



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.*