



# Welcome to Jarte!

## **Quick Start:**


**Button Labels:** You may want to click the *Labels* button (  ) at the top of the main tools panel to display button descriptions until you are familiar with the buttons.

**Latest Version:** Check to ensure you have the latest version of Jarte if you downloaded the program from a location other than the Jarte web site. Perform the check by clicking on the version number under the Jarte logo on the About panel.

**Help:** Click the *Help* button (  ) whenever you need an explanation for a button or feature. You may want to at least take a quick look at the table of contents now to see what information is available.

## **Quick Tour:**

**Tool Panel Selectors:** The five red, oval buttons on the main tools panel provides access to Jarte's file tools, font tools, spell check, paragraph tools, and about panels.



**Main Menu:** The main menu can be displayed by clicking the *Show Main Menu* button (  ) on the main tools panel. However, the menu is not a necessity since all functions can be accessed in the tool panels, and keyboard shortcuts for buttons are shown in the fly-over button hints.

**Status Bar:** The status bar is not just for displaying status indicators. Clicking the following indicators has the described affects:


*Line number:* Jumps to a specified line number.

*Page number:* Jumps to a specified page number.

*Unsaved changes indicator:* Saves any unsaved document changes.


*Format indicator:* Switches the document format between rich format (  ) and plain format (  ).


*Word wrap indicator:* Toggles word wrapping on (  ) and off (  ).

**Options:** Jarte has many option settings. Look for the *Options* buttons (  ) on many of the tool panels. See the Options index in the Help file for a complete list of options.



**Print/preview/page setup:** Printing related functions are accessed through the *Print* button on the file tools panel. This includes print, print preview, printer settings, margin settings, and a visual header & footer designer.


**Document Tabs:** The document tabs allow you to easily switch between multiple


documents. You can reorder the tabs by dragging and dropping. Double clicking a tab closes the document. Right click on the tabs to see tab options and a list of all open documents. The list places a  symbol beside each document containing unsaved changes.

**Insert:** Click the *Insert* button (  ) on the main tools panel to insert pictures, sounds, page breaks, special characters, etc.

**Special Features:** Two of Jarte's interesting features are the *Clip List* and the *Reference Bar*:

- Click the *Clip List* button (  ) on the main tools panel to view and reuse your 25 most recent clipboard clips. A screen capture tool is also provided.
- Click the *Reference Bar* button (  ) on the main tools panel to access the online dictionary, thesaurus, and encyclopedia lookup tools.

**Appearance:** Click the *Backgrounds* button (  ) on the main tools panel to change Jarte's backdrop pattern. The document background color can be changed using the *Options* button on the main tools panel. Lookup "colors" in the Help file index to see what other color changes can be made.

**Note:** *If you no longer want this file to be automatically displayed at startup click the "Open Favorite" button (  ) on the file tools panel and uncheck the "Open This File at Startup" checkbox while this document is active.*