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# Jarte

Version 1.04

created by Carolina Road Software

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## About

The About panel provides information related to the Jarte program.



**Jarte Logo:** Clicking the Jarte logo directs your default web browser to the Jarte world wide web home page ([www.jarte.com](http://www.jarte.com)).

**Version Number:** Indicates the version of Jarte you are using. Clicking on the version number directs your default web browser to display a page from the Jarte web site which will indicate whether the version of Jarte you are using is the latest version. You should perform this check occasionally to ensure you are using the latest version of Jarte.

**System Information:** Displays technical information about your computer system. A *Copy* button is provided which copies the displayed information to the clipboard. The system information should be included with any [bug reports](#) sent to Carolina Road Software.

**News:** Directs your default web browser to the Jarte News web page. Visit the Jarte News page to see the latest information concerning the Jarte word processor.

**Copyright:** Jarte copyright information. Click on the copyright to display the Jarte license agreement.

## Font Tools

The Font Tools panel controls the choice of font and the font's appearance.



**Font Selection Box:** Controls the choice of font. Click on the box and choose the desired font from the drop down font list. Recently used fonts and favorite fonts are shown in blue at the top of the list for quick access. Favorite fonts are displayed with a green check mark. Each font name is displayed in its own font allowing you to preview its appearance.

The font list can be navigated using the home/end keys, page up/down keys, or the arrow keys. Pressing an alphabetic key will position the font list at the first font which begins with the selected letter.

Right clicking the mouse on the font selection box displays a popup menu which presents the following font selection box options:

*Favorite Font:* Marks the current font as a favorite font. Favorite fonts are displayed in blue at the top of the font list for quick access. Favorite fonts are displayed with a green check mark.

*Show Recent Fonts:* Causes all fonts used since Jarte was started to be displayed in blue at the top of the font list for quick access. Turn this option off if you do not want to display recently used fonts at the top of the font list.

*Show favorite Fonts:* Causes all fonts marked as favorite fonts to be displayed in blue at the top of the font list for quick access. Turn this option off if you do not want to display favorite fonts at the top of the font list.

*Clear Recent Fonts:* Directs Jarte to forget recently used fonts. Only fonts used after clearing are remembered as recently used fonts. The clear action only affects the display of recently used fonts at the top of the font list.

*Clear Favorite Fonts:* Clears the "favorite" setting from all fonts marked as favorite fonts.

*Display in Native Font:* Causes fonts in the font list to be displayed using their own font. This allows you to preview the appearance of the fonts before selecting one. Turn this option off to display all fonts in the font list using a single standard font.

**Favorite Font:** Marks the currently selected font as a favorite font. Favorite fonts are displayed in blue at the top of the font list for quick access. A green check mark appears next to fonts designated as favorite fonts.

**Font Size:** Controls the point size of the current font. A point is 1/72 of an inch. The font size arrow buttons allow you to quickly change font sizes without using the keyboard. The font size arrow buttons only select standard font sizes. Other font sizes can be selected by typing them in the font size box and pressing the return key.

**Font Styles:** Choices of **bold**, *italic*, underline, ~~strikeout~~, subscript, and superscript font styles are available.

**Format Brush:** The format brush is a useful tool for copying the font and paragraph formatting of text quickly and easily. Select the text which has the formatting you want to copy. Click the format brush button. The cursor is now changed to a paint brush to indicate you are in format brush mode. Select the text where you want to apply the copied formatting. If you use the brush to click on a word without selecting any text the copied formatting is applied to the word where you clicked. The cursor leaves format brush mode and changes back to the default cursor after the formatting is applied.

The format brush can be used to copy formatting to more than one text selection by double clicking on the Format Brush button. In this case, the cursor will remain in format brush mode until you click the Format Brush button again. Another way to leave format brush mode is to press the escape (Esc) key.

There is also a Format Brush button on the [Paragraph Tools](#) panel. Both buttons do the same thing by default. Either button can be separately set to either copy font formatting only, copy paragraph formatting only, or copy both font and paragraph formatting. The [Format Brush Mode](#) option is used to change the setting. The option can be accessed in the Font Options popup menu or by simply right clicking on the Format Brush button.

**Highlight:** Applies highlight coloring to the selected text. Click the Highlight button and choose a color from the popup [color chooser](#). If text is already selected the highlight color will be applied to the selected text. Otherwise, the cursor changes to a highlight marker and you must select the text where you want to apply highlighting. If you use the highlighter to click on a word without selecting any text highlighting is applied to the word where you clicked. The cursor will remain in highlight mode until you click the Highlight button again or until you press the escape (Esc) key.

**Note:** Text highlighting in DOC files can not be displayed by the Jarte or WordPad word processors due to a fault/limitation in the Microsoft software required to load DOC files. It is recommended that documents containing highlighted text be saved using RTF format in order to avoid this issue. See [file formats](#) for more information about file format types.

**Text Color:** Changes the color of the selected text to a color chosen from the popup [color chooser](#).

**Special Characters Keyboard:** Displays the [Special Characters Keyboard](#).

**Font Options:** Provides access to the following options:

*Default Font:* Allows you to choose a default font and font attributes to be used for new documents. Separate default fonts may be chosen for rich text documents and plain text documents.

**Note:** Setting a default font has no effect on any existing documents. A new default font setting only applies to new documents created after the new default font is chosen.

*Font List Settings:* Provides access to the [font list options](#) used by the Font Selection Box control.

*Format Brush Mode:* Selects the behavior of the Font Tools panel [Format Brush](#). The Format Brush can be set to copy font formatting only, copy paragraph formatting only, or copy both font and paragraph formatting.

## File Tools

The File Tools panel provides controls for opening, closing, saving, and printing documents.



**Open:** Displays the standard *Open* dialog box which allows you to choose a file to open. Pressing the Escape (Esc) key while a file is being opened aborts the open operation.

**Tip:** The *Open* dialog box can be used to open more than one file at a time. This is done by using the mouse to select additional files in the file list while holding down the Control key.

**Tip:** The *Open* dialog box can also be used to rename or delete files. Rename a file by selecting it in the dialog box and pressing the F2 button. Delete a file by selecting it in the dialog box and pressing the Delete key.

**Tip:** Files can also be opened by dragging and dropping them from the Windows Explorer to any of Jarte's tool panels, or by dragging and dropping the files on the Jarte desktop icon.

**Tip:** The *Open* dialog box can be made larger in order to view more files at a time. Just grab the thumb grip in the lower right corner of the dialog and drag it until the desired size is achieved.

**Tip:** A document can be temporarily treated as a read only document when it is opened by checking the *Open as read only* checkbox in the Open dialog box. This is useful when you want to be sure that you do not accidentally modify the document being opened.

**Reopen:** Allows you to instantly reopen any of the ten most recently opened files. You can also access any of the ten most recently accessed folders.

The *Reopen* button is unavailable if there have been no recently opened documents and the current document is new.

**Open Favorite:** Allows you to instantly open any file you have designated as a favorite file. You can also access any folder you have designated as a favorite folder.

*Designating a favorite file:* Designate a file as a favorite by first opening the file. Then check the *Favorite File* checkbox in the *Open Favorite* popup menu. When you no longer want a file to be designated as a favorite simply open the file and then uncheck the *Favorite File* checkbox.

*Designating a favorite folder:* Designate a folder as a favorite by first opening any file from the folder. Then check the *Favorite Folder* checkbox in the *Open Favorite* popup menu. When you no longer want a folder to be designated as a favorite simply open any file from the folder and then uncheck the *Favorite Folder* checkbox.

*Designating a startup file:* Startup files are files that are always opened automatically when you start Jarte. Designate a file as a startup file by first opening the file. Then check the *Open This File at Startup* checkbox in the *Open Favorite* popup menu. When you no longer want a file to be designated as a startup file simply open the file and then uncheck the *Open This File at Startup* checkbox.

The *Open Favorite* button is unavailable if there are no favorite files or folders and the current document is new.

**Save:** Saves any unsaved changes in the current document. A *Save* dialog box is displayed if the current document is new. The *Save* dialog box allows you to choose a file name and folder for saving the document's contents

A document may be saved in either rich text format, Word DOC format, or plain text format by selecting the appropriate *Save as Type* setting in the *Save* dialog box. See [file formats](#) for more information.

Documents may also be saved by clicking on the [Unsaved Changes Indicator](#) in the status bar.

The *Save* button is unavailable if the current document does not contain any unsaved changes.

**Save As:** Same as *Save* except the standard *Save* dialog box is always displayed regardless of whether the current document is new. *Save As* is normally used to save an existing document under a new file name or folder.

**Save All:** Saves any unsaved changes in all of the documents open in Jarte.

The *Save All* button is unavailable if none of the documents open in Jarte contains unsaved changes.

**New:** Begins a new blank document.

**Print:** Displays the *Print* dialog box used to print documents. The *Print* dialog box is also used to adjust page margins and define page headers and footers. See [Print](#) for more information.

The *Print* dialog is unavailable if Jarte does not detect a printer connected to your computer.

**Print Preview:** Displays the [Print Preview](#) dialog box.



**Close:** Closes the current document. The current document may also be closed by:

- 1) Double clicking the document's tab (this only applies if the [Close Tab on Double Click](#) option is set to true).
- 2) Right clicking in the document and selecting *Close* in the popup menu.

**Close All:** Closes all documents.

**Find File:** Displays the Windows *Find File* dialog box. The *Find File* dialog box is very useful for finding a file or group of files anywhere on your computer. The dialog provides a number of ways to control your search and even lets you save the search results. The dialog may vary somewhat depending on which version of Windows you are using. Use the dialog's Help menu to obtain more information.

**Tip:** You can open files found by the *Find File* dialog by dragging and dropping them from the dialog to any of Jarte's tool panels.

**File Properties:** Displays the Windows *File Properties* dialog. The *File Properties* dialog displays information about the current file such as the file's size and the date the file was created.

The dialog also lets you control whether the file is a read-only file. Marking the file as read-only is useful if you want to protect the file from being further modified.

The *File Properties* dialog is unavailable if the current document is new.

**Tip:** The *File Properties* dialog can be used to associate Jarte to document file types such as RTF, DOC, or TXT. Doing so causes Jarte to automatically open such files whenever they are double clicked. See the FAQ for [more details](#).

**Tip:** The *File Properties* dialog allows you to attach comments and other information to DOC files. However, there is a limitation to doing this that must be worked around. See the [FAQ](#) for details.

**File Options:** Provides access to the following options:

**Create Document Backups:** Controls whether a backup copy of a document is made when the document is saved. Backup copies are saved using the same folder and name as the original file. The only difference is the backup copy uses file extension "bak".

**AutoSave:** Controls whether open documents are automatically saved periodically. The user may choose how often documents are automatically saved. *AutoSave* does not apply to new documents or documents opened from Word 97 format files.

**Document Format:** Controls whether the current document is treated as a rich text document or a plain text document. See [document formats](#) for more information. A document's format may be changed at any time. Document format may also be changed by clicking the [Document Format Indicator](#) in the status bar.

**Default Format:** Controls whether new documents start off being treated as rich text documents or plain text documents. A document's format can be changed at any time using the *Document Format* setting.



## Paragraph Tools

The Paragraph Tools panel controls all aspects of a document's paragraph formatting.



**Paragraph Alignment:** Paragraphs may be aligned using one of the following alignment settings:

*Left:* Aligns all lines of the paragraph to the left margin.

*Center:* Centers all lines of the paragraph.

*Right:* Aligns all lines of the paragraph to the right margin.

**Paragraph Style:** Paragraphs may be assigned one or none of the following styles:

*Bullets:* Places a bullet to the left of the paragraph and indents the paragraph ¼ inch (0.63 cm) to the right of the bullet.

**Tip:** Although the current version of Jarte does not support numbered bulleting this effect can be easily simulated as follows:

1. Apply the "hanging indent" paragraph style to the paragraph.
2. Type in the number (i.e., the bullet) at the beginning of the paragraph.
3. Press the tab key to insert a tab immediately after the number. You may need to set the [tab size](#) to ¼ inch (0.63 cm) first.

Now all lines in the paragraph are properly aligned to the right of the numbered bullet. Notice that the paragraph you are now reading uses this effect!

*First Line Indent:* Indents only the first line of the paragraph. The amount of indentation is controlled by the [First Line Indent Size](#) option.

*Hanging Indent:* Indents all lines of the paragraph except for the first line. The amount of indentation is controlled by the [Hanging Indent Size](#) option.

**Indentation:** Increases/Decreases the amount of indentation applied to the paragraph. The size of the increase/decrease of indentation applied is controlled by the [Paragraph Indentation Size](#) option. The following indentation controls are provided:

*Increase Indentation:* Increases the amount of left side indentation. Plain text files use tab characters to perform indentation. The "\t" [command line switch](#) can be used to cause spaces to be used, rather than tabs, when indenting in plain text files.

*Decrease Indentation:* Decreases the amount of left side indentation.

*Increase Both Indentation:* Increases the amount of both left and right side indentation.

*Decrease Both Indentation:* Decreases the amount of both left and right side indentation.

**Format Brush:** The format brush is a useful tool for copying the font and paragraph formatting of text quickly and easily. Select the text which has the formatting you want to copy. Click the format brush button. The cursor is now changed to a paint brush to indicate you are in format brush mode. Select the text where you want to apply the copied formatting. If you use the brush to click on a word without selecting any text the copied formatting is applied to the word where you clicked. The cursor leaves format brush mode and changes back to the default cursor after the formatting is applied.

The format brush can be used to copy formatting to more than one text selection by double clicking on the Format Brush button. In this case, the cursor will remain in format brush mode until you click the Format Brush button again. Another way to leave format brush mode is to press the escape (Esc) key.

There is also a Format Brush button on the [Font Tools](#) panel. Both buttons do the same thing by default. Either button can be separately set to either copy font formatting only, copy paragraph formatting only, or copy both font and paragraph formatting. The [Format Brush Mode](#) option is used to change the setting. The option can be accessed in the Paragraph Options popup menu or by simply right clicking on the Format Brush button.

**Paragraph Options:** Provides access to the following options and controls:

*Line Spacing:* Provides a choice of single line spacing, single and a half line spacing, and double line spacing.

*Space Before Paragraph:* Controls the amount of extra space that appears before (above) a paragraph. You may choose between no extra space or one of the provided space sizes. Space sizes are measured in points. One point is 1/72 of an inch.

*Space After Paragraph:* Controls the amount of extra space that appears after (below) a paragraph. You may choose between no extra space or one of the provided space sizes. Space sizes are measured in points. One point is 1/72 of an inch.

*Tab Size:* Controls the distance between each tab stop. The distance between tab stops in a new document is always ½ inch (1.27 cm) by default. Changing the tab stop distance only affects the current document.

*Indentation Size Settings:*

*Paragraph:* Controls the amount of indentation added to, or subtracted from, a paragraph when using any of the [Indentation Buttons](#).

*First Line Indent:* Controls the amount of indentation used for the first line of a

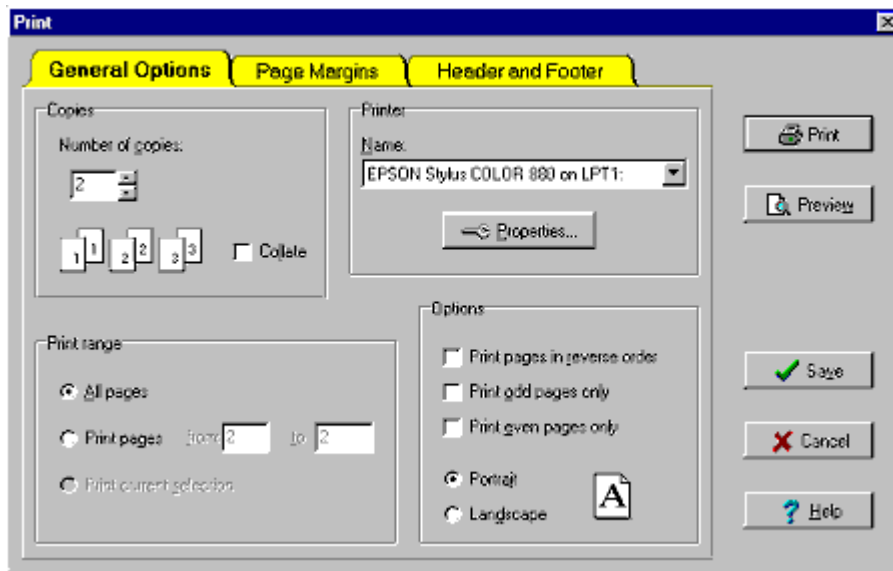
paragraph which uses the "first line indent" paragraph style.

*Hanging Indent:* Controls the amount of indentation used for all lines, except for the first line, of a paragraph which uses the "hanging indent" paragraph style.

*Format Brush Mode:* Selects the behavior of the Paragraph Tools panel [Format Brush](#). The Format Brush can be set to copy font formatting only, copy paragraph formatting only, or copy both font and paragraph formatting.

## Print

The *Print* dialog box is displayed by the [Print/Preview button](#) on the File Tools panel. The *Print* dialog box allows you to print the current document, preview the document, and control various printer settings.



*General Options* allow you to determine where and how the document is to be printed.

**Copies:** Controls the number of copies to be printed by the printer. A *Collate* option is provided when more than one copy is specified. Use collating if you want to print all pages of the first copy followed by all pages of the next copy, and so on. Do not use collating if you want to print all copies of page one followed by all copies of page two, and so on.

**Printer:** Controls which printer is used to print the document. The *Properties* button displays another dialog specific to the chosen printer. The printer properties dialog may allow you to control more print settings.

**Print Range:** Controls which document pages are to be printed. The choices are:

*All Pages:* Prints all pages of the document.

*Print pages:* Allows you to specify a range of pages to be printed. This choice is only available if the document has more than one page.


*Print current selection:* Prints only the selected text in the document. This choice is only available if text is currently selected in the document.

**Options:** The following print options are available if the document has more than one page:

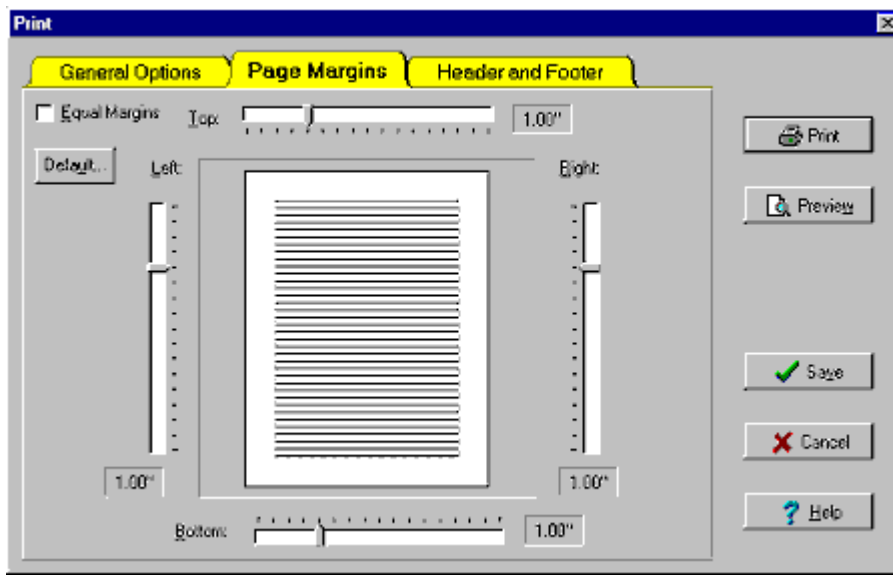
*Print pages in reverse order:* Prints the document pages in reverse order. Some printers eject printed pages face up causing the first page to be on the bottom and the last page to be on top. Selecting this option is useful for those printers since it causes the last page to be on the bottom and the first page to be on top.

*Print odd pages only/Print even pages only:* Prints only the odd or even pages of the

document. These options can be used to simulate double sided page printing on printers which normally print on one side only. First print the odd pages of the document. Then turn the printed pages over and feed them through the printer again, this time printing the even pages on the backside of the same paper.

*Portrait/Landscape:* Controls whether the printed document is oriented as portrait (  ) or oriented as landscape (

 ).



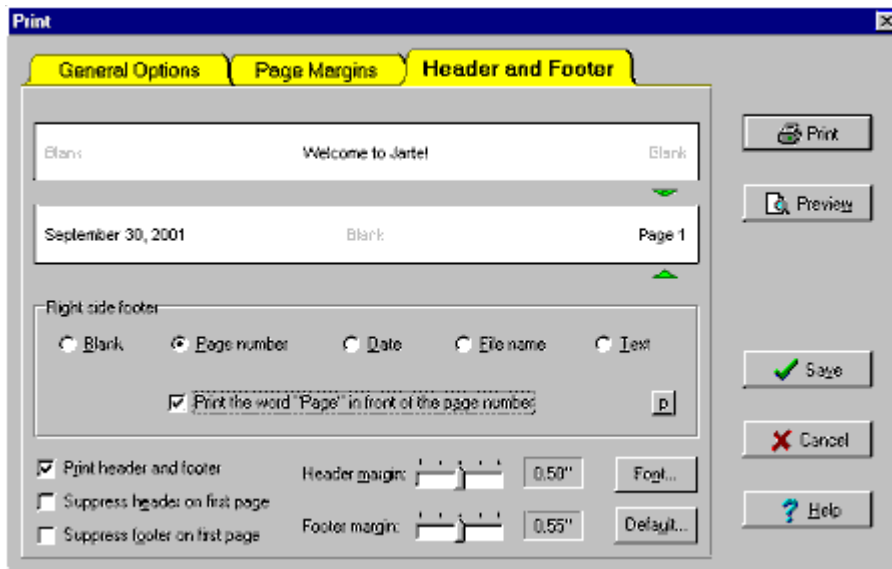
The *Page Margin* controls allow you to determine the size of the page margins used for the printed document. The slider controls adjust the size of each individual margin. The sliders may be adjusted using the mouse or by selecting a slider and the using the arrow keys.

All four margins can be adjusted simultaneously with a single slider by checking the *Equal Margins* checkbox.

Use the *Default* button to save the margin settings as the default for all documents.

**Note:** The page margins can not be set to a value low enough to cause printing outside of a page's [printable region](#). The size of a page's printable region varies according to page size, page orientation, and the brand and model of the printer.

**Note:** Margin, header, and footer settings apply only to the currently active document unless the *Default* buttons are used to make the settings the defaults for all documents. The margin, header, and footer settings are not saved as part of the document. The settings are only remembered while the document is open in Jarte.



The *Header and Footer* controls allow you to visually design the page header and page footer lines used when printing your document. The header line consists of a left side header, middle header, and a right side header. Similarly, the footer line consists of a left side footer, a middle footer, and a right side footer.

Simply click on any header or footer you want to see in your printout to modify it. The small green arrows indicate which header or footer you are currently modifying. You may choose one of the following five header/footer types:

**Blank:** Indicates the selected header/footer should not be printed.

**Page number:** Indicates the selected header/footer will print the page number of each page it is printed on. You may also indicate you want the word "Page" prefixed to the page number. You can even change the word "Page" to any other word or spelling by clicking the small "p" button.

**Date:** Indicates the selected header/footer should print the date. You may choose whether the date uses a long format (e.g., May 19, 2001) or a short format (e.g., 5/19/01). You may also choose whether the date represents the current date or the file date of the document.

**File name:** Indicates the selected header/footer should print the file name of the document. You may choose whether the file name's extension is printed as part of the file name.

**Text:** Allows you to specify any text for the selected header/footer (e.g., a document title).

The remaining header/footer settings are:

**Print header and footer:** Allows you to disable the printing of the header and the footer lines. This option is useful if you have default header and footer lines defined that you do not want to delete, but you do not want to print them on the current document's printout.

**Suppress header on first page:** Controls whether the header line is printed on the first page. This option causes the header line to be printed on all pages except the first page.

**Suppress footer on first page:** Controls whether the footer line is printed on the first page. This



option causes the footer line to be printed on all pages except the first page.

**Header margin:** Controls the distance between the top of the page and the header line. The [note](#) concerning page margins applies to the header margin also.

**Footer margin:** Controls the distance between the bottom of the page and the footer line. The [note](#) concerning page margins applies to the footer margin also.

**Font:** Controls the choice and appearance of the font used for the header and footer lines.

**Default:** Allows you to save all of the currently defined header and footer settings as the default to be used for all documents.

The results of any header and footer line changes can be viewed using *Preview*.

Margin, header, and footer settings apply only to the currently active document unless the *Default* buttons are used to make the settings the defaults for all documents. The margin, header, and footer settings are not saved as part of the document. The settings are only remembered while the document is open in Jarte.

**Note:** Margin, header, and footer settings apply only to the currently active document unless the *Default* buttons are used to make the settings the defaults for all documents. The margin, header, and footer settings are not saved as part of the document. The settings are only remembered while the document is open in Jarte.

The main dialog box buttons are:

**Print:** Sends the current document to the selected printer using all of the currently defined printer settings. The following settings are saved for the current document while it remains open in Jarte: printer name, portrait/landscape setting, all page margin settings, and all header and footer settings.

**Preview:** Displays a [print preview](#) window which shows exactly what your document will look like when printed.

**Save:** Saves the following settings for the current document while it remains open in Jarte: printer name, portrait/landscape setting, all page margin settings, and all header and footer settings.

**Cancel:** Dismisses the Print dialog box without saving any modified settings.

**Help:** Displays this help page.



## Spell Check

The Spell Check panel is used to check the spelling of the current document. Spell Check can also be used to check the spelling of a selected block of text.



**Start/Cancel/Resume:** The Spell Check panel's main button appears as one of the following:

**Start** - Begins a new spell check session in the current document beginning at the top. Spell checking is only performed on the current selection if text has been selected.

**Cancel** - Ends the current spell check session before all of the text has been checked. A spell check session can also be ended at any time by pressing the Escape key.

**Resume** - The Resume button appears if you modify the current document after spell checking has started and before it has completed. This normally happens when you directly edit the current document before a spell check session has completed. Clicking the button resumes spell checking at the point it left off.

**Spell Check Status:** The Spell Check status indicator displays one of the following symbols:



- Indicates Spell Check is ready to be started or resumed.



- Indicates Spell Check is currently searching for misspelled words. Spell Check is very fast so

normally you will not see this indicator unless you are spell checking a large document.



- Indicates Spell Check has possibly found a misspelled word. The misspelled word is selected in the document.



- Indicates Spell Check has found the occurrence of a double word (i.e., the same word appears twice).



- Indicates Spell Check has completed its task.

**Spell Check Edit:** The Spell Check edit box displays misspelled words in red as they are found. You can correct the misspelled word in the edit box and press the return key to correct the word in the document. You can also press the tab key to move input focus to the suggested spellings list.

**Suggested Spellings List:** The suggested spellings list displays alternative spellings for the currently selected misspelled word. Double clicking on a suggested spelling or selecting a suggested spelling and pressing the return key will replace the misspelled word with the chosen suggested spelling in the document.

Additional suggested spellings can be added to the list by clicking the *More Suggestions* button.

**Change:** The *Change* button replaces the currently selected misspelled word with the word shown in the Spell Check edit box.

**Change All:** The *Change All* button replaces all occurrences of the currently selected misspelled word with the word shown in the Spell Check edit box.

**Ignore:** The *Ignore* button causes Spell Check to ignore the currently selected misspelled word and continue spell checking.

**Ignore All:** The *Ignore All* button causes Spell Check to ignore all occurrences of the currently selected misspelled word in the document.

**Delete:** The *Delete* button only appears when Spell Check has detected the occurrence of a double word. The button removes the duplicate word from the document.

**Delete All:** The *Delete All* button only appears when Spell Check has detected the occurrence of a double word. The button removes all duplicated occurrences of the word from the document.

**Add:** The *Add* button adds the currently selected misspelled word to the user's personal dictionary. Words added to the user's personal dictionary are treated as correctly spelled words by Spell Check.

**Dictionary:** The *Dictionary* button displays the [Spell Check Dictionary Selector](#).

**Options:** The *Options* button allows the user to set the following Spell Check options:

*Always Provide Suggestions:* This option directs Spell Check to provide suggested spellings for any misspelled words it finds.

*Use Your Dictionary:* This option directs Spell Check to recognize all words in your personal dictionary as correctly spelled words.

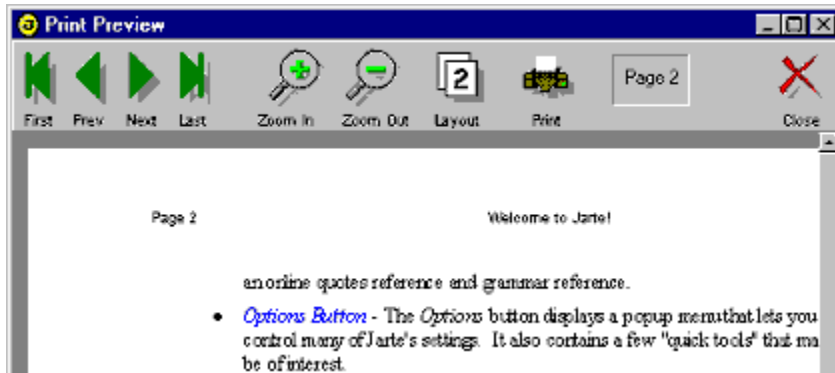
*Use HTML Dictionary:* This option directs Spell Check to ignore HTML tags. This option is generally only useful when running Spell Check on HTML documents.

*Ignore Words in UPPERCASE:* This option directs Spell Check to ignore uppercase words.

*Ignore Words With Numbers:* This option directs Spell Check to ignore words containing numbers.

## Print Preview

The Print Preview window is displayed by the [Preview button](#) on the Print dialog box. Print Preview displays the current document as it will appear on paper if printed using the current print settings. The Print Preview dialog is accessed from the [Print](#) dialog.



**First:** Displays the first page of the document.

**Previous:** Displays the document page previous to the displayed page.

**Next:** Displays the document page immediately following the displayed page.

**Last:** Displays the last page of the document.

**Zoom In:** Magnifies the displayed page.

**Zoom Out:** Demagnifies the displayed page.

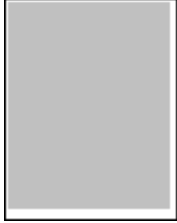
**Layout:** Toggles between displaying two pages at a time or displaying a single page.

**Print:** Prints the current document.

**Page Indicator:** The page indicator shows the page number of the displayed page. You can display a specific page by clicking the page indicator and entering the desired page number when prompted.

**Close:** Closes Print Preview.

The printable region of a page is the page area the printer is capable of printing on. A printer can not print anything outside of a page's printable region. Some printers allow you to adjust the size of the printable region by using the Printer Properties dialog. An example of a typical printable region for an 8.5 x 11 inch page is shown in gray in the diagram below:



## Color Chooser



The Color Chooser is used to select a color. Simply click on the color square of your choice. A color may also be selected by using the arrow keys and pressing the Enter key when the desired color is highlighted. If you decide not to choose a color you can dismiss the Color Chooser by clicking on anything other than one of the color choices. The Color Chooser can also be dismissed by pressing the Escape (Esc) key. Computers set to use [256 color mode](#) display the Color Chooser as shown above. Computers set to use more than 256 colors display a color chooser with two extra rows of colors.

*Auto Color:* Auto color is a special color that can change to match the [Windows color scheme](#). For example, text is normally displayed in black. However, it is possible to choose a Windows color scheme where text is normally displayed in white. A document whose text is auto color displays the text as black on computers using a Windows color scheme which specifies black as the proper text color. The same document displays the text in white on computers using a Windows color scheme which specifies white as the proper text color (white text is normally displayed on a black background). A document which uses a text color of black, rather than auto color, will always display the text in black even on computers using a Windows color scheme which specifies white as the appropriate text color. Therefore, it is usually better to choose auto color, rather than the color square of the equivalent color, to ensure all readers of your document will see the document displayed in colors that match their chosen color schemes.

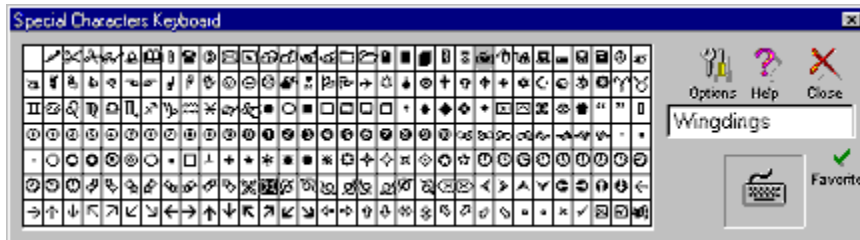
*Clear:* The clear color is a color choice which appears on the Color Chooser when selecting a highlight color. Clear is used to remove highlighting from highlighted text.





## Special Characters Keyboard

The Special Characters Keyboard is displayed by the [Special Characters Keyboard button](#) on the Font Tools panel. The Special Characters Keyboard provides access to many more characters than are available on the physical keyboard.



**Keyboard:** Clicking any of the characters on the special keyboard inserts the character into the current document. An enlarged view of each character is displayed in the character viewer as the mouse is moved over the keyboard. A character may also be selected by using the arrow keys to navigate the keyboard and pressing the Enter key to insert the selected character into the document. Clicking the right mouse button on a keyboard character displays a popup menu which provides you with the option of copying the character to the clipboard rather than inserting it in the document.

**Options:** Provides access the Special Characters Keyboard options:

*Stay on Top:* Controls whether the Special Characters Keyboard is always on top of the main Jarte window. If this option is turned off you can bring the Special Characters Keyboard to the top at any time by clicking the Special Characters Keyboard button or by clicking on the Special Characters Keyboard itself if it is positioned so that it sticks out from under an edge of the main Jarte window.

*Favorite Font:* Marks the current font as a favorite font. Favorite fonts are displayed in blue at the top of the font list for quick access. Favorite fonts are displayed with a green check mark.

*Show Recent Fonts:* Causes all fonts used since Jarte was started to be displayed in blue at the top of the font list for quick access. Turn this option off if you do not want to display recently used fonts at the top of the font list.

*Show favorite Fonts:* Causes all fonts marked as favorite fonts to be displayed in blue at the top of the font list for quick access. Turn this option off if you do not want to display favorite fonts at the top of the font list.

*Clear Recent Fonts:* Directs Jarte to forget recently used fonts. Only fonts used after clearing are remembered as recently used fonts. The clear action only affects the display of recently used fonts at the top of the font list.

*Clear Favorite Fonts:* Clears the "favorite" setting from all fonts marked as favorite fonts.

*Display in Native Font:* Causes fonts in the font list to be displayed using their own font. This allows you to preview the appearance of the fonts before selecting one. Turn this option off to display all fonts in the font list using a single standard font.

**Help:** Displays this help window.

**Close:** Closes the Special Characters Keyboard palette.

**Font Selection Box:** Controls the choice of font. Click on the box and choose the desired font from the drop down font list. Recently used fonts and favorite fonts are shown in blue at the top of the list for quick access. Favorite fonts are displayed with a green check mark. Each font name is displayed in its own font allowing you to preview its appearance.

The font list can be navigated using the home/end keys, page up/down keys, or the arrow keys. Pressing an alphabetic key will position the font list at the first font which begins with the selected letter.

Right clicking the mouse on the font selection box displays the same popup options menu which appears when the Options button is clicked.

**Favorite Font:** Marks the currently selected font as a favorite font. Favorite fonts are displayed in blue at the top of the font list for quick access. A green check mark appears next to fonts designated as favorite fonts.

**Tip:** The list of favorite fonts for the Special Characters Keyboard is separate from the list of favorite fonts maintained on the [Font Tools Panel](#). You may find it useful to choose favorite symbolic fonts such as *Wingdings* or *Webdings* for use with the Special Character Keyboard.

**Character Viewer:** Displays an enlarged view of the currently highlighted keyboard character.

## **256 Color Mode**

256 color mode means the computer is set to display a maximum of 256 different colors. Most newer computers are set to display a higher number of colors. However, some older computers are set to use only 256 colors, often because they have a relatively small amount of video memory and can not update the screen quickly if more colors are used.

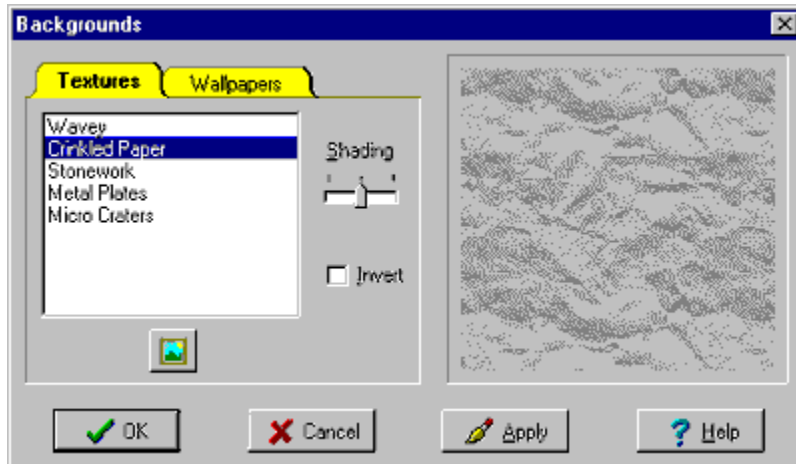
The number of colors displayed by your computer can be controlled by clicking on *Start/Settings/Control Panel/Display/Settings/Colors*.

## **Windows Color Scheme**

A Windows color scheme is a chosen set of colors used throughout the Windows operating system. For example, the default color scheme colors buttons and panels as gray, and colors the title bar of the active window dark blue. You can preview and select different Windows color schemes by clicking on *Start/Settings/Control Panel/Display/Appearance*.

## Backgrounds

The Backgrounds dialog box is displayed by the [Backgrounds button](#) on the Main Tools panel. The Backgrounds dialog box provides a choice a textures and wallpapers used to customize the appearance of Jarte.



**Background Type:** Provides access to two types of backgrounds:

*Textures:* Textured backgrounds are patterns whose colors actually change to match your chosen [Windows color scheme](#). For this reason textures tend to blend better with the Windows environment than wallpapers.

*Wallpapers:* Wallpaper backgrounds are full color backgrounds that can give Jarte strikingly different appearances. Most wallpapers will look best if your computer is set to use more than [256 colors](#).

[Jarte Plus](#) allows you to install any texture or wallpaper you choose. Additional textures and wallpapers can be downloaded from the Jarte web site at [www.jarte.com/backgrounds.html](http://www.jarte.com/backgrounds.html). Additional textures should be stored in Jarte's *Textures* folder and additional wallpapers should be stored in Jarte's *Wallpapers* folder. Any BMP or JPG image can be used as a wallpaper background.

**Background List:** Displays the choice of texture and wallpaper backgrounds.

**Shading:** Used to control the shading of texture backgrounds. 2-color textures have three shade settings and 3-color textures have two shade settings.

**Invert:** Used to invert the colors of a texture background.

**Choose a Background:** The Background List displays textures stored in Jarte's *Textures* folder and wallpapers stored in Jarte's *Wallpapers* folder. The Choose a Background button allows you to choose a texture or wallpaper background from anywhere else on your computer.

**Note:** This button only appears in Jarte Plus.

**Background Viewer:** Displays the selected background texture or wallpaper.



## Find Bar

The Find Bar is displayed by the [Find Bar button](#) on the Main Tools panel. The Find Bar is used to search for text and replace text in the document.



**Search Target:** Enter the word or phrase to be searched for in this box. Press the Enter key to begin the search, or press the Find button. Click the arrow on the right side of the box to select a search word or phrase that has already been used.

**Find:** Begins the search for the word or phrase entered in the Search Target box. The found word or phrase is highlighted in the document if it is found and the green LED is lit. The red LED is lit if the word or phrase is not found. Clicking the Find button again when the red LED is lit directs Jarte to ask if you want to begin the search again from the top of the document (or from the bottom if you are searching backwards). The Find button is disabled if no text is entered in the Search Target box.

**Go to Top:** Places the text caret at the beginning of the document and gives input focus to the Search Target box.

**Options:** Provides access to the following options:

*Case Sensitive:* Indicates searching is case sensitive (i.e., a search for "Dog" will find not find "dog").

*Whole Words:* Indicates searching only succeeds for whole words (i.e., a search for "run" will not stop at the word "running").

The search direction can be set to one of the following:

*Search Forward:* Search from the current caret position to the end of the document.

*Search Backward:* Search from the current caret position to the top of the document.

*Search All:* Search from the current caret position to end of document. When the end of the document is reached start at the top of the document and search to down to the original position.

The search start position can be set to one of the following:

*Search From Top:* Begins each search at the top of the document.

*Search From the Current Position:* Begins each search from the current position of the text caret in the document.

*Count Occurrences:* Reports the number of times the word or phrase in the Search Target box appears in the document.

*Find File:* Same as the [Find File](#) button on the File Tools panel.

*Bookmarks:* Brings up the [Bookmarks](#) popup menu.

*Go to Line:* Repositions the text caret to the beginning of the specified line.



*Go to Page:* Repositions the text caret to the beginning of the specified page.

**Replace Panel:** Expands the Find Bar to display additional controls used for performing text replacements.

**Replacement:** Enter the word or phrase to be used as a replacement for the word or phrase in the Search Target box. Click the arrow on the right side of the box to select a previously used replacement word or phrase.

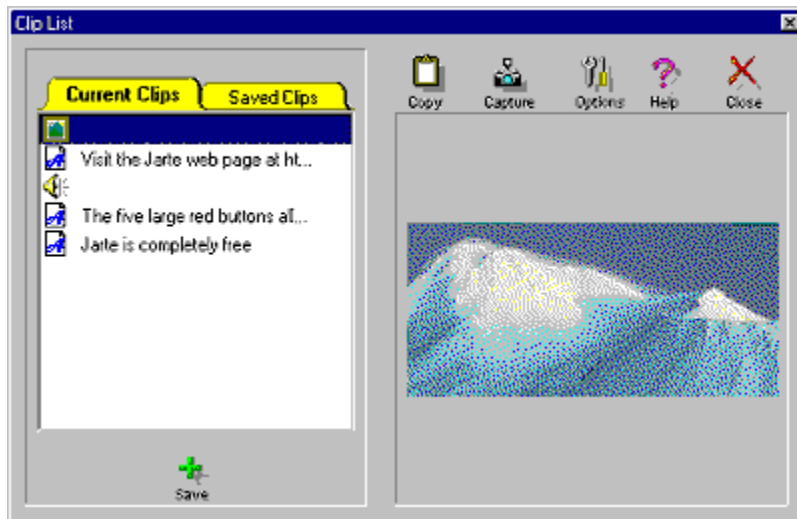
**Replace:** Replaces the next occurrence in the document of the word or phrase in the Search Target box with the word or phrase in the Replacement box.

**Replace All:** Replaces all occurrences in the document of the word or phrase in the Search Target box with the word or phrase in the Replacement box.

**Close:** Closes the Find Bar.

## Clip List

The Clip List tool is displayed by the [Clip List button](#) on the Main Tools panel. The Clip List provides access to the last 25 items copied to the Windows clipboard. The items can be quickly copied back to the clipboard and pasted in the current document.









**Current and Saved Clips:** Clip List organizes clip items into two separate lists:

*Current Clips:* Lists the 25 most recent clip items copied to the Windows clipboard. The top clip item in the list represents the current contents of the Windows clipboard.

*Saved Clips:* Lists any clip items that have been [saved](#). Items in the Saved Clips list are only saved until Jarte exits, unless you are using Jarte Plus.

[Jarte Plus](#) remembers saved clips even after exiting the program. The next time Jarte Plus is started the saved clips are restored to the Saved Clips list. Use this feature to save often used clips, remember scraps of information such as web addresses, save images and sounds, or even store small documents you don't want to bother to save to a file. You will probably come up with many of your own uses for the Clip List.

The icon next to each clip item indicates the content type of the clip. The icons have the following meanings:

-  - Rich text
-  - Plain text
-  - Image
-  - Sound
-  - File
-  - Unknown

**Save:** Saves the selected clip item in the Current Clips list to the Saved Clips list. This button is

disabled if Jarte is sure the selected clip item is already in the Saved Clips list or if there are no clip items in the Current Clips list.

**Remove:** Deletes the selected clip item from the Saved Clips list. This button is disabled if there no clip items in the Saved Clips list.

**Clear:** Deletes all clip items from the Saved Clips list. This button is disabled if there no clip items in the Saved Clips list.

**Clipboard:** The action performed by this button is depends on the setting of option [Clipboard Button Action](#). Double clicking on a clip item in the Current Clips list or Saved Clips list performs the same action as pressing the Clipboard Button. This button is disabled if the selected button action is *Copy* and the top item in the Current Clips list is selected.

**Screen Capture:** Allows a selected portion of the screen to be copied to the Windows clipboard as an image. Use the following steps to perform a screen capture:

1. Click the screen capture button. The Jarte window temporarily disappears to the taskbar so it is out of the way. The mouse cursor is changed to a crosshair indicating Jarte is now ready for you to select a portion of the screen.
2. Click on the screen where you want to establish the upper left corner of the screen capture.
3. Move the mouse and click on the screen where you want to establish the bottom right corner of the screen capture. The portion of the screen selected with the two corners is now copied to the clipboard and the Jarte window reappears.

Click on the top clip item in the Current Clips list to view the image captured to the clipboard. A screen capture can be aborted before completion by pressing the Escape (Esc) key.

**Tip:** The arrow keys can be used to make fine adjustments to the position of the crosshair cursor both before clicking to establish the upper left corner and before clicking to establish the lower right corner. The Enter key can be used to establish a corner instead of clicking the mouse. The upper left corner can be fine adjusted even after it is established by pressing the Control (Ctrl) key while using the arrow keys.

**Tip:** Here are three other ways to perform screen captures:

1. The entire screen can be instantly captured to the clipboard by pressing the Print Screen key.
2. The active window can be instantly captured to the clipboard by pressing the Alt key and the Print Screen key at the same time.
3. The Internet Explorer web browser allows an image to be copied from a web page to the clipboard by right clicking on the image in the browser and selecting *Copy*.

**Options:** Provides access to the following options:

*Stay on Top:* Controls whether the Clip List is always on top of the main Jarte window. If this option is turned off the Clip List can be brought to the top at any time by clicking the Clip List button or by clicking on the Clip List itself if it is positioned so that it sticks out from under an edge of the main Jarte window.

*Store Changes to Saved Clips :* This option is only available for [Jarte Plus](#). It controls whether changes to the Saved Clips list are stored when Jarte exits. Turn this option off to prevent any permanent changes to the Saved Clips list.

*Clipboard Button Action:* Controls the action performed by the Clipboard Button. The two available actions are:

*Copy:* Copies the selected clip item to the clipboard.


*Paste:* Copies the selected clip item to the clipboard and then pastes it into the current document. A small red arrow appears on the Clipboard Button if Paste is the selected action.

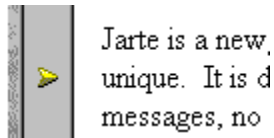
**Help:** Displays this help window.

**Close:** Closes the Clip List window.

**Clip Viewer:** Displays the content of the currently selected clip.


## Bookmarks

Jarte employs an easy to use bookmarking system. Bookmarks are set simply by clicking in the [gutter](#) next to the line to be bookmarked. A bookmark symbol (  ) appears in the gutter to indicate the presence of the bookmark. Simply click on a bookmark to remove it. A bookmarked line looks like this:



A pair of bookmark navigation buttons appear in the status bar directly below the gutter when a bookmark is present. Clicking the *next bookmark* button positions the [text caret](#) on the next bookmarked line from its current position. Clicking the *previous bookmark* button positions the text caret on the previous bookmarked line from its current position. If either bookmark navigation button is disabled it is an indication there are no more bookmarks in that direction. If the status bar is not displayed you can still move between bookmarks by pressing the F2 key (next bookmark) or by pressing the Shift key and the F2 key together (previous bookmark).



Occasionally, two or more bookmarks will end up on the same line. The bookmark symbol changes color (  ) to indicate this condition.

Right clicking the mouse in the gutter displays a popup menu which provides the following items:

*First Bookmark:* Positions the text caret at the first bookmarked line.

*Previous Bookmark:* Positions the text caret at the previous bookmarked line from the caret's current position. This item is disabled if there are no bookmarks previous to the caret's current position.

*Next Bookmark:* Positions the text caret at the next bookmarked line from the caret's current position. This item is disabled if there are no bookmarks following the caret's current position.

*Last Bookmark:* Positions the text caret at the last bookmarked line.

*Set/Delete Bookmark:* This item sets a bookmark on the line containing the text caret if no bookmark is already present. This item deletes the bookmark from the line if a bookmark is already present.

*Clear All Bookmarks:* Deletes all bookmarks from the document.

*Color:* Provides a choice of gutter colors using the popup [color chooser](#).

**Note:** Bookmarks are not saved as part of the document. They only last as long as the document is open in Jarte.



**Gutter**

The gutter is the narrow vertical panel attached to the left side of the document window. The gutter is used to display the location of bookmarks and page breaks. Clicking in the gutter sets/removes bookmarks.

## Jarte Plus

Jarte Plus has all the features of Jarte plus these extra features (go to the Jarte web site for an [updated Jarte Plus feature list](#)):

**Personal Jarte Shortcuts:** The [personal shortcuts feature](#) creates Jarte desktop shortcuts. Each user's desktop shortcut brings up their own personal version of Jarte with all their personal settings.

For example, each member of a family can create their own Jarte desktop shortcut. Each family member then has access to their own personal version of Jarte that remembers their choice of background pattern, favorite files, favorite fonts, document background color, personal spell check dictionary, saved clipboard clips, etc.

This is very useful anywhere more than one person uses Jarte on the same computer.

**Choice of Background Patterns:** Jarte Plus allows any BMP or JPG image to be used as a Jarte wallpaper background. You can choose from your own image collections, download images from the web, or create your own. There are many sites on the web that specialize in wallpapers. The Jarte web site also provides its own [wallpaper collection](#) designed for use with Jarte Plus.

Jarte Plus also allows additional background textures to be used in addition to the built-in textures. These [additional textures](#) can be found on the Jarte web site. Texture images are designed in a special manner that allows Jarte to automatically change the colors of the texture to match your chosen [Windows color scheme](#).

**Remember Saved Clipboard Clips:** Jarte Plus remembers your saved clips in the [Clip List](#) between Jarte sessions, as opposed to Jarte which forgets the saved clips when you exit the program. This feature can be used to store often used clips, remember scraps of information (e.g., web and e-mail addresses, notes, etc), save images and sounds, or even store small documents you don't want to bother to save to a file.

**Define Your Own Online Reference Links:** The [Reference Bar](#) provides instant lookups to an online dictionary, thesaurus, encyclopedia, grammar aid, and quotes reference. Jarte Plus allows you to redefine the grammar and quotes links. Jarte Plus also allows you to define up to eight additional links of your own. Your links can even be designed to perform keyword lookups just like the built-in dictionary, thesaurus, and encyclopedia buttons do! See [Edit Links](#) for more details.

**Customer Support:** Carolina Road Software provides [support](#) to Jarte Plus customers.

*Visit the Jarte web site for the [latest information](#) about Jarte Plus!*

**[How to Buy Jarte Plus](#)**

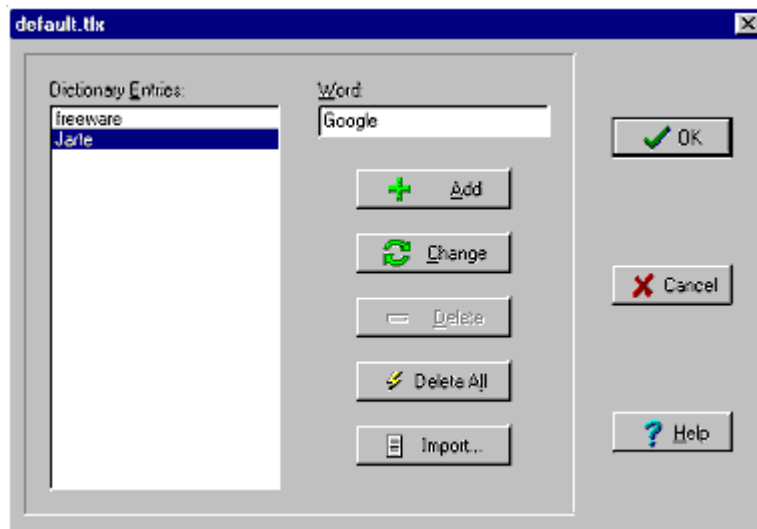


## **Text Caret**

The "text caret" is the vertical blinking line that indicates where characters typed at the keyboard are inserted into the document. The text caret is often called the cursor, however, this help document always uses the term "caret". This avoids confusion between the terms "text cursor" and "mouse cursor" which are two different things.

## Spell Check Dictionary Editor

The Spell Check Dictionary Editor is displayed by the [Spell Check Dictionary Selector](#). The Spell Check Dictionary Editor is used to edit custom dictionaries used by Spell Check.



**Dictionary Entries:** The *Dictionary Entries* list displays all the words contained in the custom dictionary.

**Word:** The *Word* edit box is used to type in a new word to be added to the custom dictionary or to change an existing word.

**Add:** Adds the word currently shown in the *Word* edit box to the custom dictionary.

**Change:** Replaces the currently selected word in the *Dictionary Entries* list with the word in the *Word* edit box.

**Delete:** Deletes the currently selected word in the *Dictionary Entries* list from the custom dictionary.

**Delete All:** Deletes all of the words in the *Dictionary Entries* list from the custom dictionary.

**Import:** Allows you to specify another custom dictionary to be imported into the current custom dictionary. All of the words from the imported dictionary are added to the current custom dictionary. This feature can be used to import custom dictionaries created with Jarte or it can be used to import custom dictionaries created with other programs such as Microsoft Word.

## Status Bar

The Status Bar contains a number of indicators about the status of the current document. Many of the indicators also perform an action when clicked with the mouse.



**Bookmark Navigation Buttons:** These buttons are used to jump to bookmarked locations in the document. They only appear if at least one bookmark has been set in the document. See [bookmarks](#) for more details.


**Line and Column Positions:** Indicates the line number and column number of the [text caret's](#) current position. Clicking this indicator causes Jarte to prompt you for a line number. Jarte then repositions the text caret to the specified line.

**Page Number and Page Count:** Indicates the page number of the text caret's current position and the total number of pages in the document. The page number and page count are based on the current printer settings. Clicking this indicator causes Jarte to prompt you for a page number. Jarte then repositions the text caret to the top of the specified page. This indicator is not provided if Jarte can not locate a default printer for the computer.



Page counting can be turned off by right clicking on the page count and unchecking the *Show Page Count* option in the popup menu. Turning off page counting can be useful when working with very large documents since page counting in such documents uses more of the computer's processing power.

**Tip:** The text color of the line, column, and page number indicators can be changed by right clicking on either indicator and selecting the *Status Color* item in the popup menu. The popup [color chooser](#) is used to make the color choice.



**Unsaved Changes Indicator:** This indicator is lit if the current document contains unsaved modifications. Clicking the indicator saves the document in same manner as if the File Tools panel's [Save](#) button was clicked.

**Tip:** Right click on the [document tabs](#) to see the "unsaved changes" status of all open documents at once. The documents with unsaved changes have a special symbol (  ) next to them.

**Overwrite Indicator:** This indicator is lit if the text caret is in [overwrite mode](#), as opposed to the usual [insert mode](#).

**Document Format Indicator:** Indicates whether the current document is using [rich text formatting](#) (  ) or [plain text formatting](#) (  ). A document can be switched to either rich format or plain format by clicking the indicator and selecting the desired format in the popup menu. The popup menu also presents an option to control whether new documents default to using rich format or plain format.

**Caps Lock Indicator:** This indicator is lit if the Caps Lock key is toggled down.

**Word Wrap Indicator:** Indicates whether the current document's text is [wrapped](#) (  ) or not wrapped (  ). Clicking the indicator toggles the document's text between wrapped and not wrapped.

**Read Only Indicator:** This indicator is lit if the current document is a [read only](#) document.

**Tip:** A document can be made a read only document by clicking the File Tools panel's File Properties button and checking the read only checkbox. A read only document can be made a normal document by unchecking the read only checkbox.

**Tip:** A document can be temporarily treated as a read only document when it is opened by checking the *Open as read only* checkbox in the [Open](#) dialog box. This is useful when you want to be sure that you do not accidentally modify the document being opened.

**Read Only**

A read only document is characterized by the inability to modify it. It can only be read, not modified.

## **Word Wrapping**

Word wrapping refers to Jarte's ability to always break lines at the right edge of the editing window and continue their display at the beginning of the next line.

Displayed lines are not broken at the right edge of the editing window when word wrapping is turned off. In this case, the characters that run past the window's edge are not visible unless the horizontal scrollbar is used to bring them into view. Only the presence of a carriage return causes a line break when word wrapping is turned off.

## Reference Bar

The Reference Bar is accessed by the [Reference Bar button](#) on the Main Tools panel. The Reference Bar provides quick access to online references. Access to the world wide web is required by your computer in order to use the reference bar. All reference content is displayed in the default web browser.



**Lookup Target:** Enter the word to be looked up in the online references. Double clicking on a word in the current document automatically enters that word as the new lookup target. Click on the arrow on the right side of the box to select a word that has already been looked up.

**Dictionary:** Looks up the target word at the Merriam-Webster's Collegiate Dictionary web site. The Merriam-Webster Online home page is accessed if no target word is specified.

**Thesaurus:** Looks up the target word at the Merriam-Webster's Collegiate Thesaurus web site. The Merriam-Webster Online home page is accessed if no target word is specified.

**Encyclopedia:** Looks up the target word at the Encyclopedia Britannica web site. The Encyclopedia Britannica home page is accessed if no target word is specified.

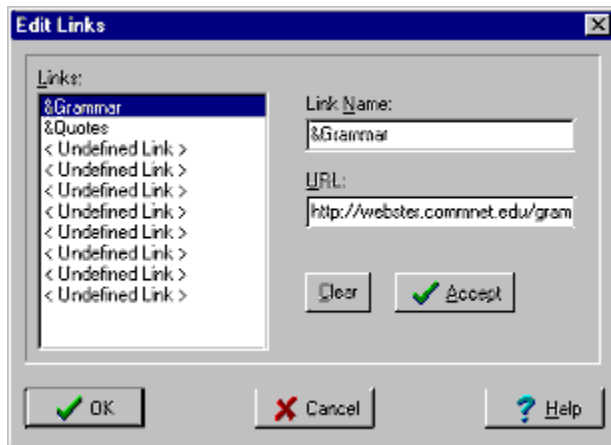
**More Links:** Displays a popup menu which provides access to the Guide to Grammar & Writing web site and the Bartleby's Quotations web site.

**Jarte Plus** allows you to [add your own web links](#) to the More Links popup menu.

**Close:** Closes the Reference Bar.

## Edit Links

The Edit Links dialog box is displayed by the [More Links](#) menu item on the Reference Bar. The Edit Links dialog box allows you to modify the predefined web links and to add your own links. The Edit Links feature is only available with [Jarte Plus](#).



**Links:** Lists the available links. Links marked as *< Undefined Link >* do not appear on the More Links popup menu and are available to be defined. Click on a link to define it using the Link Name and URL boxes.

**Link Name:** Defines the name of the selected link. The link's name is displayed in the Reference Bar's More Links popup menu.

Place an ampersand ("&") character in front of any letter in the link name to cause that letter to be underlined in the More Links popup menu. Pressing a menu item's underlined character on the keyboard is same as clicking on the menu item with the mouse. Make sure no two link names use the same underlined character.

**URL:** Enter the world wide web address to be associated with the selected link.

**Tip:** This tip is for advanced web users. A link parameter can be used in the provided URL. Jarte will substitute the Reference Bar's [lookup target](#) for the link parameter before using the URL. The link parameter must appear as **<<link parm>>** in the URL. For example, define a link named "Dictionary" with the following URL:

```
http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=<<link parm>>
```

Lets say the word "horse" is typed into the lookup target box. Select the newly added "Dictionary" item in the More Links popup menu. Jarte will substitute the word "horse" for "<<link parm>>" as follows:

```
http://www.m-w.com/cgi-bin/dictionary?book=Dictionary&va=horse
```

The result is the word "horse" is automatically looked up at the Merriam-Webster web site! As you might guess, this is exactly what the dictionary button on the Reference Bar does.

A lot of web sites can be used in this way. You will come up with some good ideas on how to use this feature with a little thought and experimentation. If you think of an



interesting way to use this feature and would like to share your idea you may do so by sending an e-mail to [comments@jarte.com](mailto:comments@jarte.com). Your ideas are welcome!

**Clear:** Clears the name and URL of the selected link. A cleared link becomes undefined and is removed from the More Links popup menu.

**Accept:** Commits the name and URL changes to the selected link.

**Rich Format**

Rich format is characterized by the ability to apply font styles (e.g., bolding, underline, color, etc.) to selected words and phrases. It is also characterized by the ability to apply paragraph styles (e.g., bullets, indentation, etc.) to selected paragraphs.

Rich formatted documents are normally stored in files using Rich Text Format (RTF) encoding or using Microsoft Word encoding (DOC).

**Plain Format**

Plain format is characterized by the inability to apply font styles (e.g., bolding, underline, color, etc.) to selected words and phrases. It is also characterized by the inability to apply paragraph styles (e.g., bullets, indentation, etc.) to selected paragraphs.

Plain formatted documents are stored in files using no special format encoding.

## **Overwrite Mode**

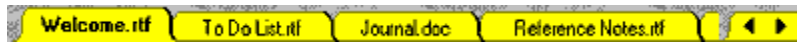
Typing at the keyboard causes the typed characters to overwrite any characters that are already to the right of the text caret while in overwrite mode. The Insert key toggles the text caret between [insert mode](#) and overwrite mode.

## **Insert Mode**

Typing at the keyboard causes the typed characters to be inserted into the document while in insert mode. Characters to the right of the text caret are shifted to the right to make room for the newly typed characters. The Insert key toggles the text caret between insert mode and [overwrite mode](#).

## Document Tabs

The document tabs provide an easy means of switching between multiple documents. Simply click on the tab associated with the document you want to see.




Double clicking a tab closes the associated document. This behavior can be turned off using the *Close Tab on Double Click* option described below.

A special tab with left and right arrows appears as the far right tab when there are more tabs present than can be displayed at once. Clicking the arrows scrolls the tabs left and right to bring unseen tabs into view.

Pressing the Control key and the Tab key at the same time switches focus from the current tab to the tab immediately to the right of the current tab. Pressing the Control key, Shift key, and the Tab key at the same time switches focus from the current tab to the tab immediately to the left of the current tab.

The order of the tabs can be quickly changed by using the mouse to drag and drop a tab to a new position.

Focus can be moved directly to a document associated with any tab, even a tab not currently within view, by right clicking on the row of tabs and selecting the desired document name in the popup menu. The popup menu lists all open documents. Documents which have unsaved changes are designated with a special symbol (  ) shown next to them in the popup menu list.

The document tabs popup menu also provides the following actions and options:

*Go to First Tab:* Switch focus to the document associated with the first tab.

*Go to Last Tab:* Switch focus to the document associated with the last tab.

*Move Current Tab:* Move the currently active tab to either the first position, last position, the position immediately to the left, or the position immediately to the right.

*Large Tabs:* Check this option to increase the size of the tabs.

*Close Tab on Double Click:* Allows documents to be closed by double clicking on their associated tabs. Uncheck this option if you find yourself accidentally double clicking tabs when you do not want to close a document. Documents can also be closed by clicking the *Close* button on the File Tools panel or by selecting the *Close* item in the document popup menu.



## Main Tool Panel



**Tool Panel Selectors:** The five red oval buttons provide access to the five available tool panels. The five buttons are "auto-click" buttons meaning they automatically toggle themselves when the mouse cursor is briefly paused over them. This allows fast, easy access to the tools on the available tool panels. The auto-click behavior of the buttons can be changed using the [Auto Click Buttons option](#). The five buttons provide access to the following five panels:

- File Tools
- Spell Check
- About
- Font Tools
- Paragraph Tools

**Show Menu:** Toggle this button to control whether the main menu is displayed. All actions performed by the main menu's menu items are available elsewhere in Jarte's interface, so the presence of the main menu is not a necessity.

**Show Tool Panel:** Toggle this button to control whether the side tool panel is displayed. Activating any of the five red tool panel selector buttons causes the side tool panel to reappear if it is hidden.

**Show Status Bar:** Toggle this button to control whether the status bar is displayed.

**Show Labels:** Toggle this button to control whether button labels are displayed.

**Backgrounds:** Allows Jarte's background appearance to be changed using the [Backgrounds](#) dialog box.

**Insert:** Displays a popup menu which allows any of the following items to be inserted into the current document:

*Picture:* Allows the insertion of graphics of the following types:

- Bitmap (BMP)
- Joint Photographic Experts Group (JPG, JPEG)


Unfortunately, Graphics Interchange Format (GIF) graphics are not supported by Jarte because of GIF patent restrictions imposed by the Unisys Corporation. Use the Windows Paint program to convert a GIF graphic to BMP or JPG and then insert the converted graphic into Jarte.

*Insert Object:* Inserts OLE compliant objects. Sounds, videos, and other objects can be inserted.

*Insert Date:* Inserts the date using a choice of long or short date format.



*Insert Page Break:* Insert a page break at any point where you want to guarantee that the text that follows will always begin at the top of a new page when the document is printed.

Page breaks cause the printer to stop printing a page at the point where the page break is encountered and continue printing where it left off at the top of a new page. The presence of a page break in a document is signified by the page break symbol (  ) in the [gutter](#). The affect of a page break can be seen by using [Print Preview](#).

A page break may be removed by positioning the caret on the line showing the page break symbol and then pressing the Delete key.

**Note:** Although page breaks can be temporarily inserted into plain text documents for printing purposes they can not be saved to the document's file. Page breaks are only saved to file for RTF and DOC documents.

*Insert Special Character:* Allows the insertion of special characters not found on the keyboard. This menu item is the equivalent to the [Special Characters Keyboard](#) button on the Font Tools panel.

**Find Bar:** Displays the [Find Bar](#) used for text searching and replacing.

**Reference Bar:** Displays the [Reference Bar](#) used for accessing online references.

**Options:** See [Main Options and Quick Tools](#) for details.

**Help:** Displays this Help document.

**Cut:** Performs the Windows clipboard [cut](#) operation on the selected text. The button is only available if text is selected.

**Copy:** Performs the Windows clipboard [copy](#) operation on the selected text. The button is only available if text is selected.

**Paste:** Performs the Windows clipboard [paste](#) operation. The button is only available if the Windows clipboard is not empty. [Paste Plain](#) can be used to paste text without font or paragraph formatting.

**Clip List:** Displays the [Clip List](#) tool which provides access to recent clipboard clips and saved clipboard clips. Right click on the button to display a popup menu which provides quick access to the same clips shown by the Clip List tool.

The icon on the Clip List button indicates the [type of content](#) currently contained in the Windows clipboard. The Windows clipboard is empty if the Clip List button shows no icon.

**Undo:** Undoes the last document editing action. Multiple editing actions can be undone by continuing to click the button. The button is only available if the previous editing action can be undone.

**Redo:** Reinstates the editing action undone by the Undo button. Multiple undo actions can be reversed by continuing to click the button. The button is only available if the previous editing action was an undo action.

**Exit:** Exits the Jarte program.



## Main Options and Quick Tools

The Main Options and Quick Tools are accessed by the [Main Options and Quick Tools button](#) on the Main Tools panel.

*Use System Tray Icon:* Places the Jarte program icon in the system tray located on the Windows Taskbar. Clicking the Jarte system tray icon brings Jarte to the front of any other programs on the screen. The Jarte system tray icon goes away when Jarte is exited.

*Dockable Tool Panels:* Controls whether the main tool panel and side tool panel can be undocked. Turn this option off if you want to prevent accidental undocking of a tool panel or if you want to prevent accidental docking of undocked tool panels.

The side tool panel can be docked on either the left side or right side of the Jarte program.

**Note:** The side panel can only be undocked by using the mouse to grab the panel's border area. In other words, you must click the mouse on the Jarte background outside the black area of the side tool panel.

*Show Hints:* Controls whether a hint window is displayed when the mouse is briefly paused over a button.

*Sound:* Controls whether an audible click is produced when a button is clicked.

*Quick Clips:* The Quick Clips feature allows the middle mouse button to be used to perform clipboard operations. A three button mouse or a mouse with a clickable scroll wheel is required to use this feature. The clipboard operations can be executed as follows when Quick Clips is enabled:

*Paste:* Click the middle mouse button.

*Copy:* Click the middle mouse button while pressing the Control (Ctrl) key.

*Cut:* Click the middle mouse button while pressing the Control (Ctrl) key and the Shift key.

**Note:** The Quick Clips feature should work with most three button mice, but it is only officially supported for use with Microsoft's IntelliPoint mouse. Ensure you are using latest IntelliPoint mouse driver by visiting [www.microsoft.com/intellipoint](http://www.microsoft.com/intellipoint). Also, check your mouse settings by going to *Start/Settings/Control Panel/Mouse*. Ensure the middle mouse button is set to the default action.

*Select Whole Words:* Controls whether the mouse selects whole words at a time or selects individual characters as the mouse is dragged over text .

*Word Wrap:* Controls whether the document's text is [wrapped](#). The current document's word wrap status is shown on the [status bar](#).

*Show File Extension:* Controls whether file name extensions are displayed in the program title bar and the document tabs.

*Show Ruler:* Controls the display of a ruler above the document window.

*Auto Click Buttons:* Controls the activation behavior of the five red [tool panel selector buttons](#). The behavior choices are:

*Normal Auto Click:* The buttons automatically activate after pausing the mouse over

them very briefly.

*Slow Auto Click:* The buttons automatically activate after pausing the mouse over them slightly longer than is required for *Normal Auto Click*.

*Auto Click Off With Peeking:* The buttons do not automatically activate when the mouse is paused over them. However, the tool panel associated the button being paused over temporarily previews itself until the mouse moves off of the button. The button does not activate unless it is clicked.

*Auto Click Off:* The buttons only activate by clicking them.

*Document Background Color:* Provides a choice of document window background colors using the popup [color chooser](#).

*Open Link:* Opens your default web browser to a specified world wide web address or opens your default e-mail program to a specified e-mail address. If a web address or e-mail address is already selected in the current document *Open Link* immediately opens the web browser or e-mail program using that address. If no address is selected you will be prompted to enter an address.

*Word Count:* Counts the number of words and characters contained in the current document. A page count is also included if Jarte is able to locate a default printer.

*Personal Shortcut:* This feature is only available in [Jarte Plus](#). It prompts for a new user name and then creates a new desktop shortcut for that user. Each user's desktop shortcut brings up their own personal version of Jarte with all their personal settings.

For example, each member of a family can create their own Jarte desktop shortcut. Each family member then has access to their own personal version of Jarte that remembers their own choice of background pattern, favorite files, favorite fonts, document background color, personal spell check dictionary, saved clipboard clips, etc.

This is very useful anywhere more than one person uses Jarte on the same computer.

**Paste**

Inserts a copy of the Windows clipboard contents in the current document.

**Copy**

Places a copy of the selected text on the Windows clipboard.

**Cut**

Places a copy of the selected text on the Windows clipboard. The text is removed from the document.

# Shortcuts

[Document Actions](#)

[Font Formatting](#)

[Paragraph Formatting](#)

[Clipboard Actions](#)

[Delete Text](#)

[Insert Text](#)

[Text Selection](#)

[Move Text Caret](#)

[Search/Replace](#)

[Bookmarks](#)

[Other Shortcuts](#)

## Document Actions:

Open	Ctrl + O
Save	Ctrl + S
Save As	Shift + Ctrl + S
New	Ctrl + N
Print	Ctrl + P
Print Preview	Shift + Ctrl + P
Close	Ctrl + F4
Close All	Shift + Ctrl + F4
Next Document Tab	Ctrl + Tab
Previous Document Tab	Shift + Ctrl + F4
Word Wrap	Ctrl + W
Undo	Ctrl + Z
Redo	Shift + Ctrl + Z

## Font Formatting:

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Increase Font Size	Shift + Ctrl + Up Arrow
Decrease Font Size	Shift + Ctrl + Down Arrow

## Paragraph Formatting:

Align Left	Shift + Ctrl + L
Center	Shift + Ctrl + C
Align Right	Shift + Ctrl + R
Bullets	Shift + Ctrl + B
Increase Indentation	Shift + Ctrl + I
Decrease Indentation	Shift + Ctrl + D

## Clipboard Actions:

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Paste Plain	Shift + Ctrl + V
Copy ( <a href="#">Quick Clips</a> )	Ctrl + Middle Mouse Button
Cut ( <a href="#">Quick Clips</a> )	Shift + Ctrl + Middle Mouse Button
Paste ( <a href="#">Quick Clips</a> )	Middle Mouse Button
Clip List	F4



**Delete Text:**

Delete one character to the right	Delete
Delete one character to the left	Backspace
Delete one word to the right	Ctrl + Delete
Delete one word to the left	Ctrl + Backspace
Delete paragraph	Ctrl + Y

**Insert Text:**

Insert page break	Ctrl + Enter
Insert date (long Format)	F5
Insert date (short format)	Shift + F5

**Text Selection:**

Select one character to the right	Shift + Right Arrow
Select one character to the left	Shift + Left Arrow
Select one word to the right	Shift + Ctrl + Right Arrow
Select one word to the left	Shift + Ctrl + Left Arrow
Select to the beginning of the line	Shift + Home
Select to the end of the line	Shift + End
Select one line up	Shift + Up Arrow
Select one line down	Shift + Down Arrow
Select one screen up	Shift + Page Up
Select one screen down	Shift + Page Down
Select to the top	Shift + Ctrl + Home
Select to the bottom	Shift + Ctrl + End
Select all	Ctrl + A
Select from caret to mouse	Shift + Right Mouse Button

**Move Text Caret:**

Move one character to the right	Right Arrow
Move one character to the left	Left Arrow
Move one word to the right	Ctrl + Right Arrow
Move one word to the left	Ctrl + Left Arrow
Move to the beginning of the line	Home
Move to the end of the line	End
Move one line up	Up Arrow
Move one line down	Down Arrow
Move one screen up	Page Up
Move one screen down	Page Down
Move to the top	Ctrl + Home
Move to the bottom	Ctrl + End
Move to mouse	Right Mouse Button

**Search/Replace:**

Show Find Bar	Ctrl + F
Close Find Bar	Shift + Ctrl + F
Find/Find Again	F3
Show Replace Bar	Ctrl + R
Close Replace Bar	Shift + Ctrl + R

**Bookmarks:**

Set Bookmark	Ctrl + F2
Delete Bookmark	Shift + Ctrl + F2
Go to Next Bookmark	F2
Go to Previous Bookmark	Shift + F2

**Other Shortcuts:**

Exit Jarte	Alt + F4
Help	F1
Show/Hide Side Tool Panel	F11
Open Web/E-mail Address	F6
Move Selected Text	Drag and Drop
Copy Selected Text to New Position	Ctrl + Drag and Drop

## File Formats

### Document File Types Recognized by Jarte

Jarte can open Rich Text Format 2.0 (RTF) files, Word 95/6.0 format files (DOC) and Word 97 format files (DOC) files created with WordPad, Microsoft Word 95, Word 97, and Word 2000 word processors.

Any file not recognized by Jarte as being a RTF file or a DOC file is treated as a [plain format](#) document.

Jarte can save [rich format](#) documents using either Rich Text Format 2.0 (RTF) or Word 95/6.0 format (DOC). Note that Jarte can not save documents using Word 97 format. This is generally not an issue since Jarte does not support the advanced formatting features unique to the Word 97 format.

### Opening and Saving a Jarte File using Microsoft Word

Microsoft's Word 95, Word 97, and Word 2000 word processors can be used to open any file created with Jarte.

If a Jarte file is saved using Word 95/6.0 (DOC) format and then opened and saved using either the Microsoft Word 97 or Word 2000 word processor you may be asked by Word whether you want to convert the file to use Word 97 file format when the file is saved. Normally, you will want to answer "no" although the file is not harmed by answering "yes".

### Using Jarte to Save a File Created by Microsoft Word

Although Jarte can open files created using Microsoft Word 95, Word 97, and Word 2000 it does not support some of the more advanced formatting features available in those word processors. Examples of unsupported formatting features include tables, footnotes, and columns. Jarte is not able to properly display document content created with those features. *If Jarte is used to open and save a file containing unsupported formatting features those features will be lost when the file is saved.*

A Word 97 format file opened with Jarte is converted to Word 95/6.0 format if the file is subsequently saved as a DOC file. This occurs because Jarte is unable to save documents in the newer Word 97 format. This limitation makes little difference since Jarte does not support the formatting features unique to the Word 97 format anyway. Jarte provides warning when it is about to convert a Word 97 format file to a Word 95/6.0 format file.

### RTF or DOC?

You must decide whether to save your rich format documents using Rich Text Format (RTF) or Microsoft Word 95/6.0 format (DOC). Although either format will work there are some differences worth considering:

- RTF files can be opened by a wider range of word processors than DOC files.
- DOC files save disk space when used for large documents and documents containing graphics.
- DOC files can be annotated without modifying the document contents. See [file properties](#) for more details.
- DOC files containing [highlighted text](#) do not display the text highlighting when opened in Jarte or WordPad.

Recommendation: Use RTF format except when working with large documents, documents with graphics, or files that require annotations.



## Command Line Switches

Command line switches are options specified when a program is started from a DOS prompt. They can also be assigned to a program's desktop icon by right clicking on the icon, selecting the *Properties* item, and placing the switches in the *Target* box of the properties dialog.

The switches available for Jarte are:

**/I:<initial folder path>** - The initial folder path specifies the initial folder placed in the open and save file dialog boxes the first time they are used. Normally, the file open and file save dialog boxes default to using the *My Documents* folder the first time they are used. Double quotes must be placed around this switch if the folder path contains any spaces.

**/W** - Causes word wrapping to be turned off by default whenever a plain text document is opened or created. This switch only affects plain text documents.

**/U:<units of measurement>** - Determines whether metric units or English units of length measurement are used throughout the Jarte program. The valid *units of measurement* values are **M** for metric and **E** for English. Units of measurement are based on the computer's locale setting if this switch is not specified.

**/T:<n>** - Causes spaces to be inserted in plain text documents instead of tabs whenever the tab key is pressed. The number of spaces used to represent a tab is specified by *n*. Valid values for *n* are 1 through 9. This switch only affects plain text documents. Also, this switch causes the [Increase Indent](#) and [Decrease Indent](#) paragraph formatting buttons to use spaces, rather than tabs, for indenting in plain text documents.

**/N:<user name>** - This switch is only available with [Jarte Plus](#). Jarte is started using all the environment and option settings associated the specified user. The [Personal Shortcut](#) feature creates a desktop icon using this switch. The user name should not include any spaces. Use underscores instead of spaces.

This is an example DOS prompt command to start Jarte with word wrapping turned off, forced use of metric units, and *c:\My Folder* as the initial open/save folder:

```
"c:\Program Files\Jarte.exe" /W /U:M "/I:c:\My Folder"
```

## Uninstalling Jarte

There are two ways to uninstall Jarte:


- The easiest way is to go to the Taskbar and click *Start/Programs/Jarte/Uninstall Jarte*.
- or
- You can also go to *Start/Settings/Control Panel/Add & Remove Programs*. Click on "Jarte" in the list of installed programs and then click the *Remove* button.

Be sure to close this Help file and exit Jarte before uninstalling the program to ensure the uninstall completes properly.

We are interested in any feedback you may have concerning why Jarte did not meet your needs. You can send your comments to [comments@jarte.com](mailto:comments@jarte.com).

Thank you for trying Jarte!

## Options

Jarte has many options used to control its behavior and appearance. Each tool panel has its own options button (  ). Click on the links listed below for to see option and setting descriptions.

[Main Options](#)

[File Options](#)

[Font Options](#)

[Paragraph Options](#)

[Spell Check Options](#)

[Find Bar Options](#)

[Document Tabs Options](#)

[Status Bar Options](#)

[Clip List Options](#)

[Special Keyboard Options](#)

[Printer Settings](#)

Other Settings:

[Set Background Pattern](#)

[Set Gutter Color](#)

[Show Button Labels](#)

[Show Main Menu](#)

[Show Side Tool Panel](#)

[Show Status Bar](#)

[File Properties](#)

[Command Line Switches](#)

## Frequently Asked Questions

An updated version of this FAQ is located on the Jarte web site at [www.jarte.com/faq.html](http://www.jarte.com/faq.html).

- **How do I know if I am using the latest version of Jarte?**

Go to Jarte's About panel and click on the [version number](#) under the Jarte logo. A web page will pop up in your default web browser informing you whether your version of Jarte is the most recent.

- **How do I associate a file type to Jarte so that files of that type always open in Jarte whenever I double click on them?**

Windows ME, Windows 2000, & Windows XP:

Use Jarte to open a file of the file type you want to associate to Jarte. Click on the [File Properties](#) button on the File Tools panel. Click the *Change* button in the properties dialog box. Select Jarte in the list of programs. If Jarte is not in the list then click the *Other* button, find the Jarte program file, then click *Ok*. Be sure the *Always use this program* checkbox is checked and then click *Ok* again. You're done!

Windows 95, Windows 98, & Windows NT:

Find a file of the type you want to associate to Jarte in *My Computer* or in the *Window Explorer*. *Right* click on the file while holding the Shift key down. Select *Open With* in the popup menu. Select Jarte in the popup box. If Jarte is not in the list then click the *Other* button, find the Jarte program file, then click *Ok*. Be sure the *Always use this program* checkbox is checked and then click *Ok* again. You're done!

- **Can I use Jarte to print envelopes?**

Yes, just follow these steps:

- Open a new document to contain your addresses.
- Enter the "return" and "to" addresses as you would like them to appear on the envelope. You will probably want to use the paragraph indent function to properly position the "to" address.
- Bring up the Print box and select the appropriate envelope size using the printer Properties button. You may also want to reduce the left and top print margins to better fit the "from" address into the corner of the envelope.
- Use Print Preview to ensure everything is properly positioned.
- Now you can enter more addresses into the document by copying the first address set and pasting it at the end. Simply change the "to" portion of each new address as required.
- Be sure to insert a page break between each set of addresses so they will appear on separate envelopes.
- Any future changes to the return address can be easily made using Jarte's Replace All function.

- **How do I create a plain text document?**

You can change a new or existing rich text document to plain text simply clicking the [Format Indicator](#) button in the Status Bar below the document window. A popup menu will appear which allows you to decide whether the current document is rich text or plain text. You can also do this by clicking on the Options button in the File Tools panel.



- **I open a DOC file I know contains highlighted text but the highlighting is gone. What happened?**

Unfortunately, this is a result of a deficiency in the Windows software used by Jarte to load DOC files. The highlighting is present in the file but the highlight information is not properly loaded. You will notice WordPad, which uses the same internal editing engine as Jarte, exhibits the same problem. Hopefully, Microsoft will fix the problem in a future release. Meanwhile, you can avoid the problem by saving any documents containing highlighted text as RTF files rather than DOC files.

- **Can I use numbered paragraph bullets rather than plain bullets?**

Yes. Although the current version of Jarte does not provide direct support for numbered bullets it is very easy to create perfect numbered bullet paragraph formatting using the Hanging Indent paragraph tool. See [Paragraph Style](#) for a detailed explanation.

- **Why am I having trouble undocking the side tool panel?**

The top and side tool panels may be undocked by using the mouse to grab any part of the background portion of the panel. You can not grab the black area of the side tool panel. Instead, you must grab the panel along the edges where the background pattern shows. Also, make sure the [Dockable Tool Panels](#) option (click the [Options](#) button) is checked.

- **Can I change the order of the document tabs?**

Yes. Simply drag-and-drop a tab to the desired position. You can also right click in the tabs area to display a popup menu that provides choices for positioning the current tab.

- **Can I drag-and-drop files on Jarte?**

Yes. You can drag and drop a file, or multiple files, on Jarte while it is running. You can also drag-and-drop files on the Jarte icon to start up Jarte with those files. Note: If you drop a file directly on Jarte's document window the file will be inserted as an object in the current document. Normally, you will want to drop a file on some portion of Jarte other than the document window.

- **Are spell check dictionaries in other languages available for Jarte?**

Yes. Go the Jarte download web page at [www.jarte.com/download.html](http://www.jarte.com/download.html) for more information.

- **Why does the *Insert Picture* feature not support GIF files?**

The Unisys Corporation owns a patent that they claim covers any software that can create or render GIF images. Carolina Road Software is unwilling to submit to the Unisys licensing fee. More information concerning the GIF patent controversy can be found at the [League for Programming Freedom](#) web site.

GIF images can be easily converted to BMP or JPG images using the built-in Windows Paint program. The Paint program can be accessed by clicking *Start/Programs/Accessories/Paint*. It can also be accessed by clicking *Start/Run*, enter "mspaint", and click *Ok*.

- **When I use the File Properties button to add comments to my DOC files the comments are cleared the next time I save the document. Why?**

The internal Windows editing engine used by both Jarte and WordPad has a deficiency which causes it to clear any extra information that has been attached to DOC files via use of the Properties Box. The extra information is cleared whenever a "save" is performed on the document. For now, the easiest way to work around this problem is to do the following:

1. Use Jarte's [File Properties button](#) to bring up the Properties Box *before* saving the document.

2. Save the document.
3. Now click the *Apply* button on the Properties Box to any add comments or other information back to the document. *Note:* The Apply button will probably be disabled but you can enable it by making any small change to any field in the Properties Box.

*Note:* If you have turned on Jarte's [AutoSave](#) feature then you need to bring up the document's Property Box before making any changes to the document.

- **How can I add math equations to my documents?**

Download the [TeXaide equation editor](#) by MathType (its free) and use it to create your equations. Then use Jarte's [screen capture tool](#) to copy the equation to the clipboard. Now the equation can be pasted into your document.

*Tip:* Be sure to press the Enter key an extra time in the equation editor to move the flashing cursor away from your equation. That way you can easily avoid capturing the equation editor's cursor when using Jarte's screen capture tool.

## Buy Jarte Plus

Jarte Plus is available for purchase at the following price:

**Jarte Plus version 1.04 - \$15.00 (USD)**

The stated price is valid until the next major release of Jarte Plus. Visit the Jarte web site for the latest [pricing details](#) including information about site licenses. You can also send pricing and sales related questions to [sales@jarte.com](mailto:sales@jarte.com).

Jarte Plus can be ordered online from a secure SSL (Secure Sockets Layer) site using a credit card. You can also order by phone or fax for a small additional charge.

A Jarte Plus download link is immediately e-mailed to you when your order is placed. Simply use the e-mailed link to download Jarte Plus directly to your computer. You can safely install Jarte Plus on top of Jarte without losing any of your existing settings (i.e., there is no need to uninstall Jarte before installing Jarte Plus).

Jarte Plus is also available on CD-ROM at an extra charge.

Place your order or read more ordering details on the Jarte web site at [www.jarte.com/order.html](http://www.jarte.com/order.html).

**[Buy Jarte Plus Today!](#)**

## Support

Support is only provided for [Jarte Plus](#) customers. Please read the [online FAQ](#) at the Jarte web site before sending an e-mail to Jarte support. Support requests should be sent to:

[support@jarte.com](mailto:support@jarte.com)

The e-mail address you provided when purchasing Jarte Plus should be the "from" address, or included in the body of your e-mail, for customer verification purposes.

Jarte Plus customers may also send support requests via postal mail, although e-mail is the preferred method. An updated postal address is available at the [Jarte support web page](#). Again, please include the e-mail address you used when purchasing Jarte Plus in your support request.

### Reporting Bugs

First, ensure you are using the latest version of Jarte by using our automatic [online version check](#). The bug you have found may be fixed in the latest version. Also, please read the [online FAQ](#) before sending a bug report.

Send bug reports to [support@jarte.com](mailto:support@jarte.com) with the following information:

1. System information:

If the bug you are reporting involves a popup error dialog box that has a "copy" button use the button to copy important information to the clipboard. Then paste that information in your e-mail.

or

If the bug you are reporting does not involve a popup error dialog that has a "copy" button then go to the About panel and click the [System Information](#) button. The resulting popup dialog box shows important information about your computer. Use the "copy" button to copy this information to the clipboard and then paste it in your e-mail.

2. A detailed description of how to reproduce the problem.

3. Any other information you think may be helpful in resolving the problem.

Visit the Jarte web site for additional [support information](#).

## Legal Information

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Windows is a trademark of Microsoft Corporation registered in the U.S. and other countries.  
All other trademarks and service marks are the property of their respective owners.

The license agreement for Jarte/Jarte Plus is contained in file *license.txt* which is installed in the same folder as the Jarte program. The license agreement may be viewed by clicking on the copyright at the bottom of the [About](#) panel in the Jarte program.





## Introduction

Jarte is a powerful word processor from Carolina Road Software. Jarte has a unique, easy to use graphical interface with many features. Features include [RTF and DOC support](#), [OLE support](#), [tabbed document access](#), [spell check](#), [page breaks](#), [print preview](#), [clip history](#), [online reference bar](#), [customizable background](#), and many more. Jarte uses the Windows built-in word processing engine at its core. It is the same word processing engine used by millions of Windows WordPad users. However, Jarte builds far more functionality around the Windows word processing engine than WordPad.

Jarte makes a great replacement for both the WordPad and Notepad programs that come with Windows. Jarte is also a great alternative to the huge, complex, and cumbersome commercial word processors that are designed mainly for big corporations. Jarte is compact, easy to use, and designed to fit the needs of home, school, and small business.

Carolina Road Software offers both the Jarte and Jarte Plus word processors. If you are currently using Jarte please take a look at the [extra features](#) in Jarte Plus which are offered at a [small cost](#).

Visit the Jarte web site at [www.jarte.com](http://www.jarte.com) for the latest Jarte information and news .

***Thank you*** for using Jarte and Jarte Plus!

Bob Flora  
Carolina Road Software



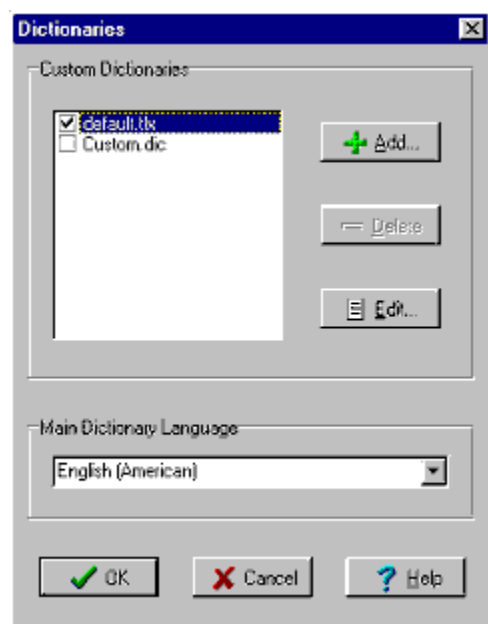
## Paste Plain

Paste Plain can be accessed from the main menu under *Edit* or by right clicking on the document window.

Paste Plain is only used for pasting text. It is the same as a regular clipboard Paste except text is pasted without any font or paragraph formatting. Normally, if RTF or HTML text on the clipboard is pasted into a document it is pasted with whatever formatting it had when it was copied to the clipboard. For example, if a section of red text is copied from a source document and then pasted into destination document the text is still red in the destination document. This is not always desirable. Paste Plain allows RTF and HTML text to be pasted into a document as plain text (i.e., without any font or paragraph formatting). The pasted text will match the font and paragraph formatting of the insertion point of the destination document.

## Spell Check Dictionary Selector

The Spell Check Dictionary Selector is displayed by the [Spell Check Dictionary button](#) on the Spell Check panel. The Spell Check Dictionary Selector allows you to choose a main dictionary language. It also allows you to choose the custom dictionaries to be used by Spell Check.



**Custom Dictionary List:** Displays a list of selected custom dictionaries. The first dictionary in the list is the default custom dictionary. The name of the default custom dictionary is either "default" or the user name taken from the [personal shortcut](#) used to start the program. Spell Check only uses the custom dictionaries that are checked. This allows you to keep a list of specialized custom dictionaries and then control which ones you want to use when spell checking a particular document.

**Add:** Displays a file dialog box that allows you to add a custom dictionary to the custom dictionary list. A maximum of 11 custom dictionaries are allowed in the custom dictionary list. Remember, a newly added custom dictionary is not actually used by Spell Check until you "check" it in the custom dictionary list.

New custom dictionaries can be created by clicking the Add button and entering the desired name for the new dictionary in the displayed file dialog box.

Use the Add button to add any custom dictionaries you have already created with Microsoft Word. The Microsoft Word custom dictionaries use a ".dic" file extension and may be located in folder *C:\Program Files\Common Files\Microsoft Shared\Proof*. If that folder does not exist on your computer try using the [Find File](#) button to find all files on your hard drive that end with file extension ".dic".

**Tip:** You may find it useful to add a folder "shortcut" to Jarte's Spell folder (e.g., *C:\Program Files\Jarte\Spell*) that points to the folder containing your Microsoft Word custom dictionaries, or other custom dictionaries on your computer. A folder shortcut makes it easier to access other dictionary folders when using the Add button since the Add button always starts in the Jarte Spell folder. Look up "shortcuts, creating" in the Windows Help file (i.e., Start/Help) to learn more about creating folder shortcuts.

**Delete:** Removes the selected custom dictionary from the custom dictionary list. The default custom dictionary (the first dictionary in the custom dictionary list) may not be deleted.

**Edit:** Displays the [Spell Check Dictionary Editor](#) which allows words to be added or removed from the selected dictionary.

**Main Dictionary Language:** The Main Dictionary Language drop down list allows you to choose a main dictionary of the desired language. Additional main dictionaries can be installed as desired. Visit the Jarte web site for information on the availability of spelling dictionaries. All installed dictionaries are licensed and [copyrighted](#) by [Wintertree Software](#).

## Main Menu

### File

[New](#)  
[Open...](#)  
[Reopen »](#)  
[Favorite Files »](#)  
[Close](#)  
[Close All](#)  
[Save](#)  
[Save As...](#)  
[Save All](#)  
[Print...](#)  
[Print Preview...](#)  
[File Properties...](#)  
[File Options »](#)  
[Exit](#)

### Edit

[Cut](#)  
[Copy](#)  
[Paste](#)  
[Paste Plain](#)  
[Undo](#)  
[Redo](#)  
[Select All](#)  
[Copy All](#)  
[Clear...](#)  
[Insert »](#)

### Format

[Font...](#)  
[Paragraph Style](#)  
[Alignment](#)  
[Indentation](#)  
[Paragraph Options »](#)  
[Highlight...](#)

### Search

[Find...](#)  
[Find Again](#)  
[Replace...](#)  
[Go to Line...](#)  
[Go to Page...](#)  
[Bookmarks »](#)  
[Find File...](#)

### View

[Tool Panel](#)  
[Status Bar](#)  
[Main Menu](#)  
[Button Labels](#)  
[Options and Quick Tools »](#)

### Tools

[Clip List...](#)  
[Spell Check...](#)  
[Reference Bar...](#)  
[Special Characters Keyboard...](#)  
[Backgrounds...](#)  
[Open Link...](#)  
[Word Count...](#)  
[Personal Shortcut...](#)

### Help

[Help Topics...](#)  
[Visit the Jarte Web Site...](#)  
[Check for Latest Version...](#)  
[System Information...](#)  
[About...](#)

**Select All:** Selects all of the text in the current document.

**Copy All:** Copy the current document to the system clipboard.

**Clear:** Empties the current document.

## Technical Acknowledgements

This section contains a few technical details about the resources used to create Jarte for those who may be curious:

Jarte and Jarte Plus were created using Borland's C++ Builder Professional IDE.

Third party components:

- The word processing engine used by Jarte is the RICED20.DLL built-in to the Windows OS by Microsoft. You can use the [System Info](#) button on the About panel to see which version of the word processing engine your system is using.
- The Spell Check engine and dictionaries are provided by [Wintertree Software](#).
- A built-in debugging component is provided by [Exceptional Magic](#).
- All other visual and non-visual components including buttons, tabs, and background panels were created in-house at Carolina Road Software.

Other tools used in the development of Jarte:

- Memory allocation and deallocation was monitored using [MemProof](#).
- Button graphics and the screen shots used in the help file were created using [Paint Shop Pro](#).
- The Help file was created using [Help Scribble](#) and Jarte.
- The installer was created using [Inno-Setup](#) and [IS-Tool](#).
- Upgrade patches are created using [UpgMaker](#).

Other Resources:

- Panel Background patterns are provided by [Free-Graphics](#).
- The Jarte logo font is provided by [Larabie Fonts](#).

