

# **Welcome to the Peattitudes™ Diary**

**Getting Started – Creating a New Diary**

**Opening and Closing Diaries**

**Creating & making entries to the diary**

**Viewing entries**

**Printing entries**

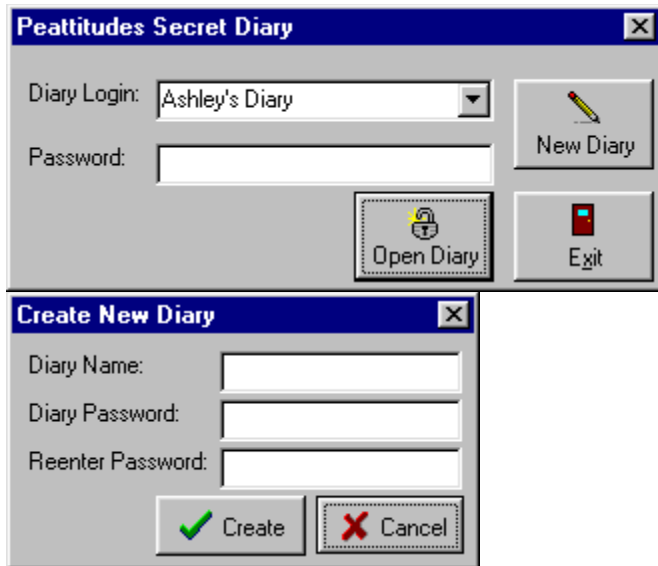
**Exporting diary entries**

**Removing entries/entire diaries**

**Changing diary passwords**

**Copyright Information**

## Getting Started: Creating a new diary



To create a new diary, click on the “New Diary” button on the main login screen. You will then see a dialog box like the one to the right.

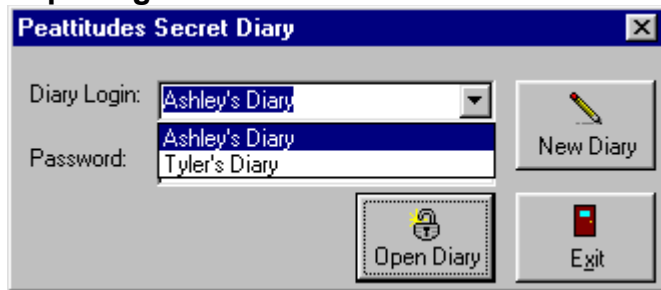
- 1) Enter the name of the diary. For instance, “Ashley’s Diary”.
- 2) Enter the password for the diary. You will need to do this twice, to be sure that the password is correct. When you type the password, stars (\*) will be displayed rather than the actual characters you are typing. This is to prevent others from seeing the password.
- 3) Click “Create” to create the diary. It will now appear as one of the available diaries on the diary login screen.

**Don’t forget the password!**

Next: [Opening Diaries](#)

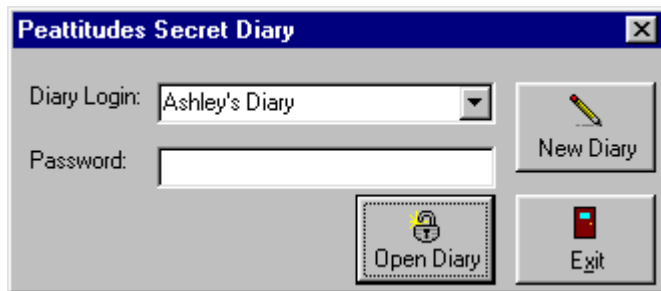
## Opening and Closing Diaries

### Opening:



**Select a diary from the list:**

Choose the diary that you wish to open.



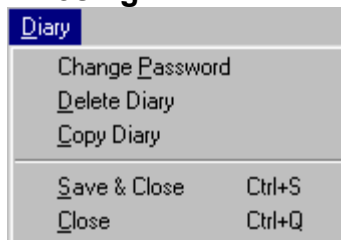
Type the password for the diary you wish to open. Once you have done so, click "Open Diary". If the password is incorrect, it will not allow you to open the diary?

### What should I do if I forget the password?

The diary passwords are encrypted and there is no way for us to unlock the diary if you forget it.

**Don't forget the password!**

### Closing:



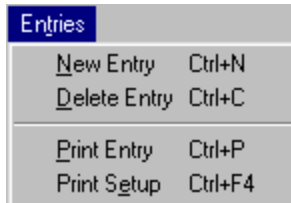
**From the "Diary" menu, choose "Close" or "Save and Close".**

If you choose "Save and Close", the diary will be saved and will then be closed.

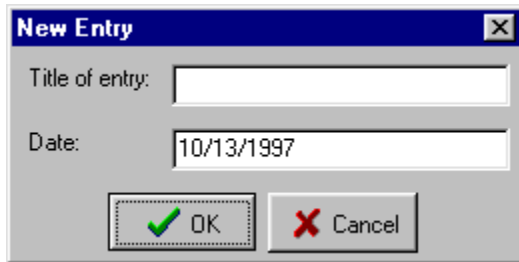
If you choose "Close", the program will verify that you don't wish to save the diary. It will then close.

Next: [Creating & making entries to the diary](#)

## Creating and Making Entries to the Diary



To create a new entry, go to the “Entries” menu and select “New Entry”.



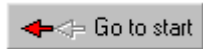
The “New Entry” dialog box will appear. In the “Title of Entry” area, enter the title you would like for the new diary page. In the “Date” area, type the date of the entry. Today’s date is inserted in this area by default. When everything is correct, click “OK”. If you do not wish to continue creating the diary, click “Cancel”.

When you click “OK”, the new page is selected and you may begin making your entry into the main entry area.

Next: [Viewing entries](#)

## Viewing entries

Along the bottom of the main diary screen, you will notice four buttons: “Go to start”, “Previous”, “Next”, “Go to end”. Depending on your location in the diary, “Previous” and “Next” may not be accessible. (For instance, if you are at the first entry in the diary, the “Previous” button will not be accessible. If you are the end of the diary, the “Next” button will not be accessible.)



### **Go to start:**

Clicking this button will take you to the first entry into the diary.



### **Previous:**

Clicking this button will take you to the entry immediately prior to the current entry, if one exists.



### **Next:**

Clicking this button will take you to the entry immediately following the current entry, if one exists.



### **Go to end:**

Clicking this button will take you to the last entry into the diary.

Next: [Printing entries](#)

## Printing Entries

Printing entries is very easy: From the “Entries” menu, choose “Print Entry”. Verify that the settings are correct for your printer. Then click “OK”.

Next: [Exporting diary entries](#)

## Exporting Diary Entries

### **To export the diary entries:**

From the “Diary” menu, choose “Copy Diary”. In the Save dialog box that appears, locate the place you would like to save the diary and type a name for the exported diary file. It will then be saved to this location.

The exported file will be of type “text”. This means it can be read by almost any word processor.

Next: [Removing entries/entire diaries](#)

## Removing Entries/Entire Diaries

Entries	
N <u>e</u> w Entry	Ctrl+N
D <u>e</u> lete Entry	Ctrl+C
P <u>r</u> int Entry	Ctrl+P
P <u>r</u> int S <u>e</u> tup	Ctrl+F4

Diary	
C <u>h</u> ange P <u>a</u> ssword	
D <u>e</u> lete Diary	
C <u>o</u> py Diary	
S <u>a</u> ve & C <u>l</u> ose	Ctrl+S
C <u>l</u> ose	Ctrl+Q

### To remove an entry:

From the “Entries” menu, choose “Delete Entry”. The entry will be immediately deleted.

**Note:** If you accidentally delete an entry, you can close the diary without saving it. This will restore your entry, but you will lose any other changes you have made to the diary since it was last saved. To close the diary without saving it, choose “Close” from the “Diary” menu and respond “No” to the ensuing dialog box.

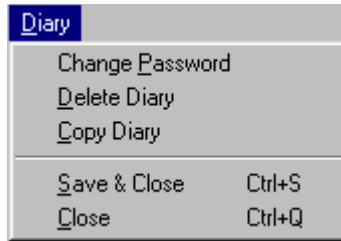
### To remove an entire diary:

From the “Diary” menu, choose “Delete Diary”. The program will ask you twice to verify the diary deletion. If you choose “Yes” to both questions, the diary will be deleted.

Next: [Changing diary passwords](#)



## Changing Diary Passwords



To change the diary password, you must first open the diary using the existing password. Next, choose "Change Password" from the "Diary" menu. Type the new password into the indicated spaces. The password in both spaces must match for the system to accept the password. When it has been entered, choose "OK". If you do not wish to change the password, choose "Cancel".

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For information regarding the license agreement and this software, please contact:

Little Pizazz, Inc.

PO Box 598

Holland, OH 43528

(419) 868-5437

or, write to: [software@littlepizazz.com](mailto:software@littlepizazz.com)

<http://www.littlepizazz.com>

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