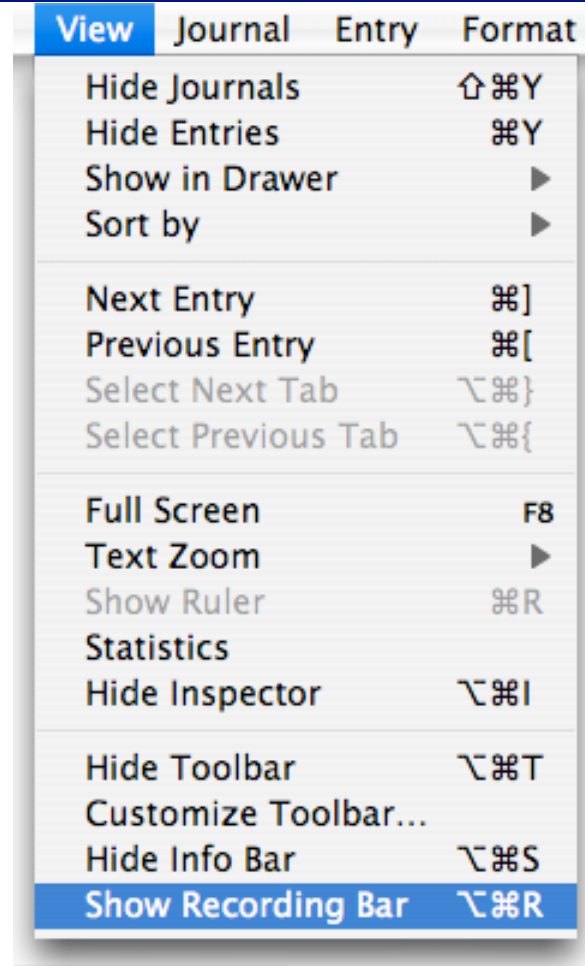
Showing the Recording Bar

1 Click on View> Show Recording Bar, Click the Recording button in the Toolbar (Customized toolbar feature), or press Option-Command-R.

2 The Recording Bar appears. The Recording bar contains the following items:



Delete, Reveal in Finder, Open With, Import..., Export...



or



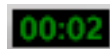
2 The Audio Recording Bar



① *The Record button*



② *The Recording Level*



③ *The Elapsed time*




④ *The Stop button*



⑤ *Audio Badges on an Entries*

To Record an Audio Entry:

① Press the round red Record button  on the Recording bar.

② Input level appears in green bars when audio is being recorded.

③ The recording timer displays the time elapsed.

④ Press the square Stop button when you are finished recording.

⑤ The entry appears with a sound badge next to it (dependent on the "Show Badges" preference).

⑥ Once you've recorded an audio attachment you can record again to append the recording on the end of the existing attachment.

Exporting an Audio recording

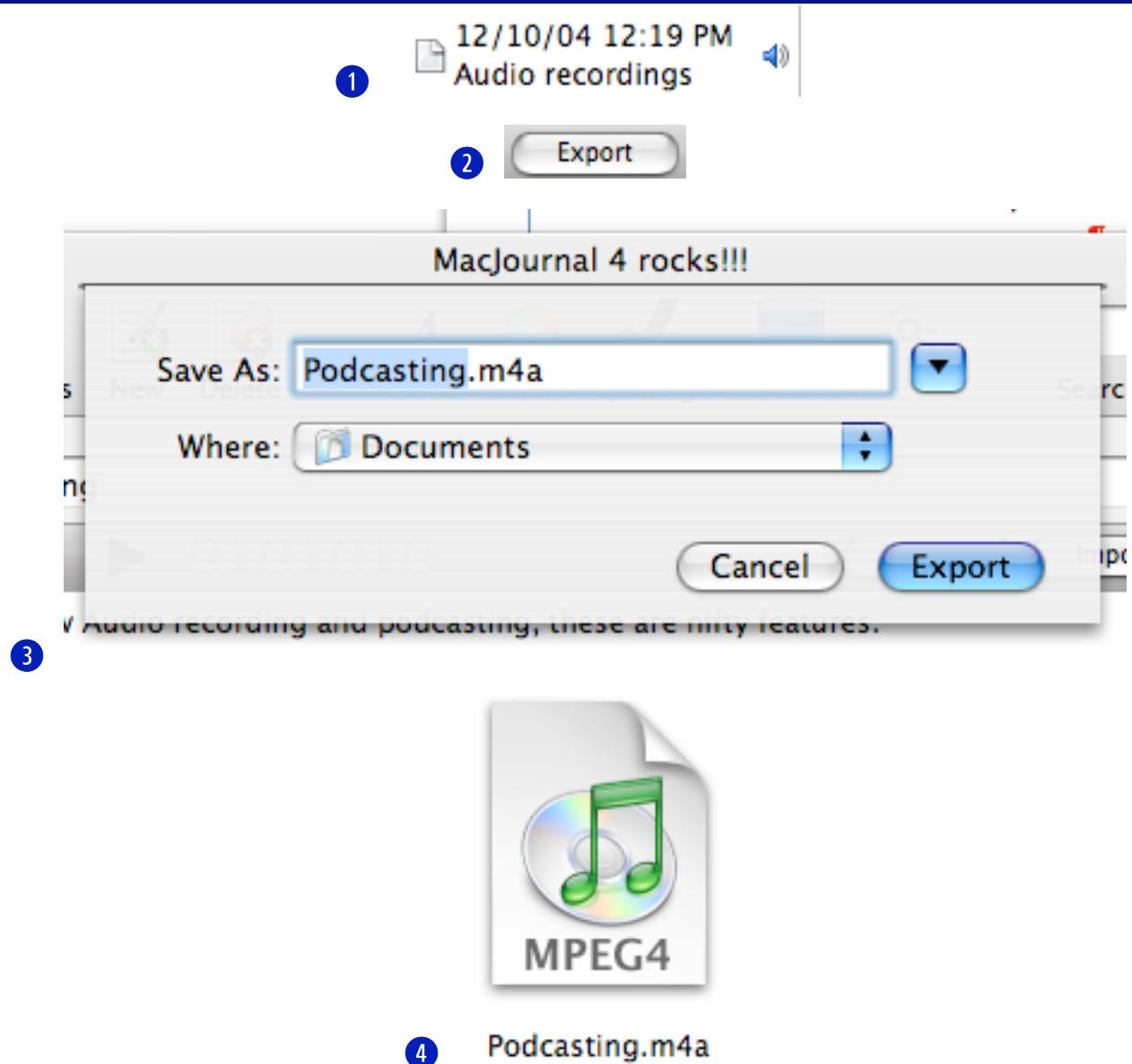
To export an :

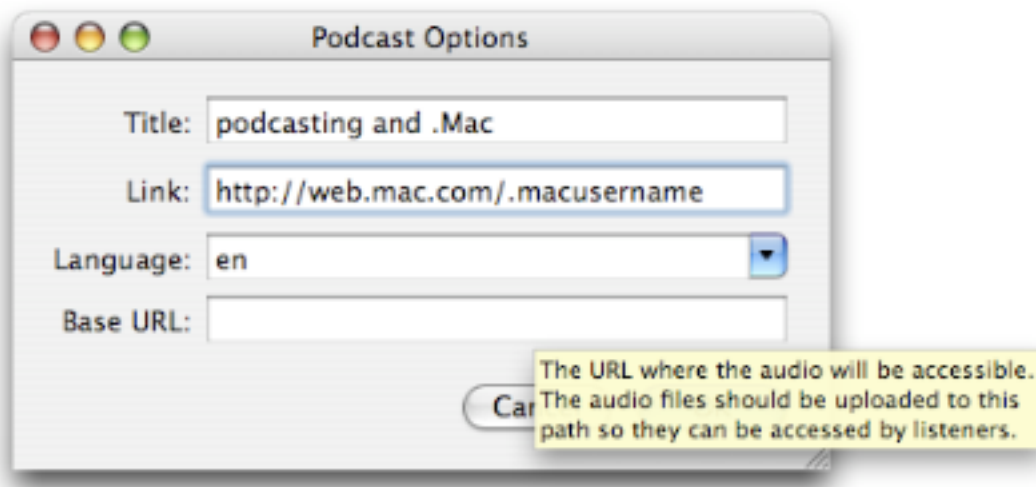
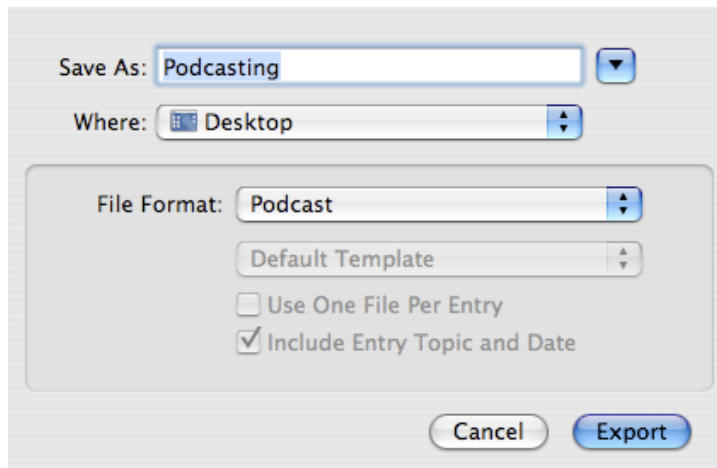
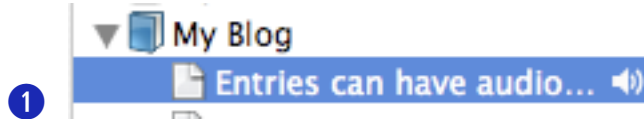
- 1 Select an Entry that has an audio recording.
- 2 Click the Export button on the recording bar.
- 3 A sheet appears.

Give the export a name and set the location where you want it to be saved.

Click Export.

- 4 Audio Recordings are exported as .m4a format.





Podcasting is a way to share audio with listeners who subscribe to your podcast via RSS. It is up to you to provide content (entries = episodes) on a regular basis for your subscribers.

Generally, podcasts are hosted on a private web server. A .Mac account works too. If you have a server, MacJournal can post the podcast (.m4a file as an RSS feed).

1 Choose an entry with audio.

2 Choose Entry> Export

A sheet appears.

3 Choose Podcast as the File Format.

4 A dialog appears where you can fill in the Title, Link, Language, and Base URL of the podcast. When you are finished click OK.

A folder is exported to the location you designated in step 3 containing the audio file and an index.xml file.

5 Upload the folder to a server via ftp.

Blogging is a new form of internet communication. The art of blogging is defined as a personal journal that is posted on a web site, is 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 subtle to extreme and often times include philosophical musings, political commentary, or nearly any other notable topic. The essential characteristics of the blog are its journal form, typically a new entry each day, and its informal style. Many blogs syndicate their content to subscribers using RSS, a popular content distribution tool.

MacJournal allows users to post their individual blogs to popular blog sites like LiveJournal, Blogger, WordPress, Movable Type, and any .Mac subscription. Many sites now use the new ATOM 1.0 protocol while others use MetaWeblog. More specific instructions can be found in this chapter.

Blogging


① Select Entry->Share, use the contextual menu in the drawer, or click the Blog>Edit button in the Inspector.

② If you haven't configured this entry for a Blog server you will be prompted to do so now.

③ A dialog appears.

You have the option of opening the page after posting and/or updating the contents on the server.

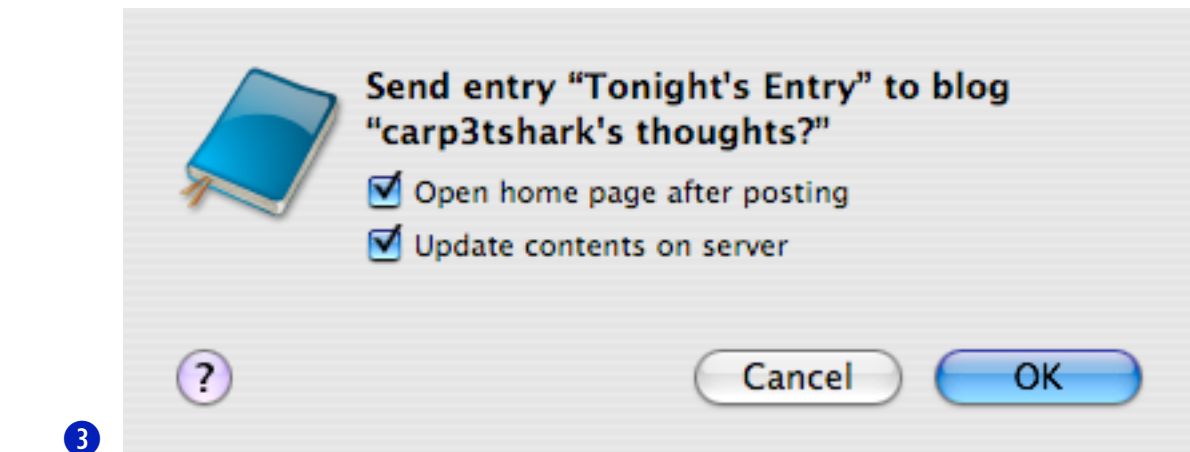
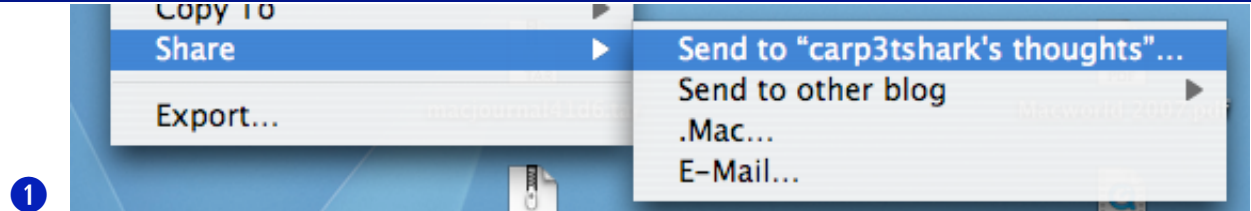
④ Click OK.

⑤ Entries that are posted to a blog have a badge  next to them.

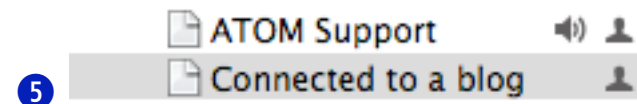
Note: On success the window closes, if an error is encountered a dialog appears.

Note: "Send to other blog" displays a list of active blog servers.

Note: You can send multiple entries to a blog server at once, as long as they are all going to the same blog server.



Note: Update Contents only appears if the blog post already exists on the blog server.





Once you've sent the entry to your blog you have the ability to view the blog in your web browser.

Editing the Blog Server

1 Select Journal>Edit Blog Server... from the menu.

A dialog appears, you have the choice of entering the address of your blog (recommended), Copying the settings from a previously configured blog (Blog server settings that you set up for another journal), or to configure the settings manually.

For this example, enter the address of the blog and the settings for your blog server will mostly auto-configure.

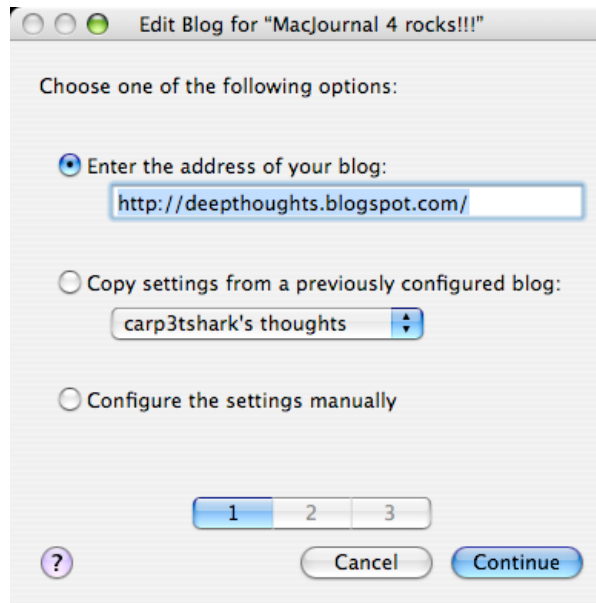
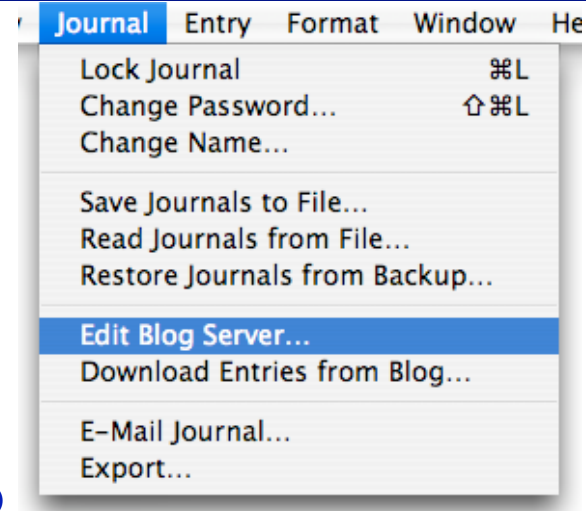
2 Enter the address of your blog.

MacJournal will attempt to auto-configure you blog server settings.

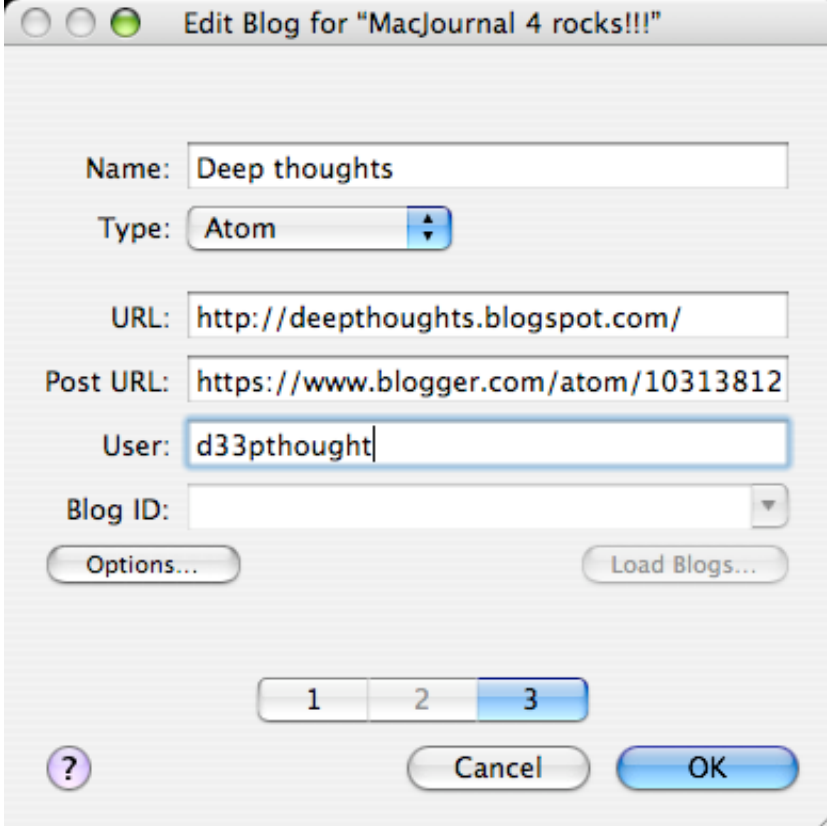
3 Click Continue to proceed.

The contents of the dialog change.

Continued on the next page...



4



Edit Blog for "MacJournal 4 rocks!!!"

Name:

Type:

URL:

Post URL:

User:

Blog ID:

- 5
- LiveJournal
 - MetaWeblog
 - Movable Type
 - ✓ Atom

4 Fill in the name.

5 Choose a Blog type from the pop-up list. If you specific blog isn't listed or you aren't sure about the Blog type, you'll need to consult your Blog provider's support pages or make an educated guess. Atom protocol is a common choice and it is supported on Blogger.com as well as many other sites. MetaWeblog and MovableType are probably the next most popular blog types.

6 Enter the URL for the blog if it isn't already filled in.

7 Enter the Post URL, it should be automatically configured for you. If not, consult the support pages of your blog site for help.

8 Enter your Username for the blog.

9 Enter the Blog ID if it isn't automatically configured after entering your Username.

Click OK when you are finished.

Using the Activity Viewer

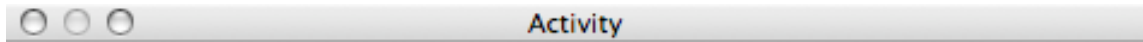
1 From the Window menu select "Activity Viewer."

A blank Activity window appears:

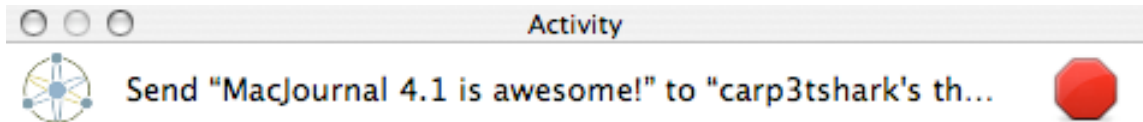
2 When sending a entry or entries to a blog, their status will appear in the Activity Viewer.

To stop, and cancel sending the entry or entries to your blog:

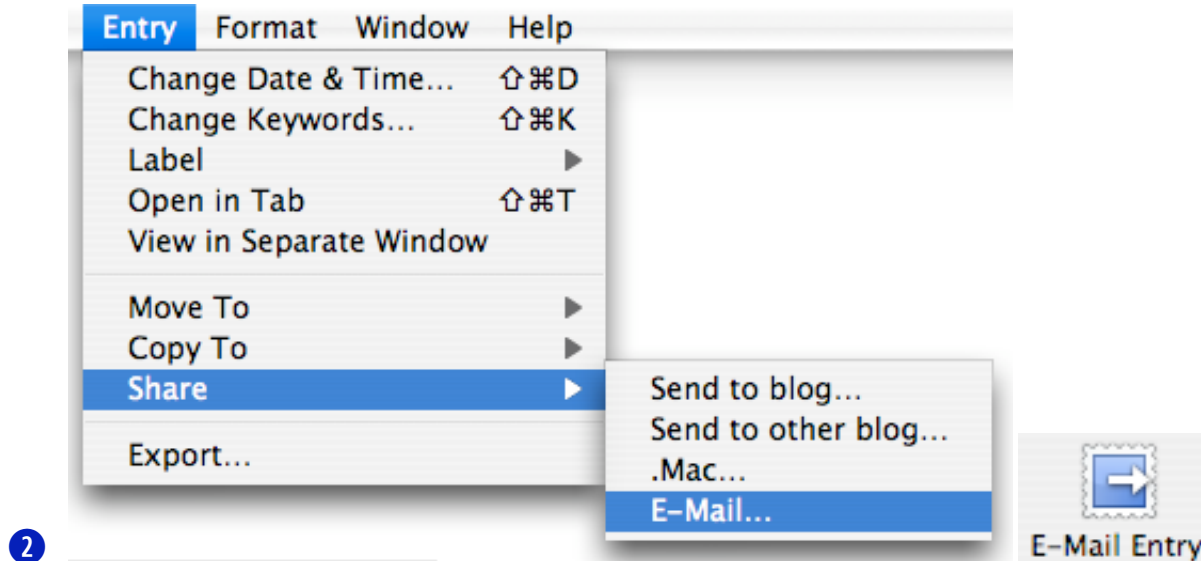
3 Click the red stop sign button in the Activity Viewer window.



1



2



1 Select an entry in the Journals drawer.

2 Select Entry->Share>E-mail, use the contextual menu in the drawer, or click the E-Mail Entry toolbar icon.



E-Mail Entry

3 A warning appears.

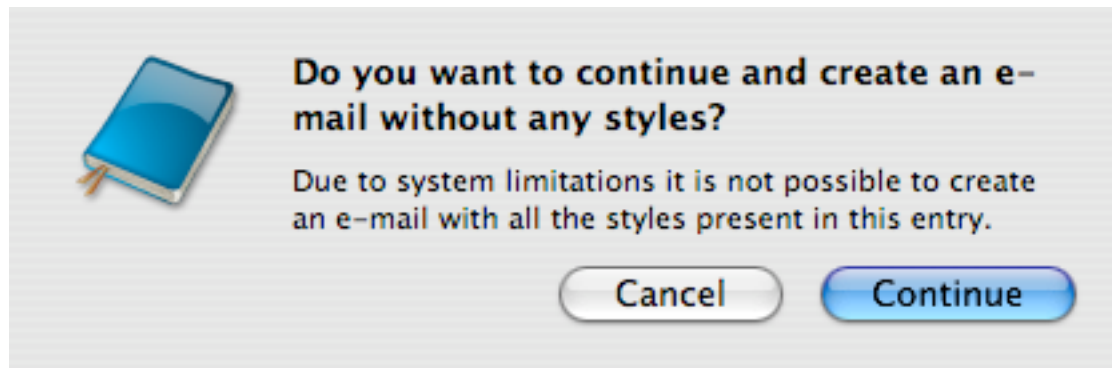
“Do you want to continue and create an E-mail without any styles?”

5 Click Continue.

Your e-mail client launches and a new e-mail is opened.

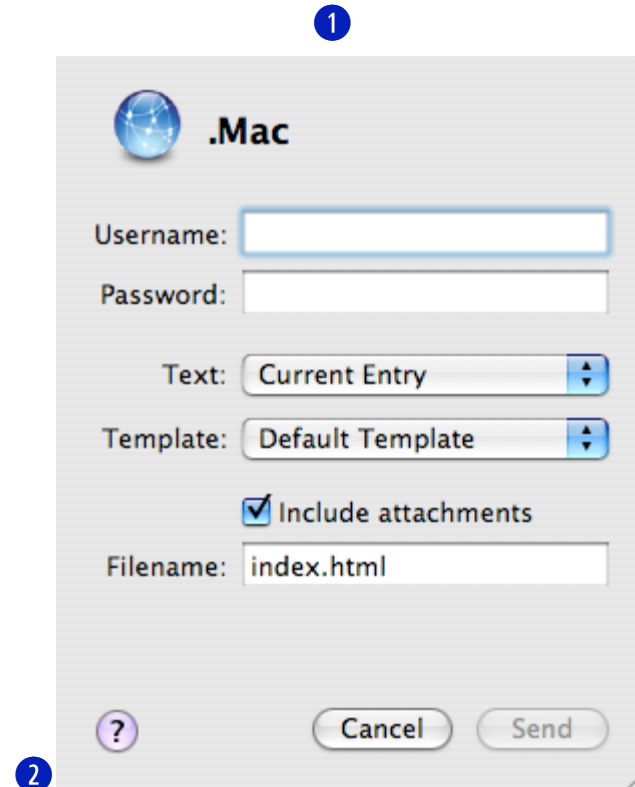
6 Click Send to send the e-mail.

Note: e-mails will lack style information like font, color, size, graphics, etc. due to Mac OS X system limitations.



Publishing to .Mac

- 1 Select Entry->Share>.Mac , use the contextual menu in the drawer, or click the .Mac toolbar icon.
- 2 By default, your .Mac account name and password are automatically entered in the Username and Password fields.
- 3 In the text field, choose what you want to publish: the current entry or the current journal.
- 4 In the template field, choose default template if you are publishing non-html text. Choose html if you are publishing html code.
- 5 Check the Include attachments box if you are attaching a file to publish to your .Mac account.
- 6 Enter a filename for the published file.
- 7 Click the send button
A progress bar shows you when the transmission is completed.



Spice up your journals with a swanky custom background image. Make a presentation using MacJournal. Doogie Houser, MD is not the only one who likes to journal. Consult the mighty Taco for inspiration. spellcheck your writing so you don't look "unedjukated". Search for and find that entry you wrote regarding that thing about that thing. Add text or entries into MacJournal while in another application using Quick Notes.

These are some features we just couldn't leave out of the manual. You've read this far so you must be the inquisitive type—read on friend.

Setting a Background Picture

① From the MacJournal menu, select Preferences.

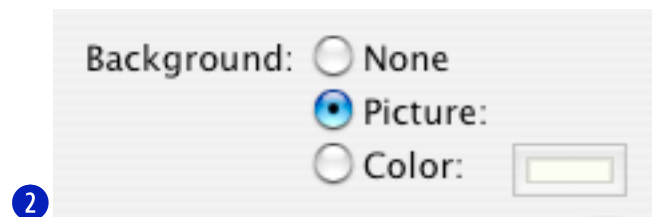
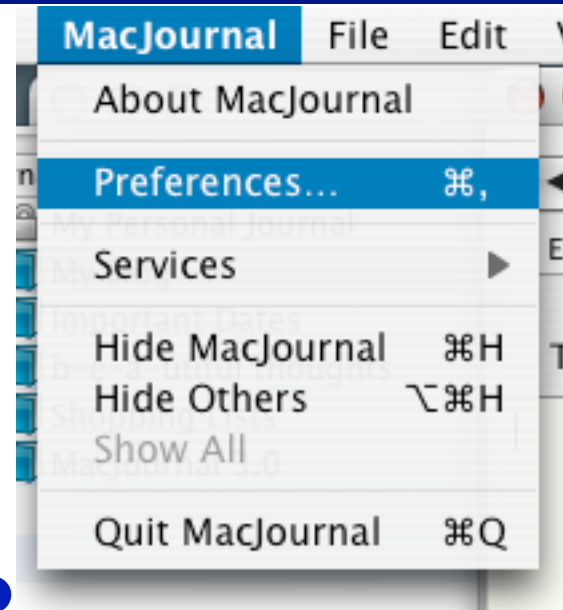
The Preferences window appears.

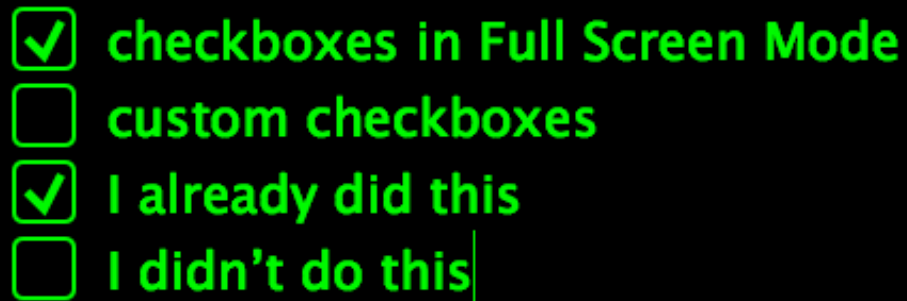
② Under Editing, see the background options. You can either set the background to None, Picture, or Color. Select the Picture radio button.

A sheet appears.

③ Select the picture file from your hard drive that you wish to use for the background of ALL your entries and click Open.

Hint: See "Using the Inspector to set per entry and per journal backgrounds."

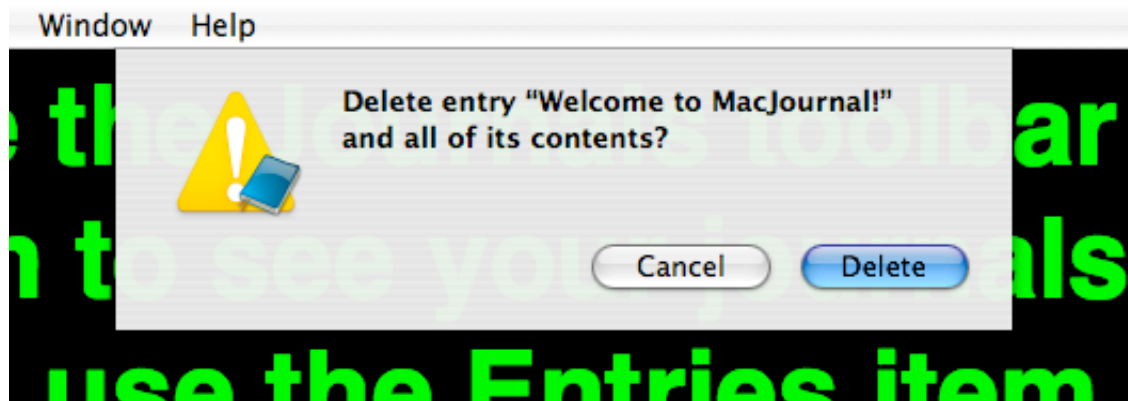


- 
- A screenshot of a journal entry in Full Screen Mode. The entry has a black background with green text. It contains four lines, each starting with a checkbox: a checked checkbox followed by 'checkboxes in Full Screen Mode', an unchecked checkbox followed by 'custom checkboxes', a checked checkbox followed by 'I already did this', and an unchecked checkbox followed by 'I didn't do this'. A cursor is visible at the end of the last line.
- ☒ checkboxes in Full Screen Mode
 - ☐ custom checkboxes
 - ☒ I already did this
 - ☐ I didn't do this

2

Example of an Entry with checkboxes in Full Screen Mode

3



1 Select an entry from the Journals drawer.

2 Either Press F8 or go to the View menu and select Full Screen.

The Screen changes to Full Screen mode, allowing you to focus on the text.

3 Sheets, file attachments, checkboxes, and lists all show in Full Screen mode.

Hint: Keyboard Navigation

Command - shift] - next entry

Command - shift - [- previous entry

Command - option - shift - [previous journal

Command - option - shift - [next journal

Hint: You can use Full Screen mode to make presentations or give a lecture.

Hint: You can set the style and colors used in Full Screen mode by going to Preferences and Selecting Full Screen.

Using the Inspector

Setting options for a journal or entry:

① Select Show Inspector from the View menu or press Command - Option - I.

② The Inspector window appears.

③ Journal

Name - Set the journal name.

Label - Set a label color.

Background - Set a background picture or color.

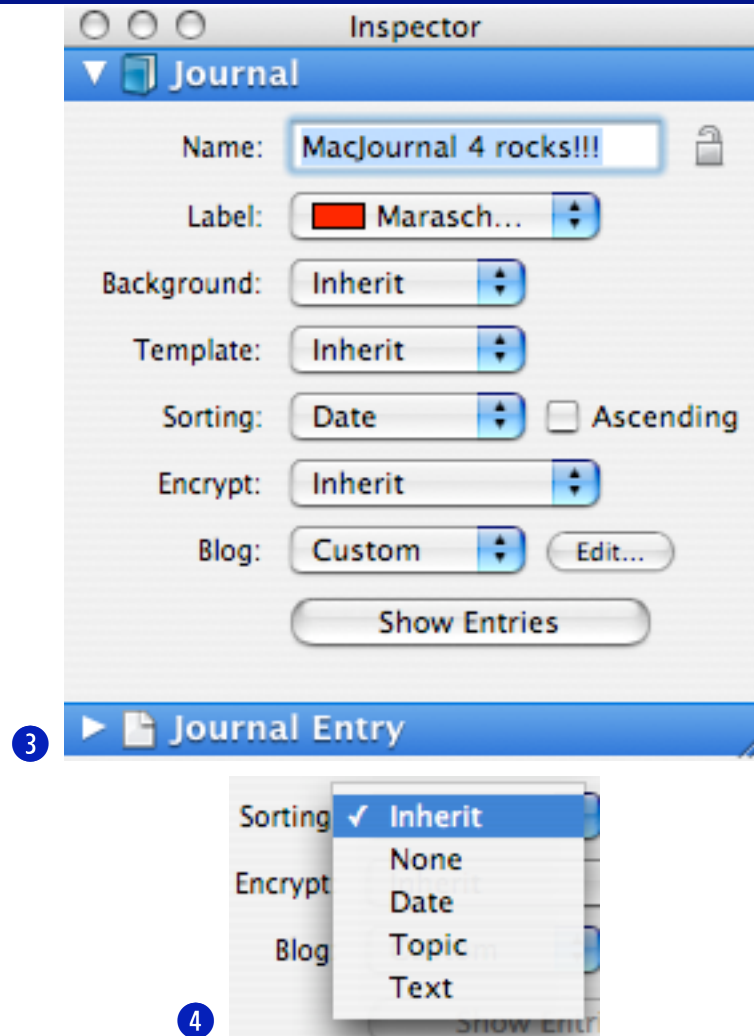
Template - Set an entry template for new entries.

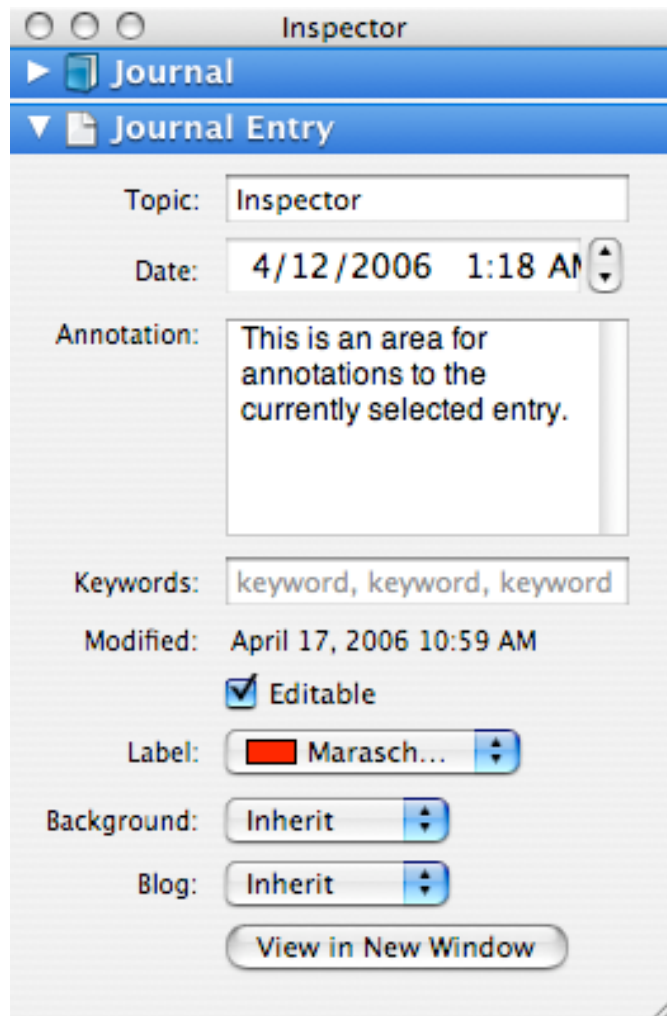
④ **Sorting** - choose the sort order for the Journal, Inherit, None, Date, Topic, or Text.

Encrypt - Choose when to encrypt the selected journal.

Blog - Set the blog server.

Continued on next page





5

5 Journal Entry

Topic: - Set the name of the entry also called the topic.

Date: - Set the date and time of the entry.

Annotation: - Write some notes about the entry.

Keywords: - type keywords separated by commas.

Modified: - Shows when the entry was last modified.

Editable - Sets whether or not the Entry can be modified.

Label: - Sets the label color.

Background: - Sets the background of the entry to a color or picture.

Blog: - Set the blog server.

View in New Window - press this button to open the current entry in a new window.

Using the Taco

1 To use the Taco for inspiration, you'll need to have the taco icon in your Toolbar. It's not there by default so you'll need to add it by going to the view menu and selecting Customize toolbar.

The customize toolbar dialog appears.

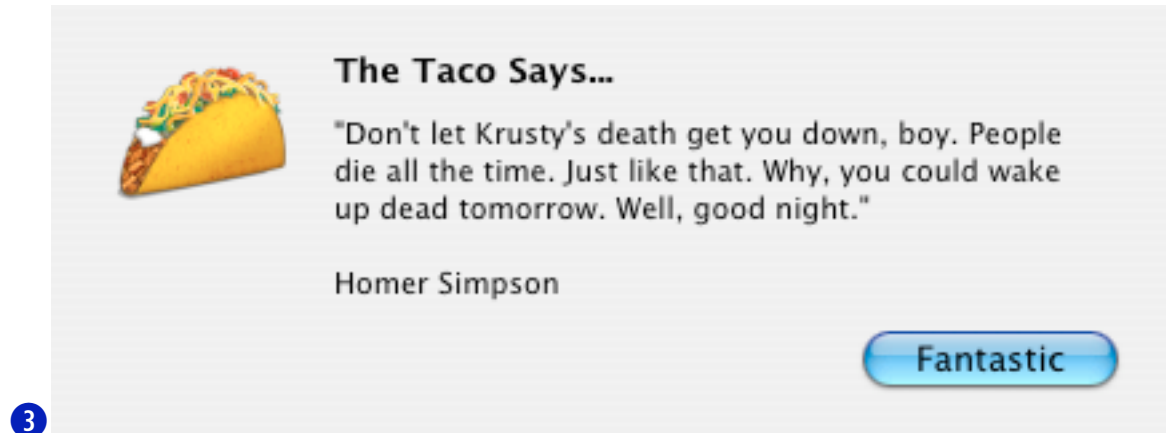
2 Find the icon of the Taco and drag it up into your toolbar.

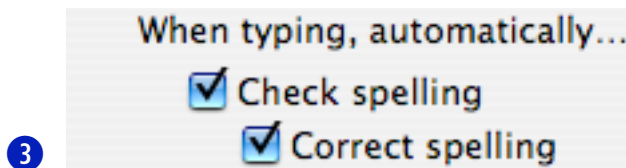
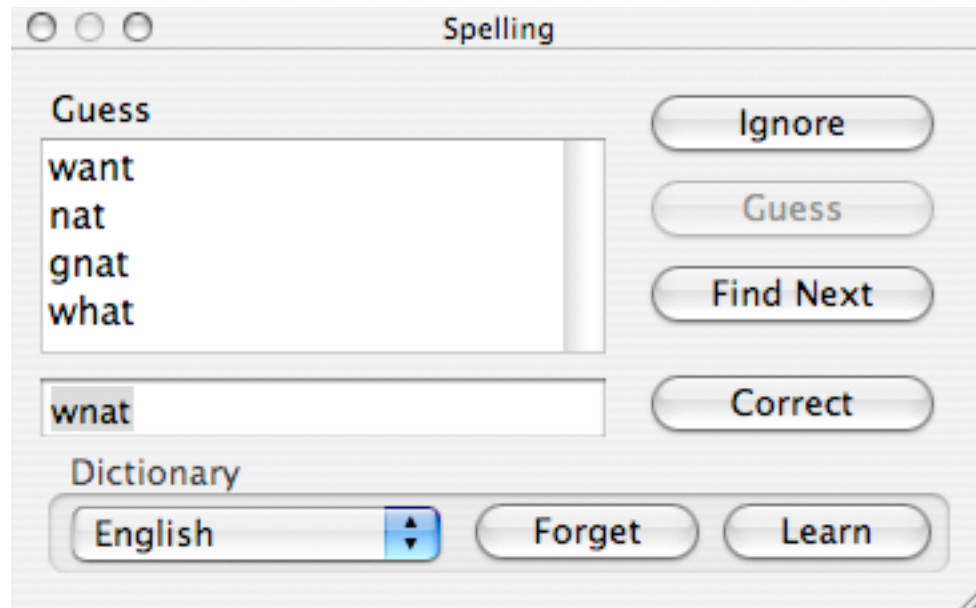
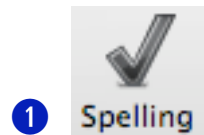
3 Click Done.

4 Click on the Taco whenever you are in need of inspiration.

*Hint: Try holding down the **option** key for a different variant of inspiration.*

5 Click Fantastic and get back to work.





- 1 Select some text, then click on the spelling button in the toolbar or press Command-shift-;

The spelling window appears.

- 2 Choose to Ignore, Find Next, or Correct the selected text.
- 3 *Hint: MacJournal can automatically check your spelling as you type and/or automatically correct simple spelling mistakes. These options are set in Preferences > General.*


Searching / Filtering Entries

1 Click on the disclosure triangle to pop-down the criteria list. Select the criteria by which you want to filter.

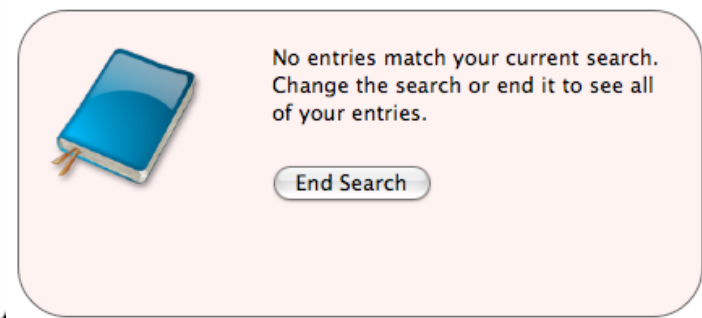
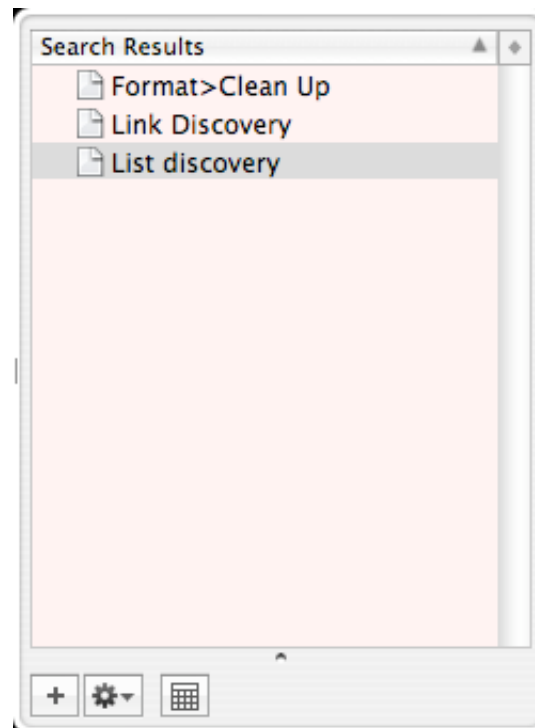
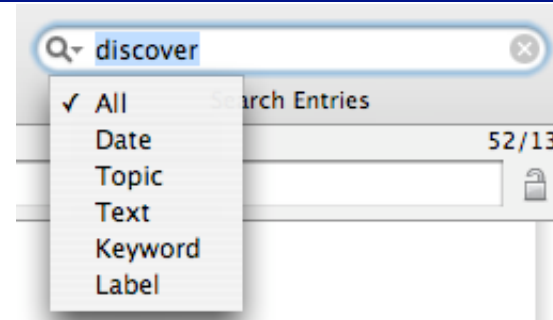
2 Type the search criteria into the toolbar search field.

3 The results appear in the Journals drawer.

Note: Search results have a pinkish background to help visually differentiate them from the regular Journal drawer contents.

Clicking the X  in the search field removes the filtered results and shows the contents of the Journals drawer again.

4 If nothing matches your search criteria you see a message in the main window: "No entries match your current search. Change the search or end it to see all of your entries."



3

Quick Note keystroke: None

Change...

Reset

4

Quick Note keystroke: Type a new keystroke now

Change...

Reset

5

Quick Note keystroke: ⌘⌥⌘

Change...

Reset

Setting a Quick Note keystroke:

1 Go to the MacJournal Menu and select Preferences.

The preferences window appears.

2 Select the General Tab.

See the Quick Note Options.

3 Click the Change button.

4 The Text will change from None to Type a new keystroke now.

5 Type a Key combination. Your keystroke appears.

Note: The Quick Notes keystroke can be used from within any application.

Note: The Quick Note window can be accepted with Command-Return.

Using Quick Notes

How to use Quick Notes:

❶ From any Application press the keystroke combination you previously set for the Quick Notes feature.

The Quick Note window appears.

❷ Set whether you wish to append text to an existing entry, choose an entry from the pop-up, or create a new entry, choose a journal.

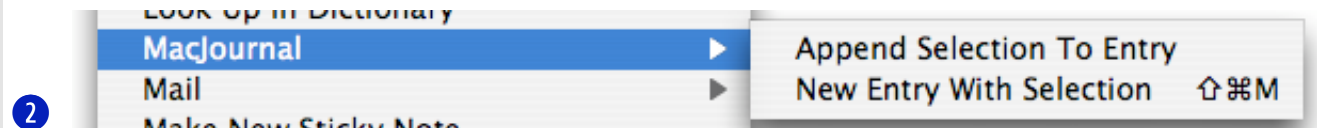
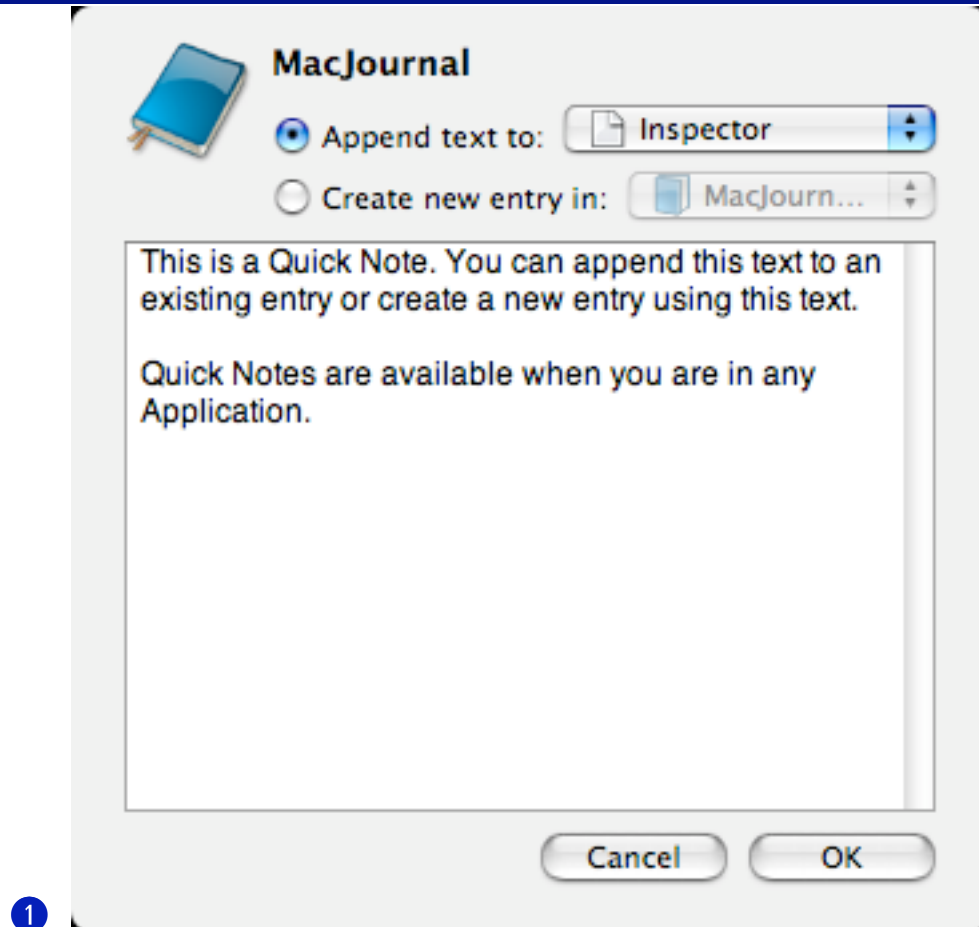
❸ Type or paste the text and press OK.

Note: The Quick Note window can be accepted with Command-Return.

To use application services:

❶ Highlight some text in whatever application you are using.

❷ Go to the application menu item and choose Services>MacJournal > Append Selection To Entry or New Entry With Selection.



Setting Preferences

In This Chapter:

General

Editing

Warnings

Drawers

Labels

HTML

Full Screen

Tabs

Recording

Security

Advanced

Hidden

Setting the various Preferences in MacJournal

The Preferences panel allow you to customize and control many facets of MacJournal.

General - set many of the default settings

Editing - set saving, typing and ruler settings

Warnings - set the warning functionality

Drawers - set the location of Journal and Entry Drawers

Labels - set the colors and names used for labels

HTML - set templates for exporting your journals or entries

Full Screen - set the look and behavior of full screen mode

Tabs - set the behavior of tabbed journaling

Recording - set the options for audio input, file format, etc.

Security - set the options for locking, encrypting, and back-ups

Advanced - settings for advanced users

Hidden - settings for really really advanced users

General Preferences

1 Select MacJournal->Preferences.

The Preferences window appears.

2 Select General.

You can set several options:

Default Background - Controls whether you see nothing, a picture or a solid color in the background of entries.

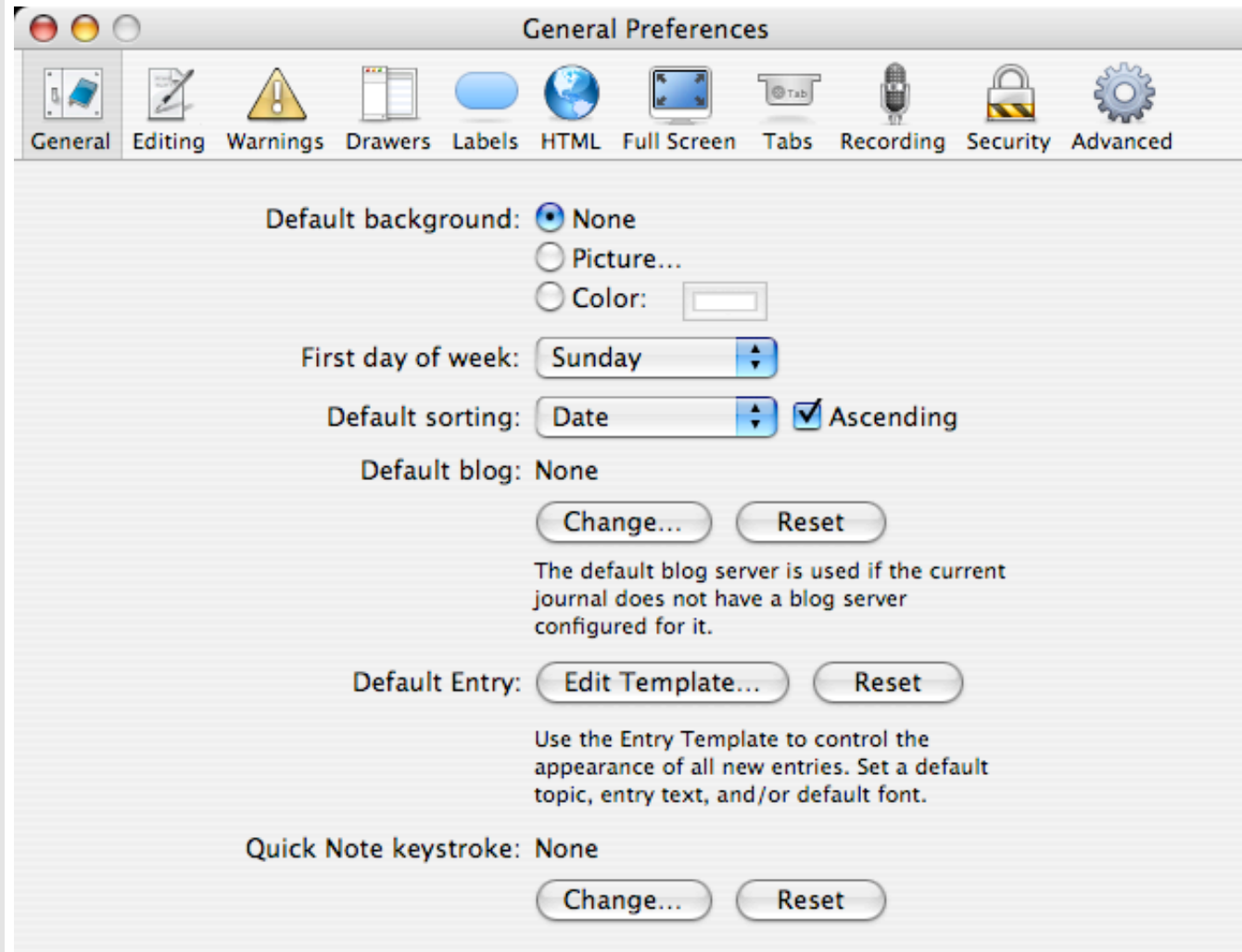
First Day of Week - Controls which day appears farthest on the left in the calendar.

Default Blog - Controls which blog server an entry uses if the current journal is not configured for a blog server.

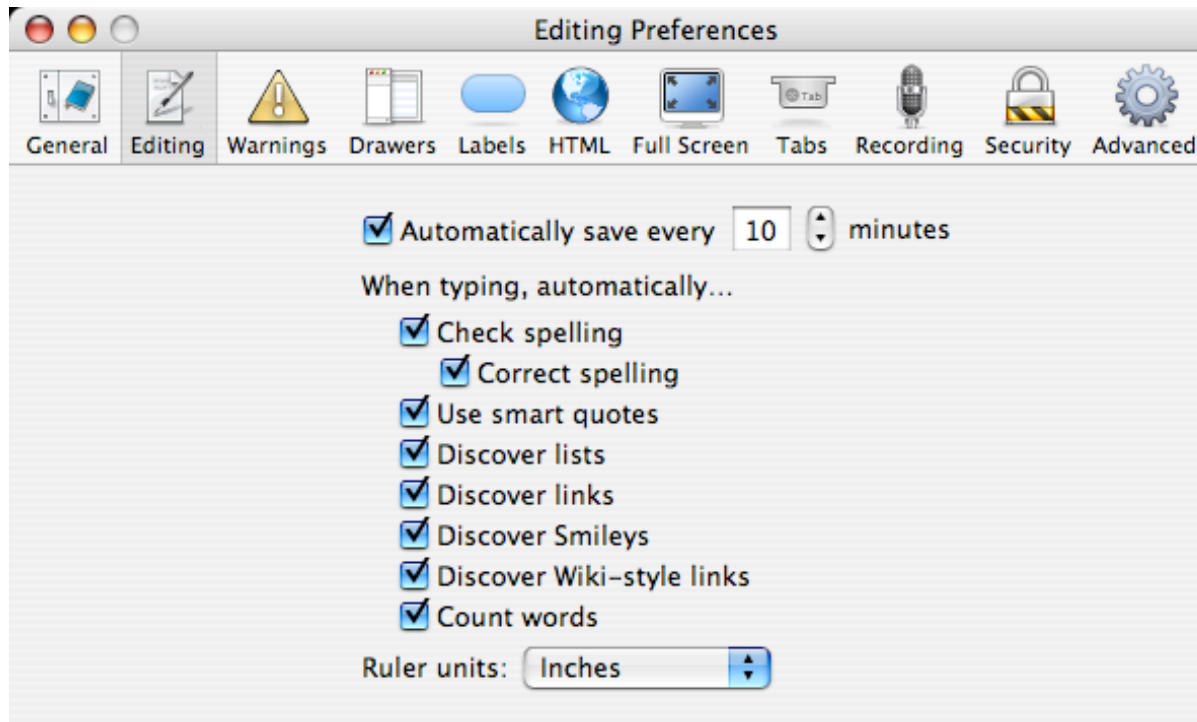
Default Entry - Set a template that controls the appearance of new entries. the appearance includes the topic, text, font, size, style and more.

Quick Note Keystroke - Set a keystroke that will invoke the Quick Note feature.

See *Using Quick Notes* for more info.



2 General Preferences Window



2 Editing Preferences Window

1 Select MacJournal->Preferences.

The Preferences window appears.

2 Select Editing.

You can set several options:

Automatically save every X minutes - Choose how often you'd like to automatically save your data.

When typing, automatically...

Check spelling - underlines misspelled words according to the Mac OS X dictionary.

Correct spelling - Automatically corrects misspelled words using the first suggestion word when there are only a few suggestions from the Mac OS X system dictionary.

Use smart quotes - Smart quotes are sometimes known as "Curly" quotes.

Straight quotes: " ".

Smart/curly quotes: " "

Editing Preferences

When typing, automatically...

- ① **Discover lists** - Automatically recognize a list and apply formatting while you are typing. Press return for a new list item.
- ② **Discover links** - Attempts to automatically recognize html links while you are typing.
- ③ **Discover Smileys** - Attempts to automatically recognize html smiley faces while you are typing.

Topic: List discovery

1. I am typing a list
2. this is the second item
3. |

① *List Discovery*

Topic: Link Discovery

check out this great site:

<http://www.marinersoftware.com/>

just type and the link is a clickable ink

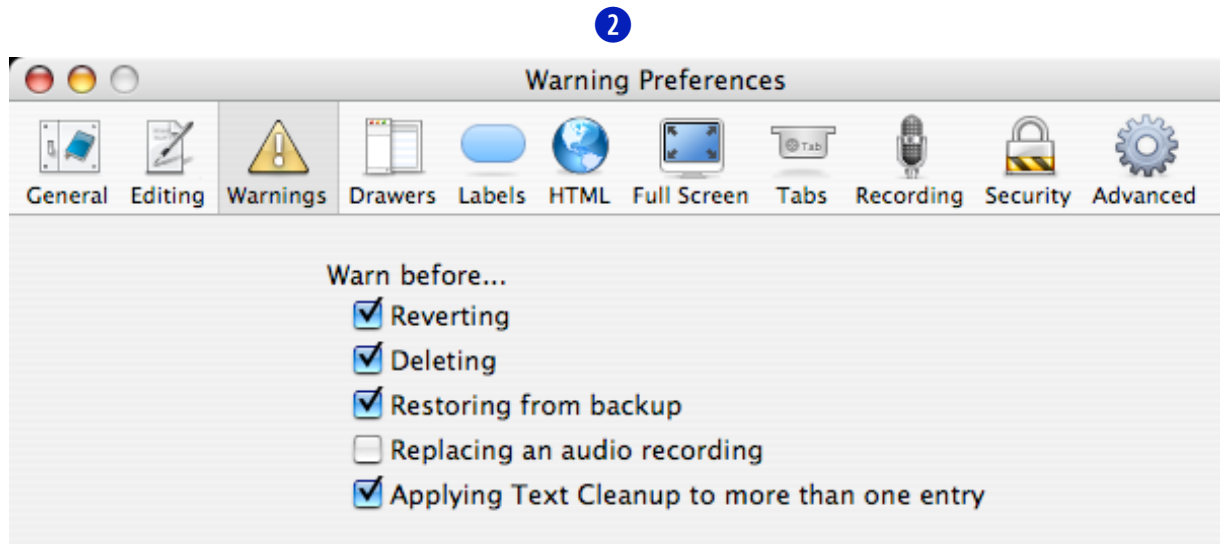
② *Link Discovery*

Topic: Smileys

☺ colon dash right parenthesis is a smiley

☹ colon dash left parenthesis is a frowning face

③ *Smiley Discovery*



1 Select MacJournal->Preferences.

The Preferences window appears.

2 Select Warnings.

Decide when you'd like to be warned about possible data-loss situations.

Warn before:

- Reverting to an older database
- Deleting an entry or journal
- Restoring from backup
- Replacing an audio recording

Note: Each entry can have only one audio recording.

- Applying Text Cleanup to more than one entry

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

Drawers Preferences

1 Select MacJournal->Preferences.

2 Select Drawers.

Journals Drawer:

3 **Show Badges** - display icons next to journals and/or entries.

After Selection:

Expand selected journals - Clicking a journal reveals its entries.

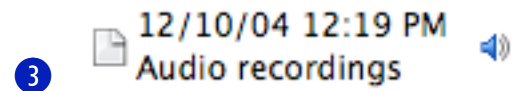
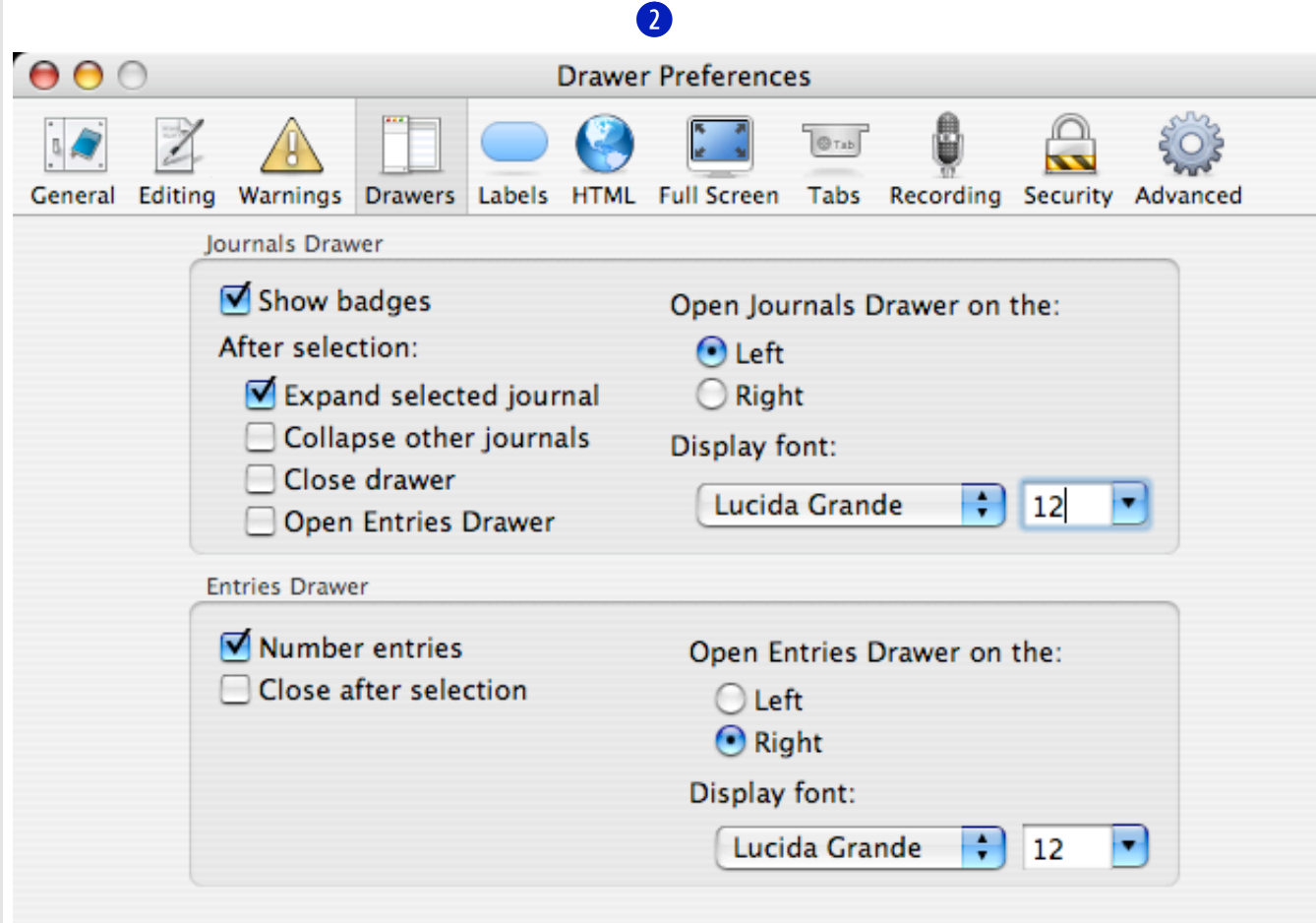
Collapse other journals - Clicking a journal hides the entries of other journals.

Close drawer - Closes the drawer after something is selected.

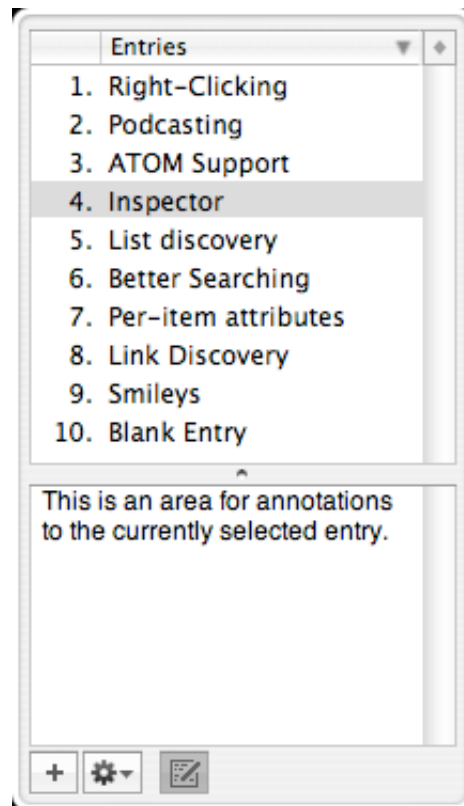
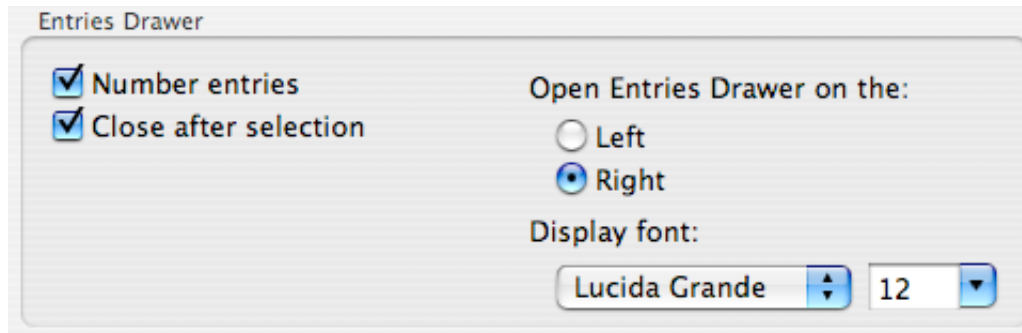
Open Entries Drawer - opens the entries drawer once you've selected something in the journals drawer.

Open Entries Drawer on the: - Set which side of the window you'd like the Entries Drawer to open. Left (default) or Right.

Display font: - Choose the font and size for text in the drawer. *Lucida Grande 12 pt. is the default.*



An entry that has an audio recording



Entries Drawer:

Number entries - sets a number for each new entry.

Close after selection - Closes the entries drawer after an entry is clicked.

Open Entries Drawer on the: - Set which side of the window you'd like the Entries Drawer to open.

Left or Right (default)

Display font: - Choose the font and size for text in the drawer.

Note: Lucida Grande 12 pt. is the default font and size.

Note: By default, the Entries Drawer is not enabled.


Labels Preferences

To Add a label:

- 1 Select MacJournal->Preferences.

The preferences appear.

- 2 Select Labels.

- 3 Press the plus  button.

A new entry appears.

- 4 Select the new entry and type a name.

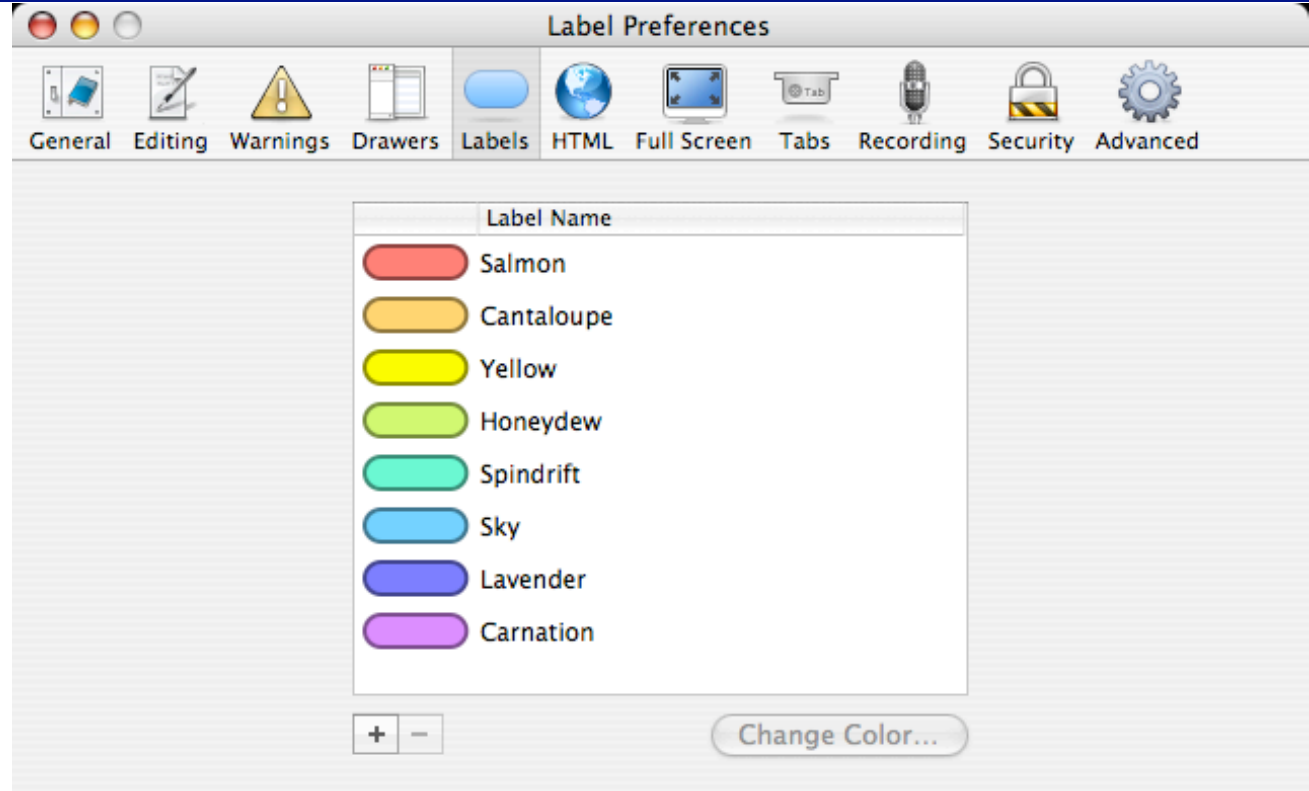
- 5 Click Change Color...

- 6 The Color picker appears.

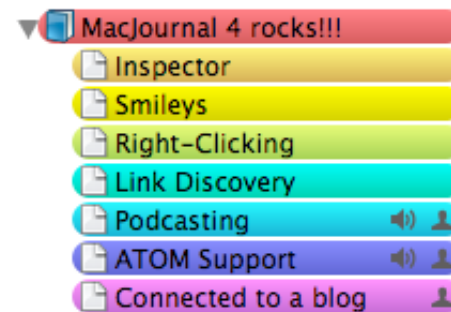
- 7 Select a color.

- 8 Labels can be applied to Journals and/or entries. Labels appear in the drawers and the inspector.

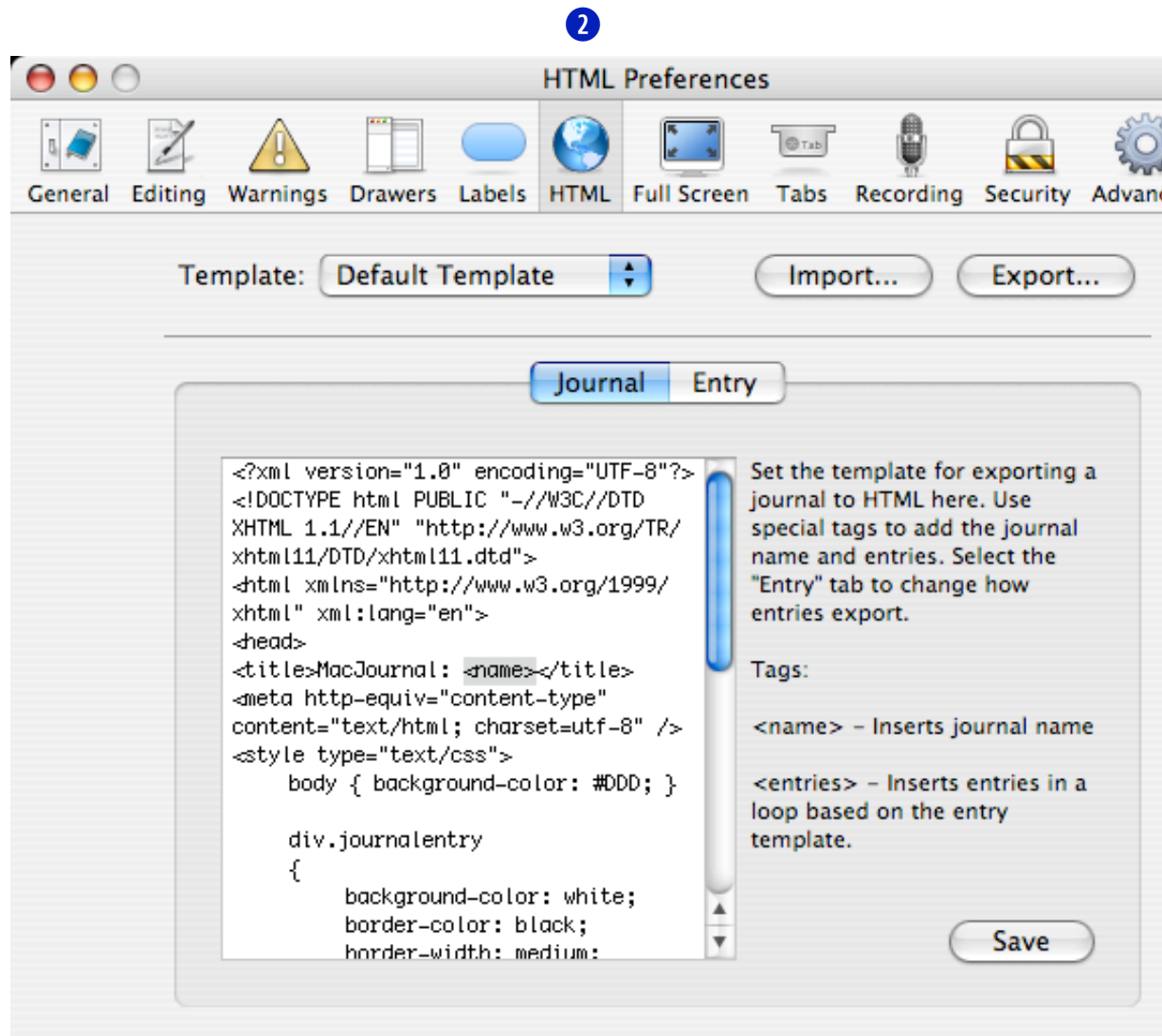
Note: You can set an entry or journal's label by right-clicking on it and choosing the label color from the Label contextual menu.



- 2 *The Labels Preference Pane*



8



1 Select MacJournal->Preferences.

The preferences appear.

2 Select HTML.

Here you can set the template for exporting your journals and entries into HTML.

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

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

Full Screen Preferences

1 Select MacJournal->Preferences.

The preferences appear.

2 Select Full Screen. Then set the following options:

Text Zoom: - Set the zoom magnification percentage.

Horizontal Margin: - Set a percentage for the margin.

Use Custom Appearance - Set how you want Full Screen mode to look.

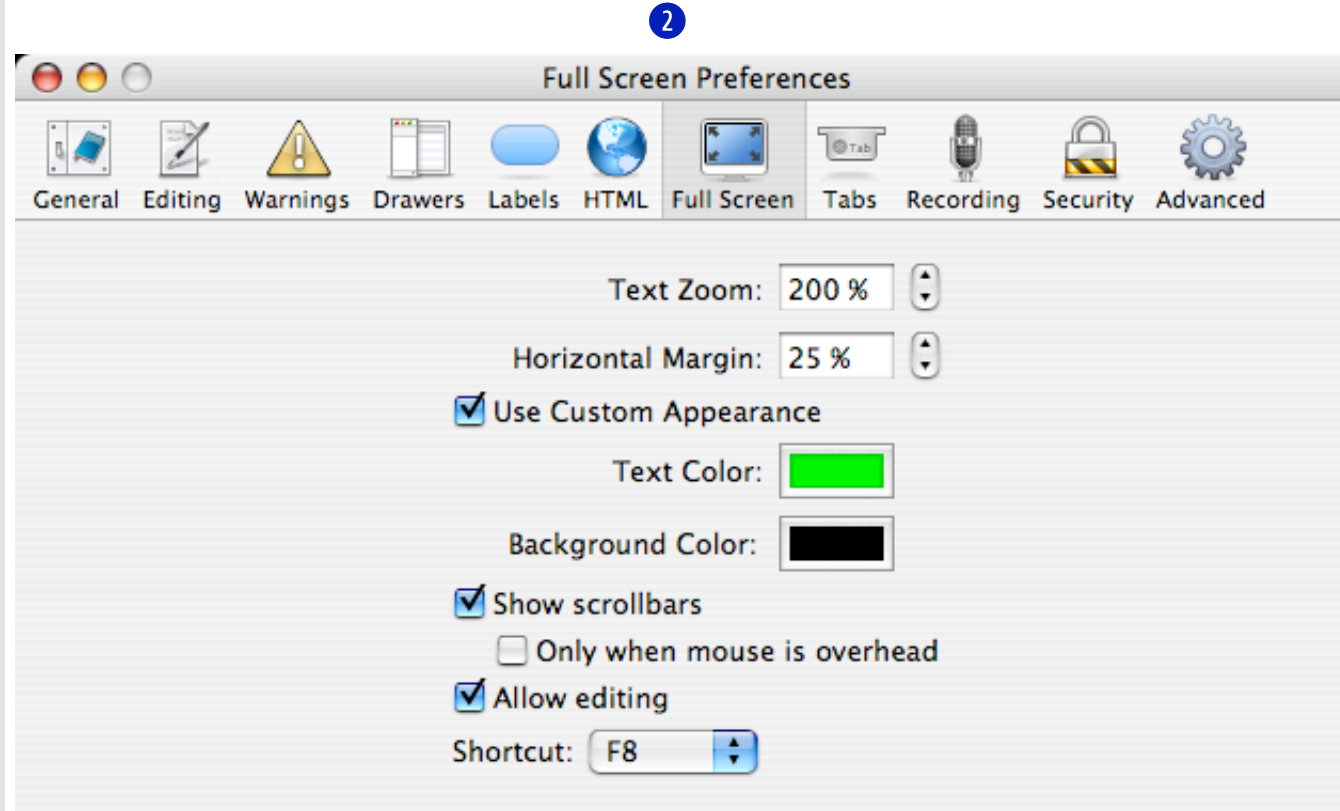
Text Color: - Set the color of the text.

Background Color: - Set the background color for Full Screen mode.

Show Scrollbars - shows scrollbars on the right.

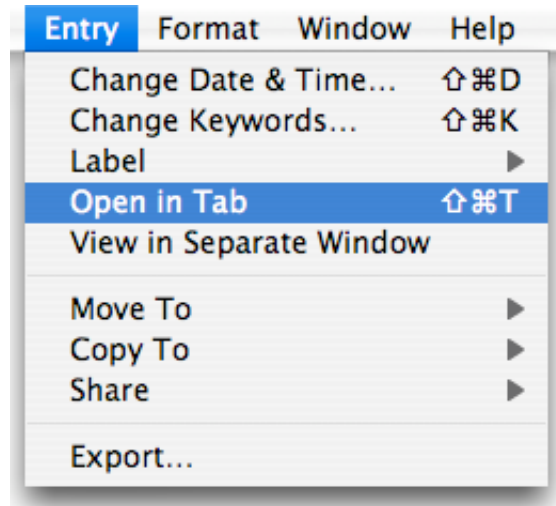
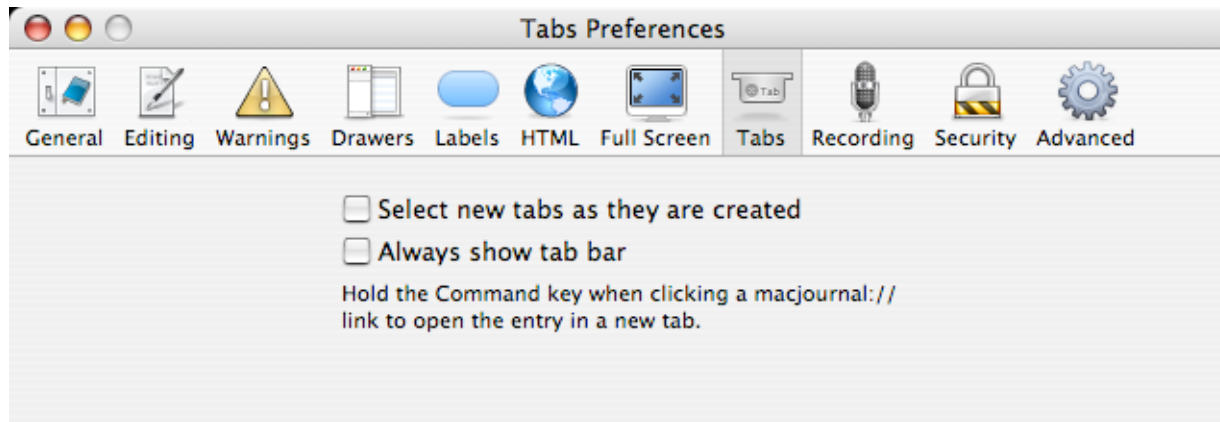
Only when mouse is overhead - scrollbars appear when the pointer hovers in the rightmost of the screen.

Allow Editing - Set whether or not you can modify the contents while in Full Screen mode.



The Full Screen Preference Pane

2



3

1 Select MacJournal->Preferences.

The preferences appear.

2 Select Tabs.

Choose from these options:

Select new tabs as they are created

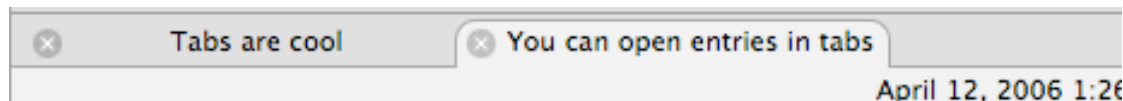
Always show tab bar

Hint: Hold the Command key while clicking a MacJournal:// link to open the link in a new tab.

3 You can open an entry in a tab by selecting Entry>Open in Tab or pressing Shift-Command-T.

4 The Tab Bar appears.

4



Recording Preferences

1 Select MacJournal->Preferences.

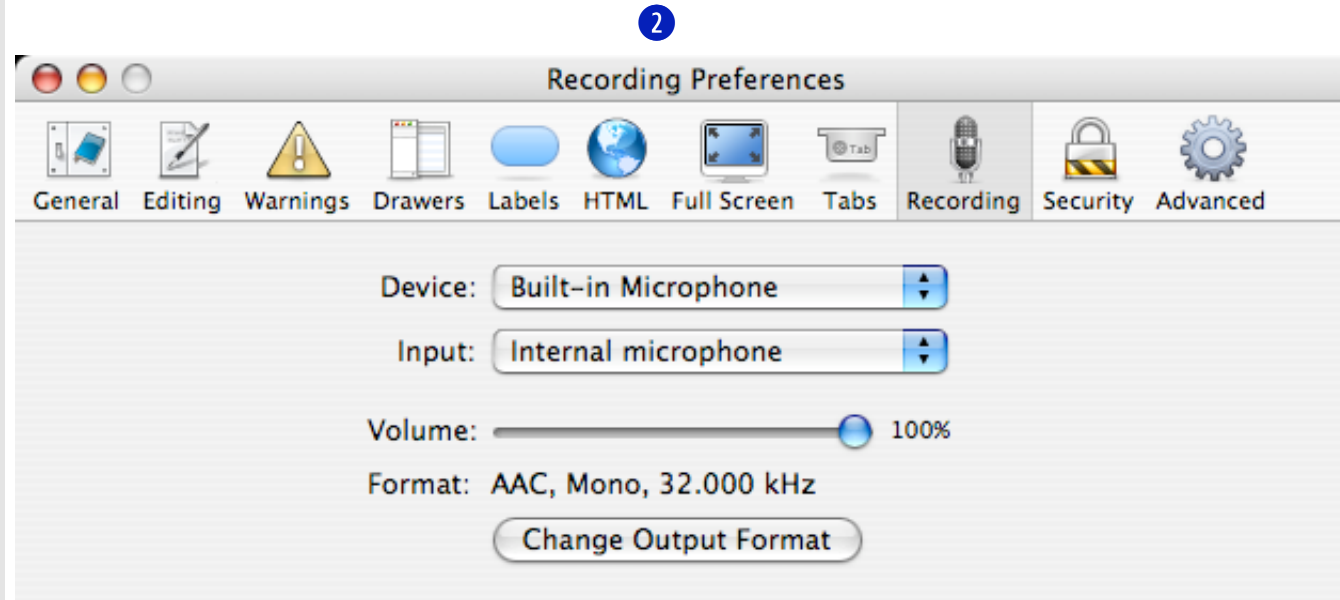
The preferences appear.

2 Select Recording.

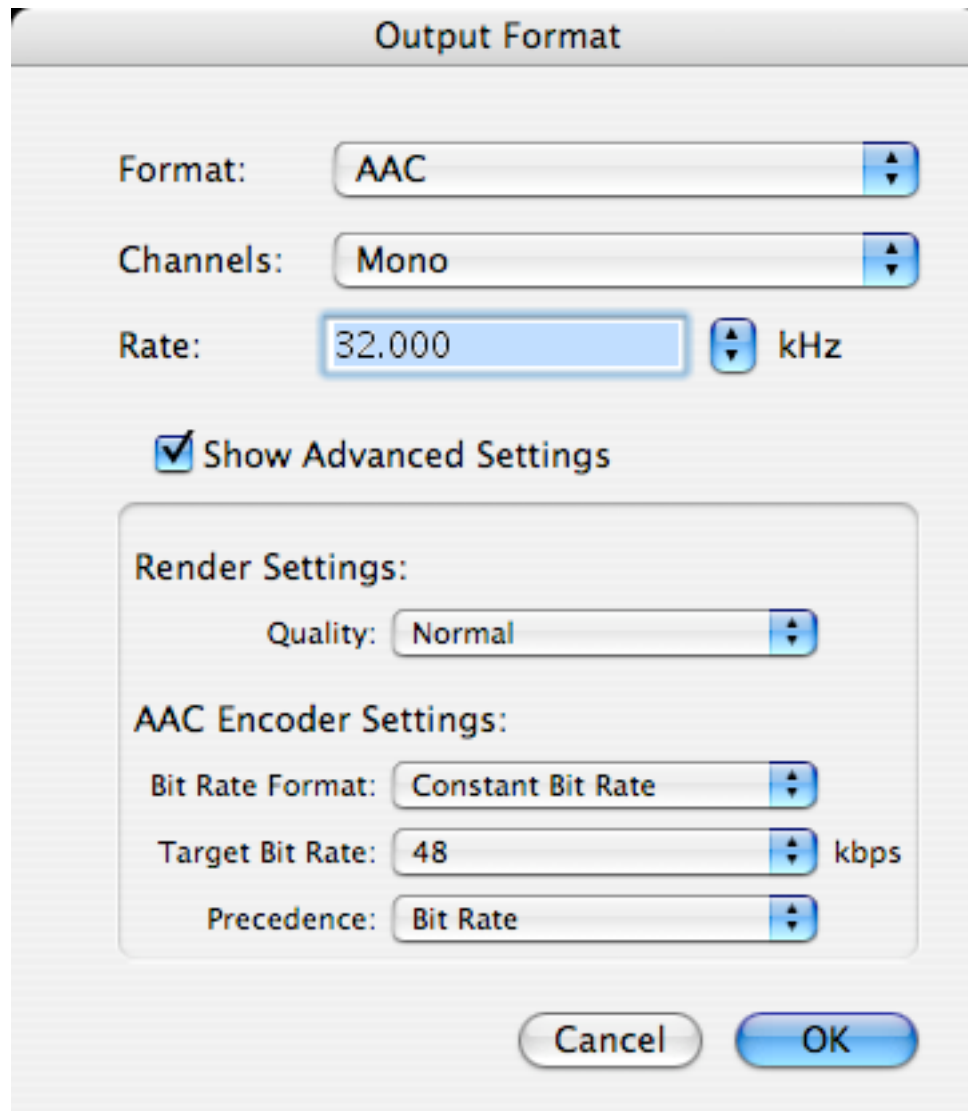
Choose from these options:

- Device: Select the device with which to record.
- Input: Select the Input Method.
- Volume: Control the volume level.
- Change Output Format: Allows you to select several output options.

(See following page for more information)



2



1 In Preferences>Recording, Press the Change Audio Output button.

2 The Output Format dialog appears.

Note: This example shows the settings for AAC audio. Settings differ per format.

Choose from the following options:

- Format: (Linear PCM, AAC, AMR Narrowband, Apple Lossless, IMA 4:1)
- Channels: (Mono, Stereo, Quadraphonic, 5.0, 5.1, 6.0, 6.1, 7.0, 7.1)
- Rate: In kHz (default 32.000)
- Show Advanced Settings (*Pictured*)
- Render Settings:
 - Quality: (Faster, Fast, Normal, Better, Best)
- AAC Encoder Settings:
 - Bit Rate Format: (Constant Bit Rate, Variable Bit Rate)
 - Target Bit Rate: (8 - 256 kbps)
 - Precedence: (None, Bit Rate, Sample Rate)

Security Preferences

1 Select MacJournal->Preferences.

The preferences appear.

2 Select Security.

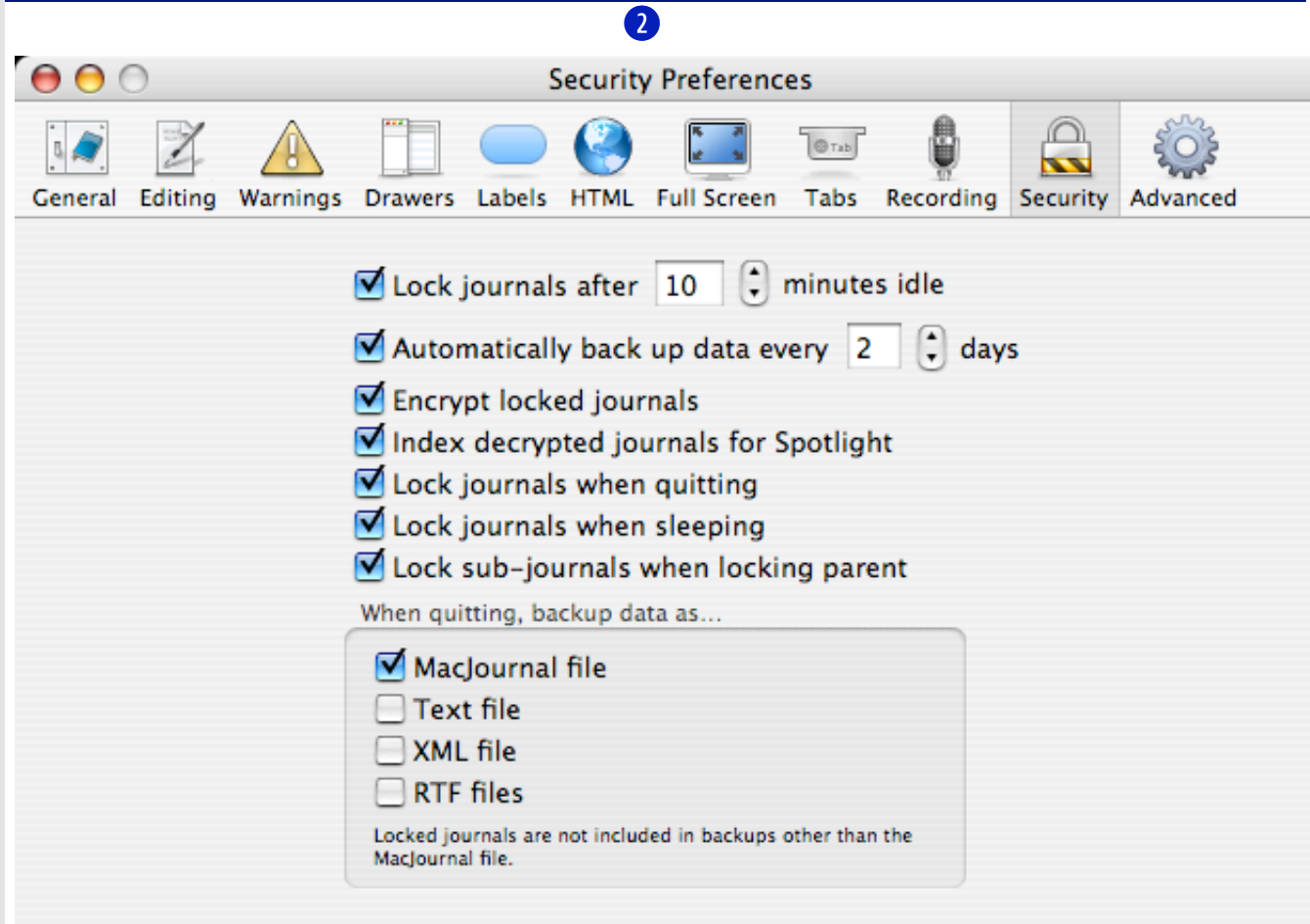
Choose from these options:

- Lock Journals after X minutes idle
- Automatically back up data every X days.
- Encrypt locked journals.
- Index decrypted journals for spotlight.
- Lock journals when quitting
- Lock journals when sleeping
- Lock sub-journals when locking parent

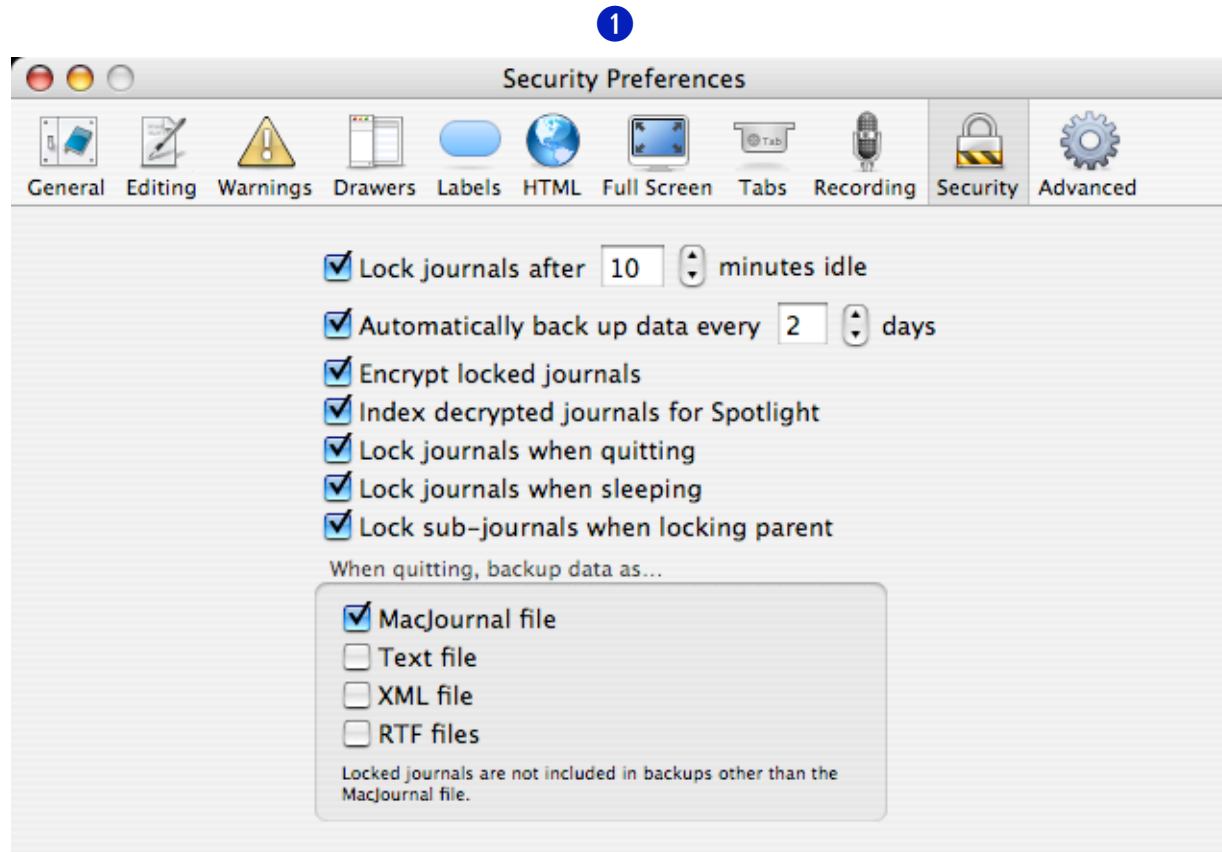
When Quitting, backup data as:

MacJournal file
Text file
XML file
RTF Files

Note: Locked journals are not included in backups other than the MacJournal file format.



Note: "Lock after idle" preference only considers application activity, rather than system activity.



Encrypting Locked journals by placing a checkmark next this option, data on disk will be secured in **AES-256** encryption.

There are several things to note about encrypting the data file.

1. Encrypted journals will not be available for Spotlight to index, making their contents unfindable in Spotlight. There exists an option to have decrypted journals indexed by spotlight which is then purged when the journal is re-encrypted.

2. If storing files within the MacJournal data file (Internally), the file size can become quite large, Encrypting a very large journal may adversely affect performance within the application, especially if syncing to .Mac.

3. IMPORTANT! If you loose your password to an encrypted journal you (or Mariner Software) will not be able to recover the contents of that journal.

4. Encrypted journals are not saved in exports unless they are unlocked and decrypted at the time of export.

Advanced Preferences

1 Select MacJournal->Preferences.

The preferences appear.

2 Select Advanced.

Store MacJournal's data at:
~/Library/Application
Support/MacJournal

Miscellaneous:

Set the window opacity percentage

Automatically check for updates

Quit MacJournal after closing window

Require valid targets for Wiki links

Create entries for broken links

Store attachments externally (*reduces
database size and speeds up opening
time*)

Show dialog for Services

Date Formatting:

Include day of week

Include time

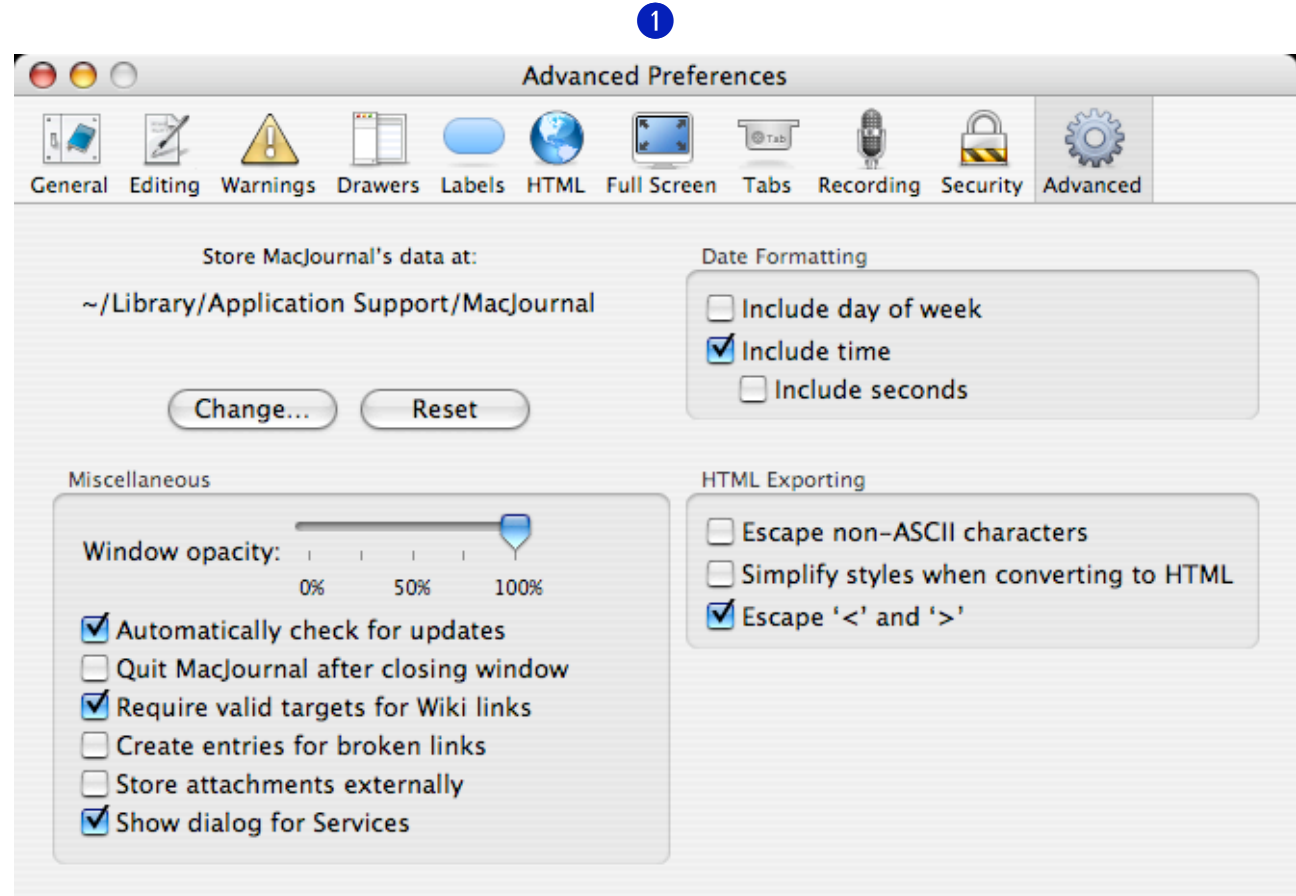
Include Seconds

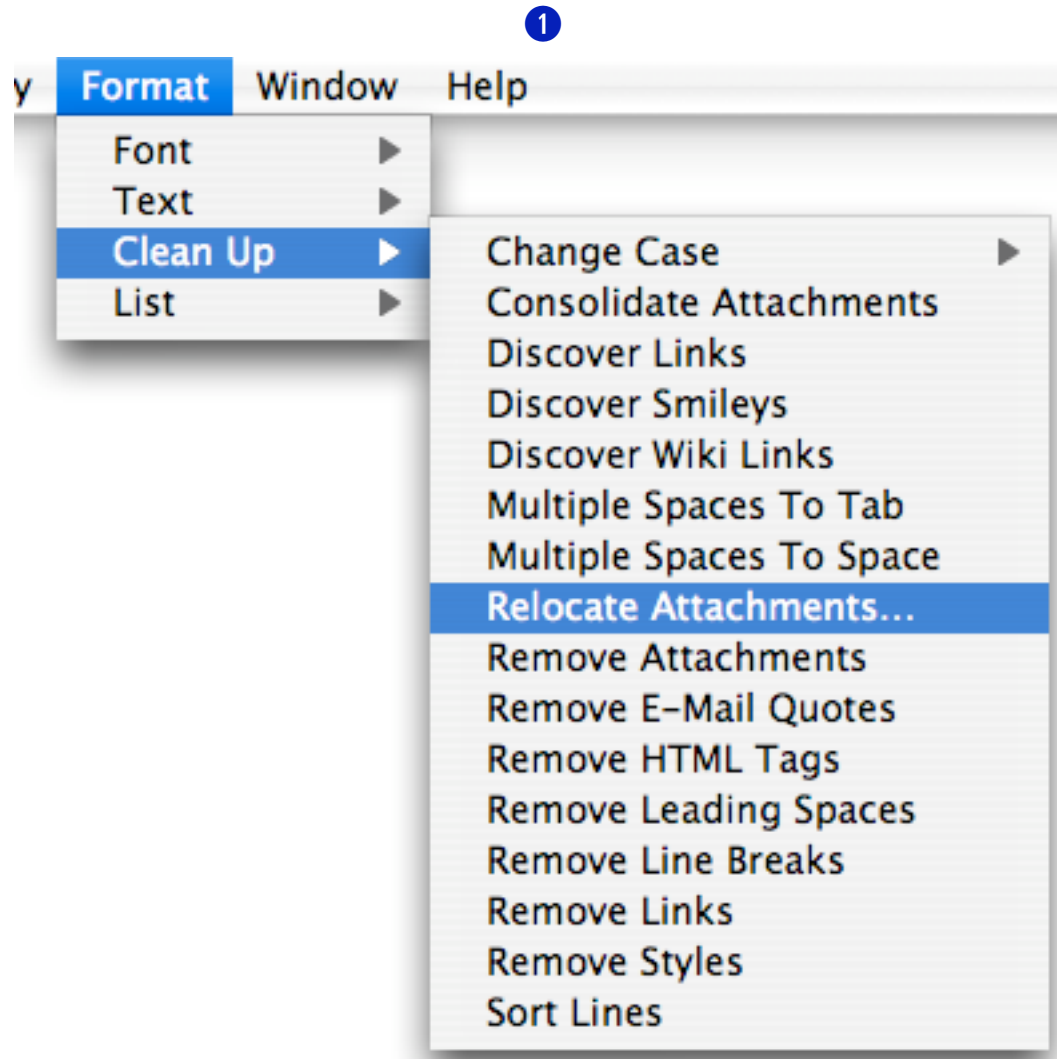
HTML Exporting

Escape non-ASCII characters

Simplify styles when converting to
HTML

Escape '<' and '>'





To store attachment externally, click the checkbox next to "Store attachments externally". This will allow you to keep a reference to the file rather than embed the file in to the MacJournal data file.

Closely related to Storing attachments externally, are three clean-up functions located in the Format>Clean Up menu.

Consolidate Attachments: Embeds all external attached files internal to the MacJournal data file.

Relocate Attachments: Saves attached files stored in the MacJournal data file to a new, external, location.

Remove Attachments: Removes the attachments, external or internal, from your selected entry or entries.

WARNING: Storing attached files in your MacJournal data file can make the data file grow to the point where the application can become unresponsive.

Hidden Preferences

- 1 Select MacJournal->Preferences.

The preferences appear.

- 2 Select Hidden.

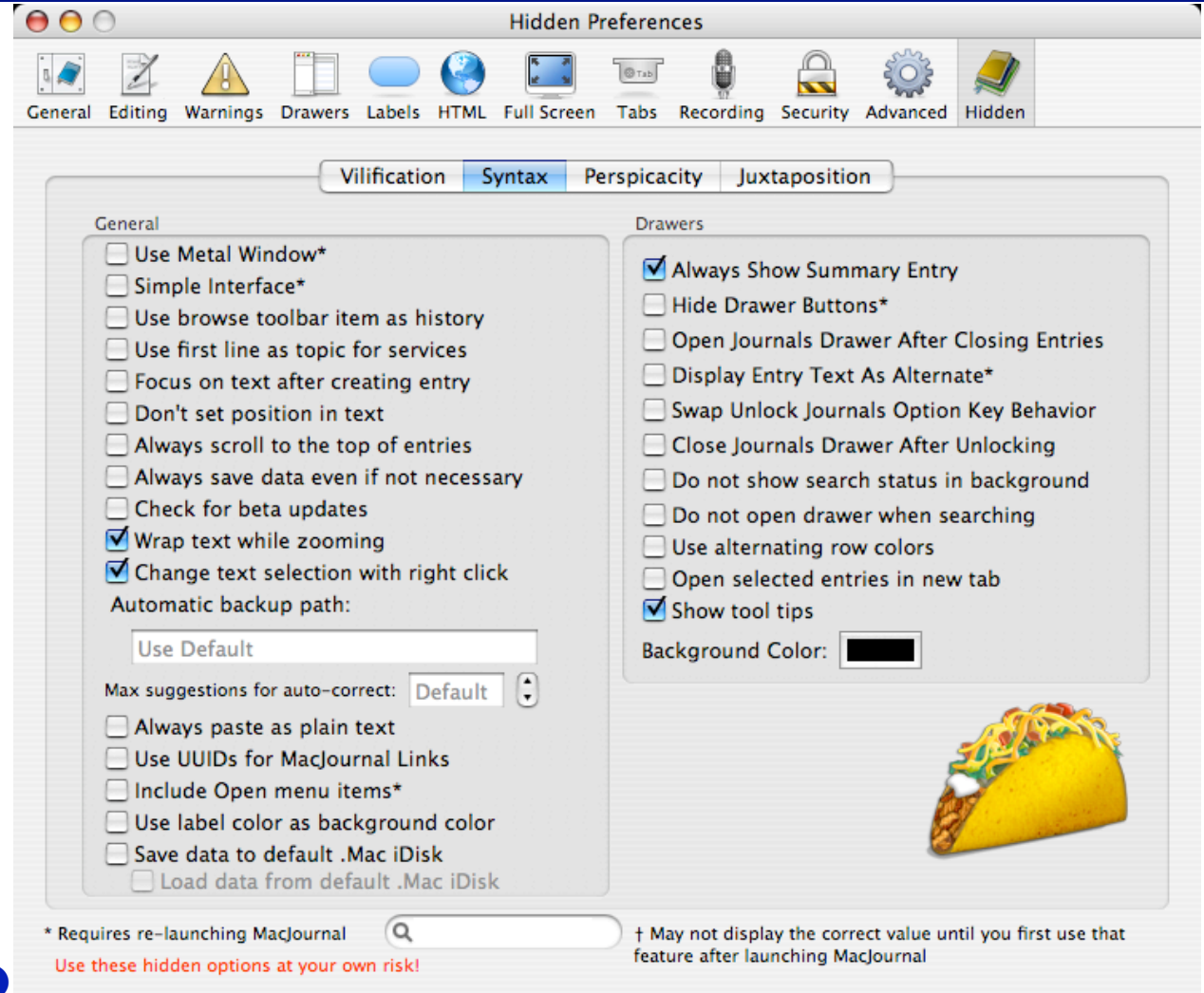
There are many hidden preferences, too many to list each of their function in this guide. Hidden Preferences exist mostly for testing new features.

WARNING: Mariner Software does not support the use of these preferences. If you are having any problems with MacJournal please reset these values to the defaults.

To enable the Hidden Preferences:

- 1 From the Terminal application, type:

```
defaults write  
com.DanSchimpf.MacJournal  
IncludeHiddenPreferences -bool YES
```



2

- 1 defaults write com.DanSchimpf.MacJournal IncludeHiddenPreferences -bool YES

2

Hidden Preferences

General Editing Warnings Drawers Labels HTML Full Screen Tabs Recording Security Advanced Hidden

Vilification Syntax **Perspicacity** Juxtaposition

Size of checkboxes: Small *
Scrolling Padding:

☐ Put web address after text for Services
☐ Prefix entry template topic for Services
☒ Warn about rich text for E-mail
☐ Extra logging for blog transactions
☐ Clear clipboard contents on quit

Full Screen Font Name:
Full Screen Font Size:

Setting a custom font for full screen mode may produce some weird text layout. Please do not report bugs on this.

Full Screen Key Equivalent: Default

@ is Command Examples:
~ is Option @b is Command-B
^ is Control @\$2 is Command-Shift-2
\$ is Shift F8 is F8

Copy As HTML Style: Full

☐ Show image file name in text*
☐ Lock parent journal as fallback

☐ Only show child entries and journals in summary
HTML Styling: Built-In (Default)
☐ Disable styles for HTML export
☐ Export internal links to HTML
☐ Target links to "_blank" for HTML export
☐ Automatically re-lock journals in Quick Note window
☐ Include Search menu item*
☐ Show preview in font menu*
☐ Only Roman fonts in font menu*
Link Color: *
☐ Always hide Auto-Scroll button in Full Screen mode
☒ Adapt Close Window key equivalent to tabs
☐ Number entries in journal summary
☒ Invert white text while printing
☐ Don't create entries in the calendar
☐ Include extra toolbar items*
☐ Do not show data loading window
☐ Apply label color to icon
☐ Strip file extension when importing files
☐ Allow Admin to delete locked journals†
☐ Send Technorati Tags to blogs

* Requires re-launching MacJournal
Use these hidden options at your own risk!

† May not display the correct value until you first use that feature after launching MacJournal

1 Select MacJournal->Preferences.

The preferences appear.

2 Select Hidden

There are many hidden preferences, too many to list each of their function in this guide. Hidden Preferences exist mostly for testing new features.

WARNING: Mariner Software does not support the use of these preferences. If you are having any problems with MacJournal please reset these values to the defaults.

Hidden Preferences

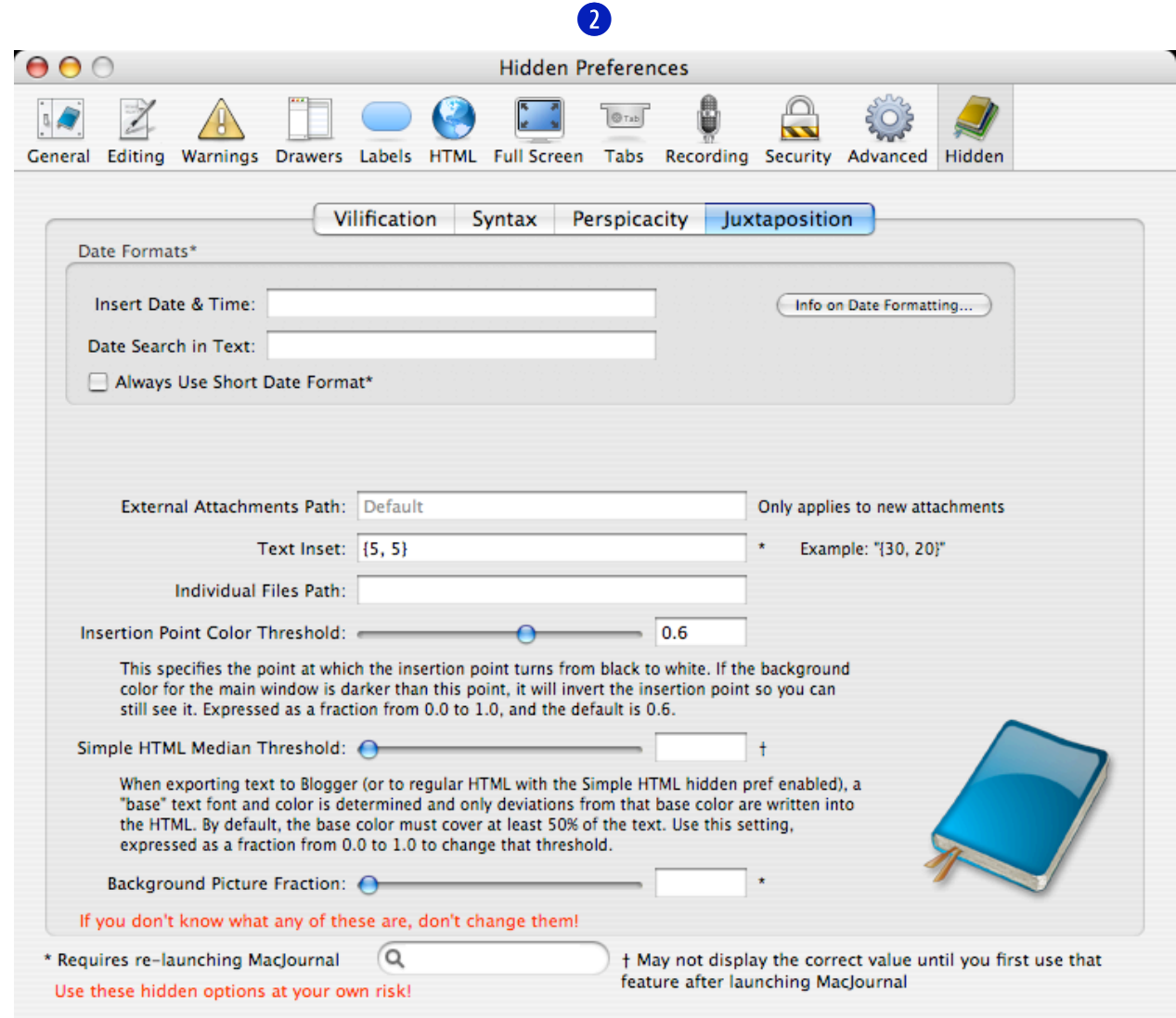
1 Select MacJournal->Preferences.

The preferences appear.

2 Select Hidden

There are many hidden preferences, too many to list each of their function in this guide. Hidden Preferences exist mostly for testing new features.

WARNING: Mariner Software does not support the use of these preferences. If you are having any problems with MacJournal please reset these values to the defaults.



MacJournal's Toolbars

In This Chapter:

The Default Toolbar

Customizing the
Toolbar

T oolbar



The Default Toolbar

- **Entries** - Goes to the next or previous entry
- **Journals** - Displays or hides the Journals Drawer
- **New** - Creates a new entry
- **Delete** - Deletes an entry
- **Fonts** - Opens the Mac OS X Font Panel
- **Colors** - Opens the Mac OS X Color Picker
- **Spelling** - Opens the Spelling dialog allowing you to spell check your current entry
- **Full Screen** - Enables Full Screen mode, pressing escape (esc) exits this mode
- **Search Entries** - Filters the entries in the Journals Drawer based on the search criteria

Customizing the Toolbar

1 From the View menu choose Customize Toolbar...

A Sheet appears.

2 Choose which items you want in the toolbar by dragging items in to the toolbar.

Remove items from the toolbar by dragging them out of the toolbar and then releasing the mouse button.

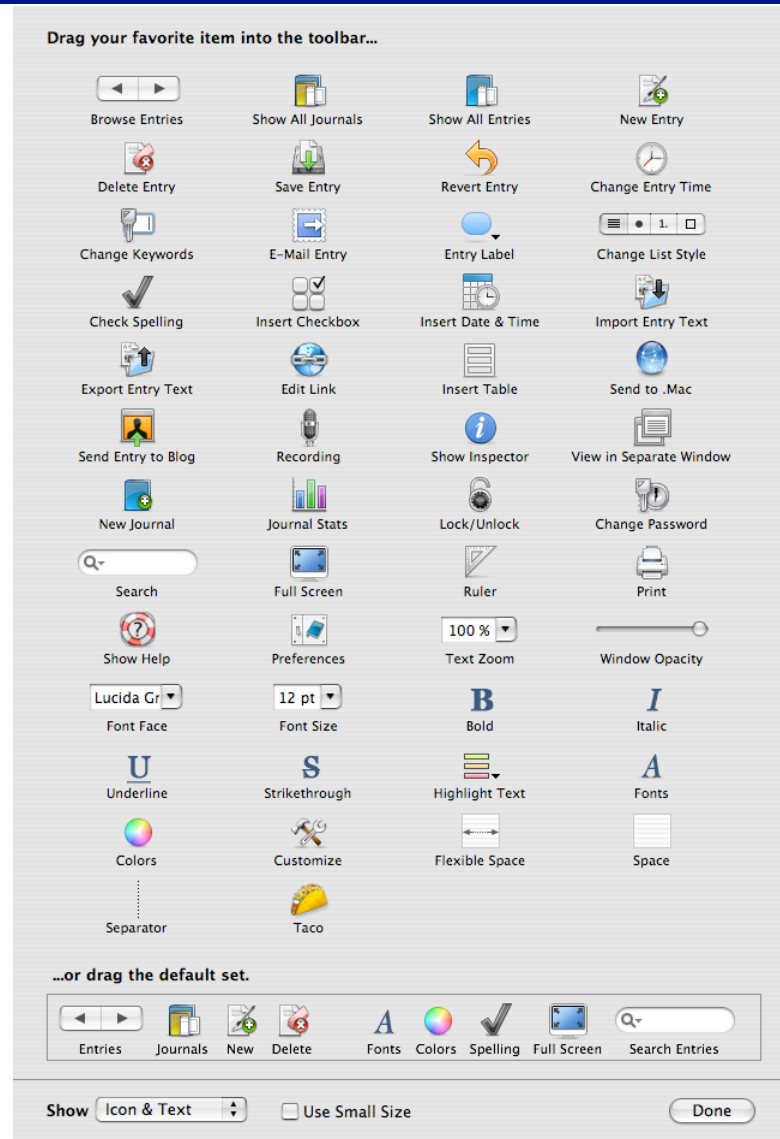
Rearrange items in the toolbar by dragging them to the position desired.

Drag the default set to the toolbar.

Choose to show icon and text, just icon or just text.

Choose to use the regular or small size items.

3 Click Done when you are finished.



2