MacJournal

User Guide

Chronicle Your Life

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Chapter 1: First Steps

In this chapter:

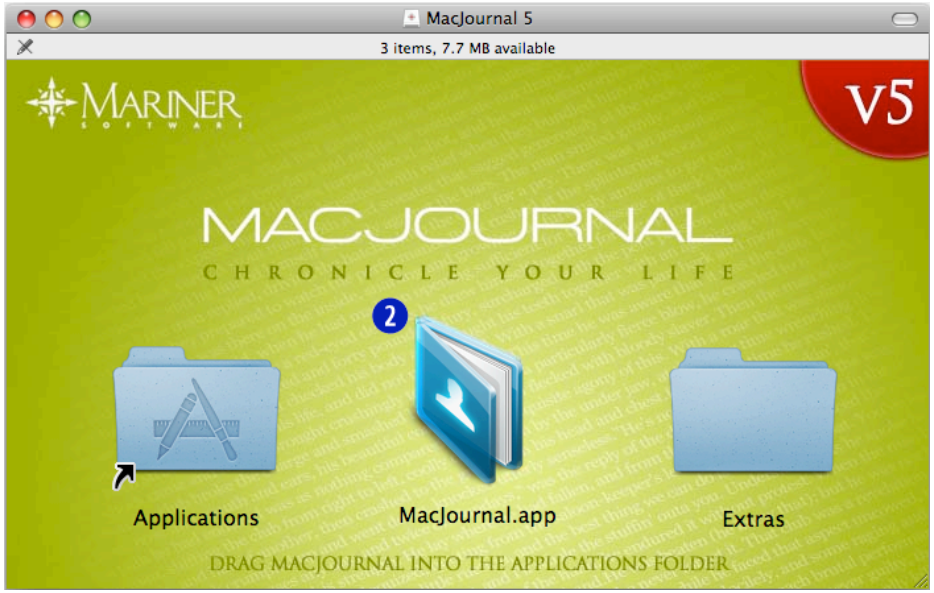
- Installation
- Registration
- Using this guide
- Basic terminology and ideas

This version of MacJournal has a totally revamped interface. By using Smart Journals along with the ability to open multiple documents at once, inline image resizing and performance enhancements, MacJournal 5 is ready to help you organize your thoughts. Whether you want your journal to be your-eyes-only or you want to share it with the world, MacJournal is there for you.

The more popular uses of MacJournal include:

- Creating a personal journal
- Documenting your ideas and thoughts as they come to you
- Writing a script or composing a novel
- Blogging your thoughts without ever needing to visit your browser
- Exporting your entries to podcasts, Microsoft® Word, RTF, HTML, and other formats
- And more!

Installation



1. Mount the disk image by double-clicking on the **MacJournal.dmg** file in the Finder.

2. Drag and drop the **MacJournal.app** icon onto your Applications folder.

3. Once MacJournal is copied to your hard drive, launch MacJournal by navigating to your Applications folder and double-clicking the MacJournal icon.

4. Eject the MacJournal 5 disk image in the Finder.

On the disk image, the Extras folder contains links the version history, release notes, and MacJournal Palm Conduit.

After you've ejected the disk image, you can feel free to delete the **MacJournal5.dmg** file.

System Requirements

MacJournal requires at least 128 MB of RAM, 200 MB of free hard disk space, and Mac OS X 10.4.9 or above. MacJournal is a Universal binary that support both Intel and PowerPC Macs. QuickTime version 7 and/or Leopard (Mac OS X 10.5) or higher is required for some features.

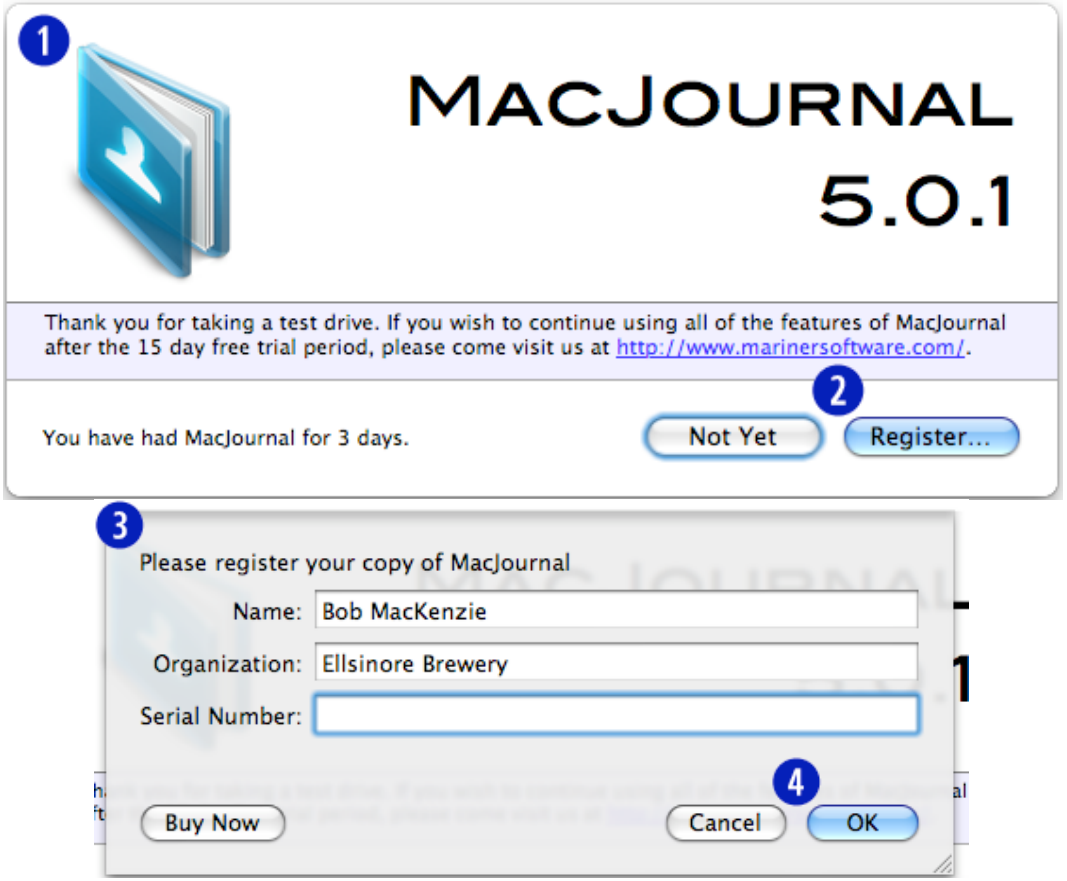
Registration

1. Launch MacJournal. A dialog will appear with information about your trial period.

2. Click **Register**.

3. Enter your name, organization, and serial number in the resulting sheet.

4. Click **OK**.



Note:
You should only have to register MacJournal once. However, please save your serial number in case you should need to reinstall or switch computers.

If you don't have a serial number you can purchase one at: **http://www.marinersoftware.com/**

Using this guide

This user guide assumes that you have a basic knowledge of Mac OS X. You should understand pointing, clicking, double-clicking, dragging and dropping, and how to select items in the menus. You should also be familiar with operating dialog boxes and sheets (which are similar to dialog boxes, but drop down out of the window), resizing windows, and using the clipboard to copy and paste. If you aren't familiar with these or other basic Macintosh operations or terminology, please refer to the documentation that came with your computer.

Newcomers to MacJournal will find the first several chapters of this guide a useful introduction to the basics of using the program. The rest of this guide will serve as a reference on MacJournal's many features. The links to various sections and chapters should be clickable throughout the document in most PDF viewing programs.

Tip:
If you are viewing this user guide on your computer, most PDF viewers will allow you to navigate the guide by clicking the links in the table of contents and chapter introductions.

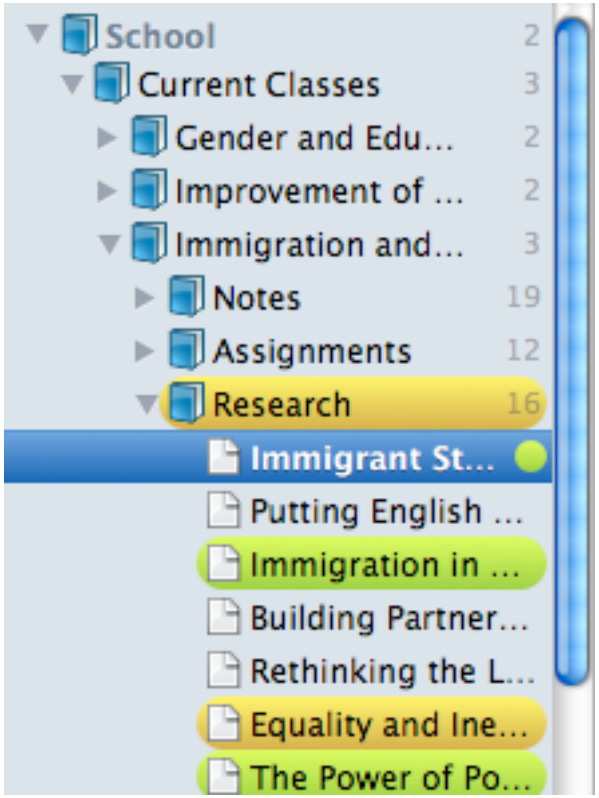
Standard phrases

This guide follows some simple standards:

- "Click **OK**" means you should click the OK button with your mouse.
- "Choose **File→Save As…**" means you should select the "Save As…" menu item in the File menu.
- "Hit ⇧⌘**S**" means you should depress the shift, command, and S keys on your keyboard. You can find a list of common Apple hotkey symbols in the Apple help files.

Basic terminology and ideas

MacJournal is an extremely flexible and versatile tool for storing text, but for consistency, it uses several standard ways to refer to the containers that you'll store your writing and other creative materials within the program.



Journals are located in the sidebar and serve a similar purpose to folders in the Finder. You can nest journals inside one another. Those nested journals will automatically inherit many of the settings of their parents. A journal will have a small book icon next to it.

Entries are contained within your journals. The most common type of entry is a text entry (which may contain rich text, images, audio, and more), but you can also store PDF files and other files from your system as entries by dragging them into your Source List. An entry will have a page icon next to it.

All of MacJournal's features revolve around journals and entries, but thanks to the flexible nature of both, you can use entries and journals to represent almost anything you want. Perhaps one of your "journals" in the Source List is where you store your blog posts while another is a daily journal and a third contains a collection notes and audio that you took during a class.

New to MacJournal 5 is the ability to save separate documents, as well. A document is merely the container (represented by the main window) that holds your journals, entries and other files. If you wish, you can separate related journals into different documents to further organize and streamline your MacJournal experience.

Chapter 2: Journaling

In this chapter:

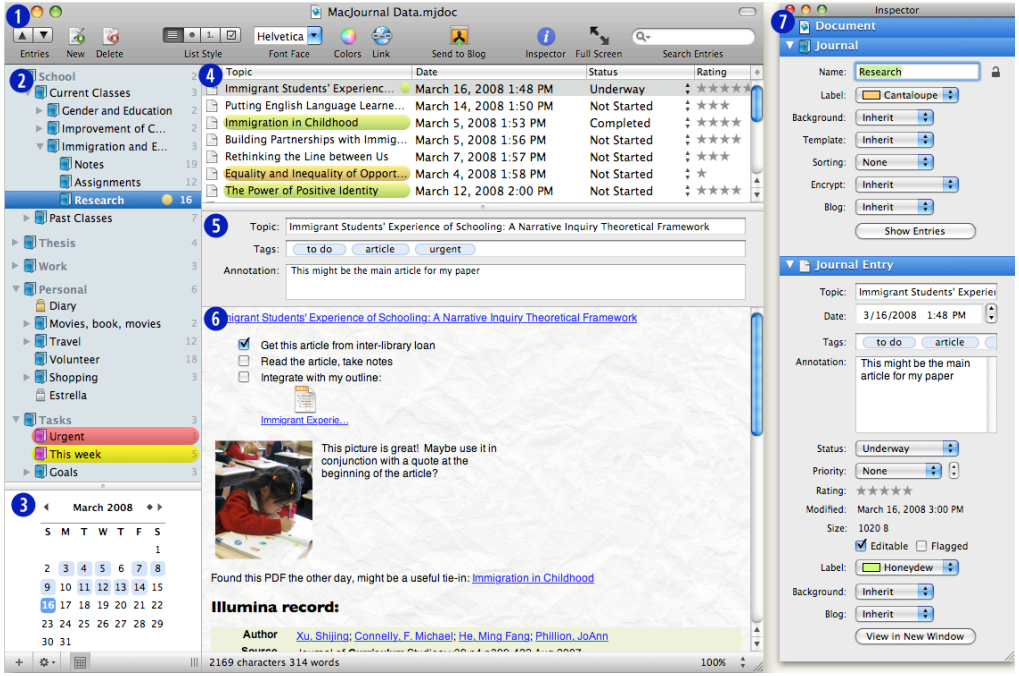
- The main window
- Creating and deleting journals
- Creating and deleting entries
- Using the Quick Note window
- Non-text entries
- Importing entries
- Working with the Source List and calendar

Journaling is a powerful form of expression, and MacJournal provides you with the tools to take it even further. However, at it's most basic level, MacJournal is about storing your thoughts, feelings, or whatever else, in an ordered journal, just like pages in a notebook. In addition to the easily-understood framework of a paper journal, MacJournal provides tools such as Smart Views, document-wide searching, and the other features we have come to expect from Mac OS X software.

If you are new to Mac OS X, however, you'll need to understand the basic interface in order to add, edit, and delete your journals and entries. You should already be familiar with the way MacJournal uses journals and entries. (see *Basic terminology and ideas*) This chapter will introduce you to the MacJournal interface and describe some common tasks.

If you are familiar with Mac OS X software, you should find the basic tasks of creating and deleting journals and entries familiar and intuitive. If this is the case, you can feel free to skip to Chapter 3 or browse the table of contents to learn more about the other topics.

The main window



1. **Toolbar:** A standard Mac OS X style toolbar. The specific buttons available can be customized (see *Customizing the toolbar*)

2. **Sidebar:** Within the Sidebar's source list you can navigate your journals by toggling the arrows on the left hand side open and closed.

3. **Calendar:** The calendar allows you to quickly create entries for a given day as well as see at a glance which days have entries.

4. **Entries pane:** If you prefer to see only journals in the Source List, you can use the entries pane to browse your entries.

5. **Information bar:** The information bar contains editable information about the currently selected journal or entry.

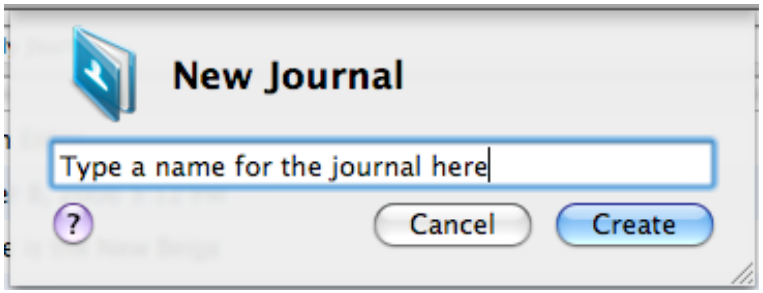
6. **Main area:** The main area is where the contents of the currently selected journal or entry will be displayed. Of the seven parts of the main window, it is the only one that cannot optionally be hidden.

7. **Inspector:** The Inspector allows you to customize various properties of the currently selected journal or entry.

Tip:
At its simplest, you can use MacJournal as you would a date-based journal or diary by closing the Inspector and choosing **View→Hide Sidebar** to show only the main area and information bar. For the truly minimalist workspace, you can also choose **View→Customize Info Bar…**, to remove the info bar's contents.

Creating and deleting journals

To create a new journal, click the **+** button at the bottom of the Source List, choose **File→New Journal…** or hit ⇧⌘**N**. Enter the journal's name in the resulting sheet:

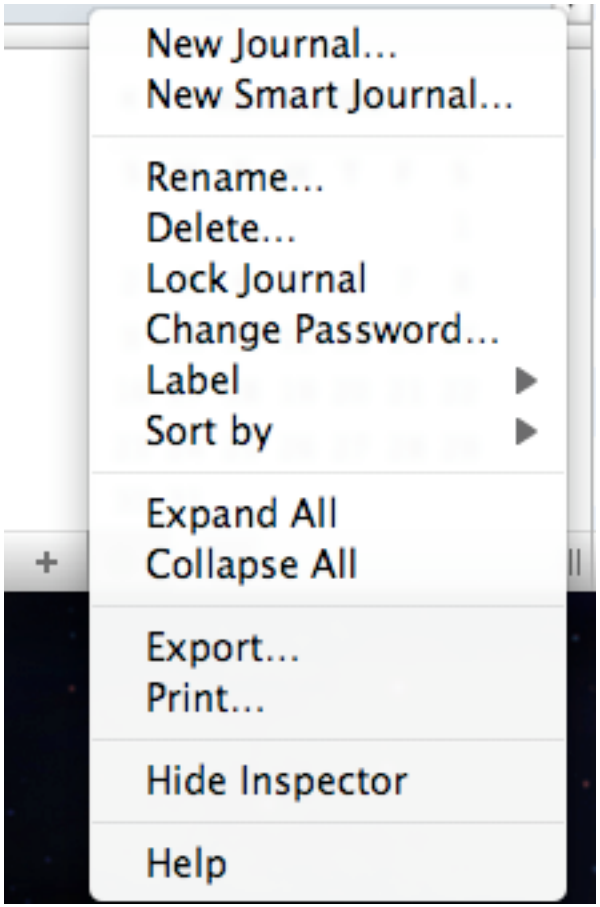


When you're done, click **Create** or hit **return**. The journal will appear in your sidebar where you can drag and drop it to change its location.

If you have a journal selected when you create a new journal, your new journal will be contained by the selected journal. If you have an entry selected, the new journal will be placed outside all other journals.

Should you need to delete a journal, first select it, and then choose **Edit→Delete…** or hit ⌘⌫ (**command-delete**). You may also simply hit **delete**. You will be asked for confirmation to delete the journal. If you would prefer not to be asked for confirmation, you can change this in the preferences (see *Warnings*).

As an alternative method to create and delete journals, use the gear button at the bottom of the Source List (pictured at right), or **right-click** (**control-click** for one button mice) the journal and choose **Delete…** in the contextual menu.



Tip:
The first four F-keys change the window focus. F1 will focus the entry text, F2 the topic field, F3 the sidebar, and F4 the toolbar search

Creating and deleting entries

To create a new entry, click the **New** toolbar button (shown at right), choose **File→New Entry**, or hit ⌘**N**. By default, your cursor will be in the Topic field in the information bar. If you wish to leave the topic blank, simply hit **tab** and you can begin editing the entry's text.

If you leave the topic blank, the entry will be a *date-based entry*. Date based entries show the date and time they were created in the sidebar and in the entries pane.

See *Customizing the information bar* if you wish to easily define more information for new entries before you begin writing.

Similarly to journals, your new entry will show up inside whatever journal is selected. If an entry is selected, the new entry will be added to the same journal. Entries are automatically added after all other entries in the journal, but you can drag and drop in the Source List to reorder them.

To delete an entry, select it and click the **Delete** toolbar button (shown at right), choose **Edit→Delete…**, or hit ⌘⌫ (**command-delete**). You may also hit **delete**. As with journals, you will be asked for confirmation to delete the entry. You may change this in the preferences (see *Warnings*).

Just like journals, you can also use the gear button at the bottom of the Source List or **right-click** (**control-click** for one button mice) on the entry and choose **Delete…** in the contextual menu.

For more information about editing entries, see *Advanced Editing*.

Tip:
If you want to create a date-based entry on a day other than today, you can simply click a day in the calendar. This will automatically create a new entry for that day, and you can begin to edit immediately.

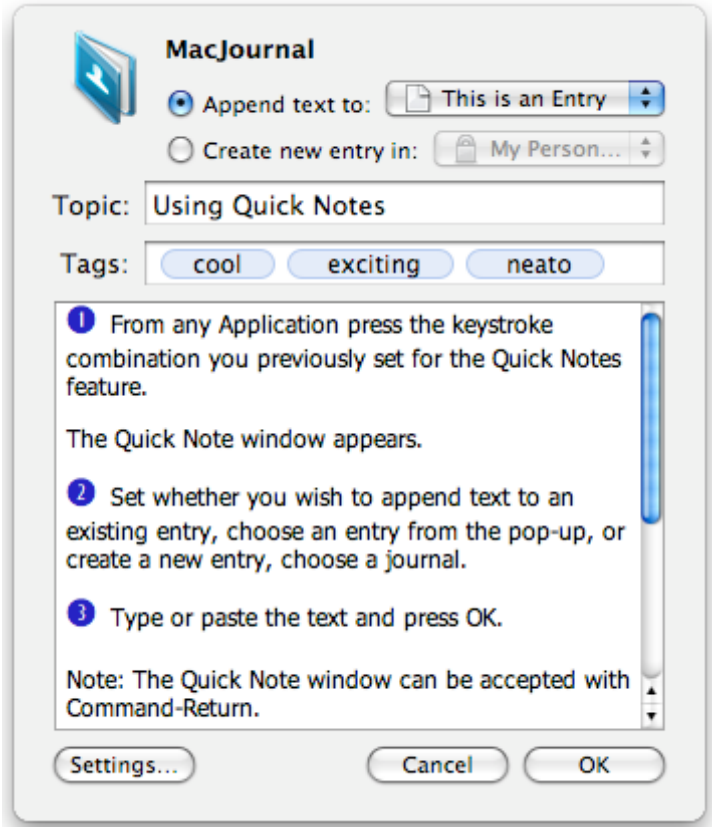
Using the Quick Note window

You can use the Quick Note window to add entries to MacJournal from within any application without needing to switch back to MacJournal.

Before you can use Quick Notes, you'll need to set up a shortcut in the preferences (see *General*).

Once you have a shortcut set, you can use it from within any application. Simply hit your chosen hot key and the Quick Note window will open (shown at right). The Quick Note window gives you instant access to most of the common parts of a new entry:

- **Append text to:** Use this option if you wish to append the text you enter in the main text area of the Quick Note window to a current entry in your document.
- **Create new entry in:** Use this option to create a new entry in the journal of your choice.
- **Topic and Tags:** These control the topic and tags of your new entry, and will auto-populate if you decide to append your text to an existing entry. By default, the topic will be the same as the first line in the note.
- **Main text area:** When you open the Quick Entry window, this area will have focus by default, allowing you to instantly start typing the text for your new entry.
- **Settings, Cancel, OK:** Click **Settings…** to open the MacJournal Preferences, **Cancel** to cancel the Quick Note, and **OK** to save it.



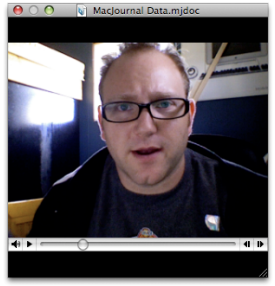
Tip:
Hit **command-enter** to save your entry and close the Quick Note window from within the main text area.

Adding audio and video

Sometimes you need to capture more than just text to get your point across. Fortunately, MacJournal allows you to quickly add audio or video to your entries. To add audio or video to an entry, first choose **View→Show Recording Bar** or hit ⌥⌘**R**. The recording bar includes a number of different buttons:

- **Record:** Click the red circle button to being recording audio. Click a second time to stop recording.
- **Pause:** Click the parallel lines button to pause playback.
- **Stop:** Click the square button to stop recording or playback.
- **Play:** Click the triangle button to start or resume playback.
- **Input level:** The input level indicator will light up green to show the volume of the audio you are recording.
- **Timer:** The timer displays the length of your recording (in minutes and seconds) and shows how much time has elapsed during recording and playback.
- **Video toggle:** Clicking the camera button will toggle between video and audio recording. While video recording is on, a window showing a preview from your video source (iSight camera by default) will be present and the video toggle will be highlighted blue:

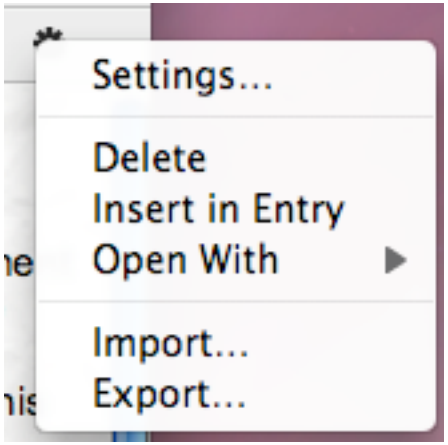
Tip:
If you've already recorded audio or video for an entry, any further recording will be appended to the end of your previous recording. To replace your audio or video, you first have to delete it via the gear button menu on the right side of the recording toolbar.



Any entries with audio or video attached will be marked in the Source List with a speaker icon (shown at right).

In the recording bar, the gear menu gives you access to a number of different options for working with your audio or video file:

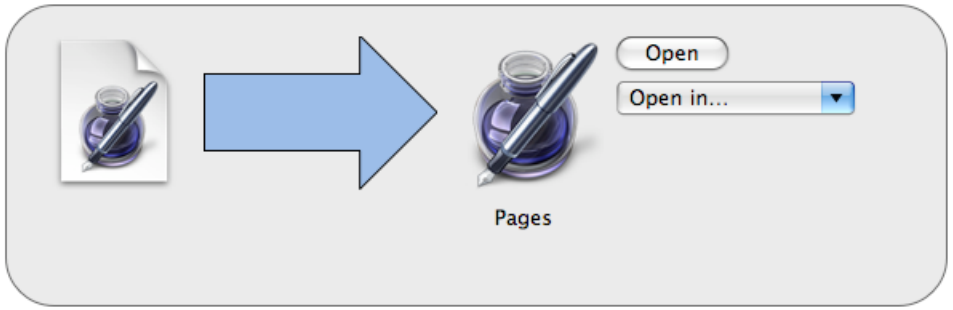
- **Settings...:** This will open the recording preferences (see *Recording*).
- **Delete:** This option will delete the audio file attached to your entry. Be careful choosing this option! You cannot undo your deletion.
- **Insert in Entry:** This will insert controls for the audio or video file into your entry at the insertion point.
- **Open With:** Use this to open the audio or video file in another program.
- **Import...:** Use this to attach an audio or video file from outside of MacJournal to your entry. MacJournal will give you the option of changing the entry's date to match that of the file.
- **Export...:** Use this to export your audio or video file from MacJournal for use elsewhere.

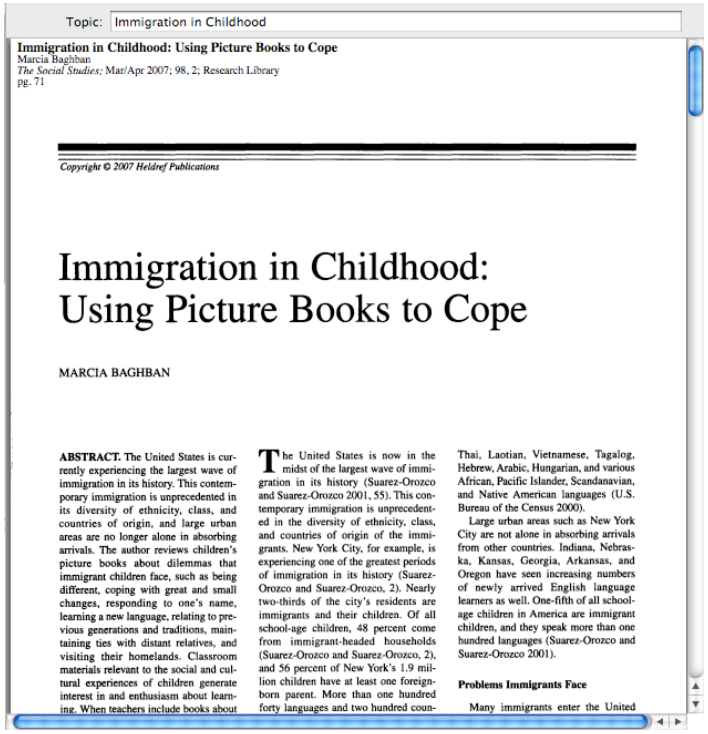


Non-text entries

MacJournal 5 is very versatile. Not only can you store your written words, but you can also add files that MacJournal doesn't recognize to your journal. This allows you to use MacJournal documents as general-purpose scrapbooks and information managers.

Some file types, such as PDFs and common image types, will be displayed in the main area just like a text entry when you click them (see image at right of a PDF file being displayed by MacJournal). Others, such as Pages documents, will give you an easy way to open the file in its default editor:




Topic: Immigration in Childhood

Immigration in Childhood: Using Picture Books to Cope
Marcia Baghban
The Social Studies; Mar/Apr 2007; 98, 2; Research Library
pg. 71

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Immigration in Childhood: Using Picture Books to Cope

MARCIA BAGHBAN

ABSTRACT. The United States is currently experiencing the largest wave of immigration in its history. This contemporary immigration is unprecedented in its diversity of ethnicity, class, and countries of origin, and large urban areas are no longer alone in absorbing arrivals. The author reviews children's picture books about dilemmas that immigrant children face, such as being different, coping with great and small changes, responding to one's name, learning a new language, relating to previous generations and traditions, maintaining ties with distant relatives, and visiting their homelands. Classroom materials relevant to the social and cultural experiences of children generate interest in and enthusiasm about learning. When teachers include books about

The United States is now in the midst of the largest wave of immigration in its history (Suarez-Orozco and Suarez-Orozco 2001, 55). This contemporary immigration is unprecedented in the diversity of ethnicity, class, and countries of origin of the immigrants. New York City, for example, is experiencing one of the greatest periods of immigration in its history (Suarez-Orozco and Suarez-Orozco, 2). Nearly two-thirds of the city's residents are immigrants and their children. Of all school-age children, 48 percent come from immigrant-headed households (Suarez-Orozco and Suarez-Orozco, 2), and 56 percent of New York's 1.9 million children have at least one foreign-born parent. More than one hundred forty languages and two hundred countries are represented in the city's public schools. Children speak Spanish, Chinese, Russian, Korean, Bengali, Urdu, Haitian Creole, Thai, Laotian, Vietnamese, Tagalog, Hebrew, Arabic, Hungarian, and various African, Pacific Islander, Scandanavian, and Native American languages (U.S. Bureau of the Census 2000).

Large urban areas such as New York City are not alone in absorbing arrivals from other countries. Indiana, Nebraska, Kansas, Georgia, Arkansas, and Oregon have seen increasing numbers of newly arrived English language learners as well. One-fifth of all school-age children in America are immigrant children, and they speak more than one hundred languages (Suarez-Orozco and Suarez-Orozco 2001).

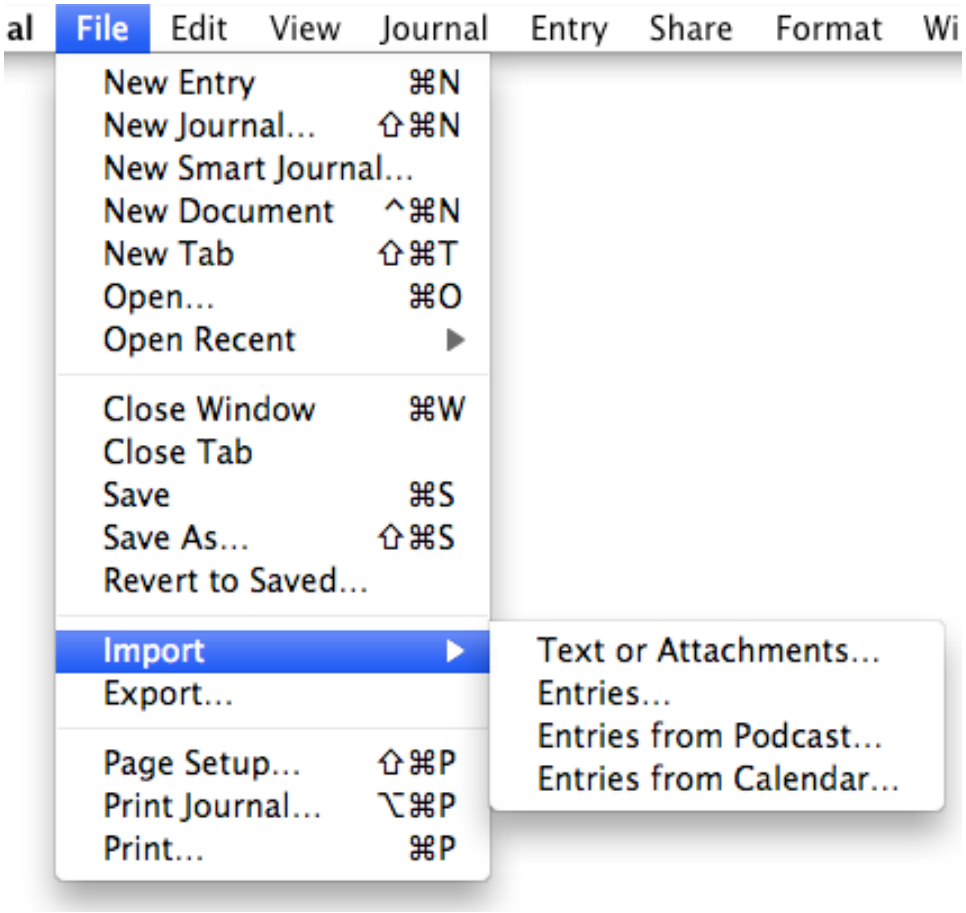
Problems Immigrants Face

Many immigrants enter the United

To add a non-text entry to MacJournal, simply drag and drop the file from a Finder window to either the MacJournal Source List or entries pane (if it is showing). You can also use MacJournal's import feature to import non-text entries (see *Importing entries*). Finally, from the Finder you can select the file and choose **Finder→Services→MacJournal→New Entry With Selection** to add the file as an entry.

Importing entries

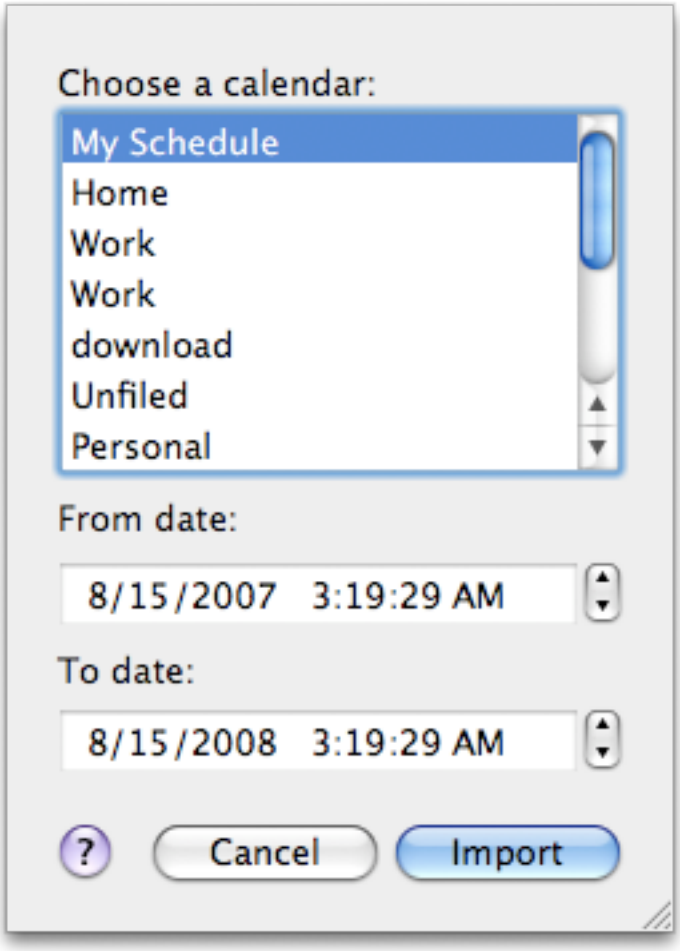
What do you do with all your writings prior to your purchase of MacJournal? Fortunately, you can import your writing and its very easy to do. To import an entry, choose **File→Import** and choose the option that suits you:



- **Text or Attachments...**: This option will only be available if you have an entry selected. If you select a text file that MacJournal can import (such as a Word doc,RTF, csv, Movable Type import file, or OPML files), the text inside will be added to the beginning of the selected entry. If you select a file format that MacJournal doesn't understand (such as a Pages document), the file will be included as a link at the top of the entry.

- **Entries...**: This option is always available and is most effective if you have a journal selected. If you choose a folder, MacJournal will create an entry for every document in the folder. Any nested folders will become journals. For text documents (such as Word and RTF files), MacJournal will create a standard text entry. For documents it doesn't understand, MacJournal will create a non-text entry (see *Non-text entries*). You can optionally click **Try to discover entries in file** to have MacJournal attempt to break any text files it finds into individual entries. Text, RTF, HTML, CSV, OPML, Movable Type Import Format, are supported.

- **Entries from Podcast...**: Prompts you for the URL of the podcast and then attempts to import the entries from that location.
- **Entries from Calendar...**: Prompts you to select a calendar from iCal, set the date range and click Import. The events in the calendar will be split into separate entries into a new journal.



Creating an Import Droplet

Import droplets are little applications that sit in the finder waiting to help you route files into a specific journal in MacJournal. You simply "drop" the file onto the droplet and it is routed into the droplet's journal. Setting up a few of these droplets can save you from clutter and keep you better organized. Here is how to create an import droplet:

1. Select the journal you would like to route files into.

2. Choose **Journal→Create Import Droplet…**.

A save dialog appears.

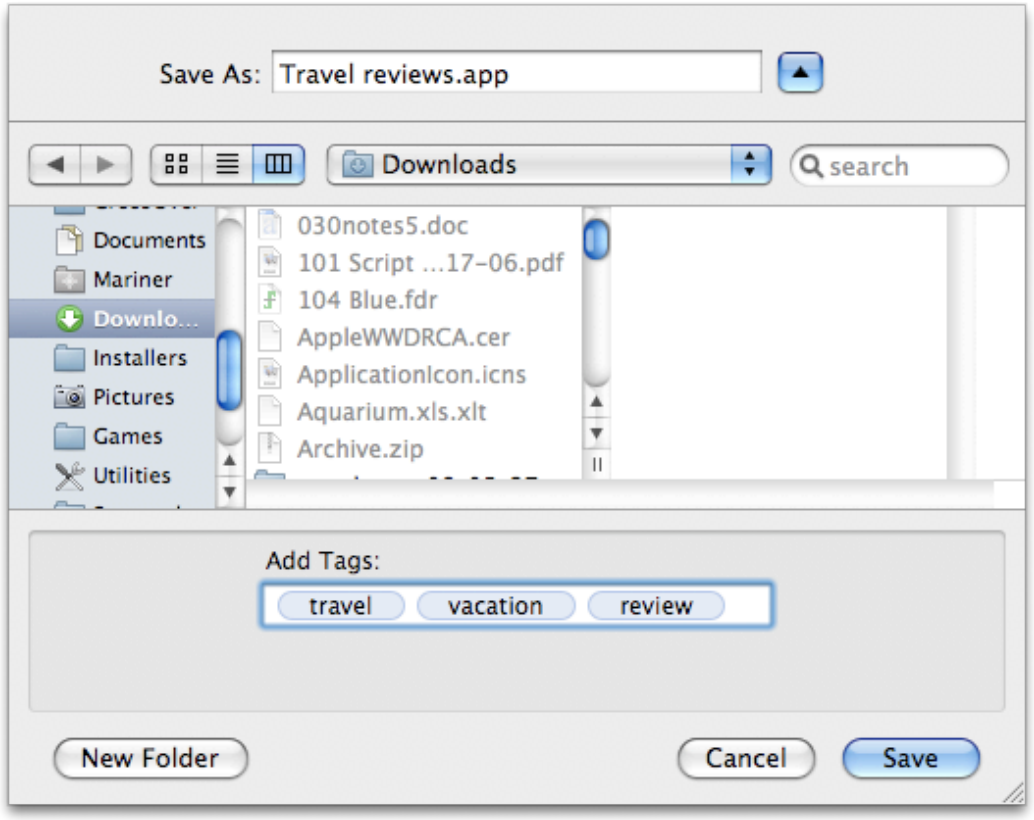
3. Enter a name for the droplet and choose a save location.

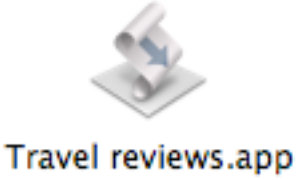
4. Add Tags you wish automatically added.

5. Click **Save** when you are finished.

   The droplet appears in the finder in the location specified.

Now you are ready to drop some files on the droplet to route them to the selected journal in MacJournal.





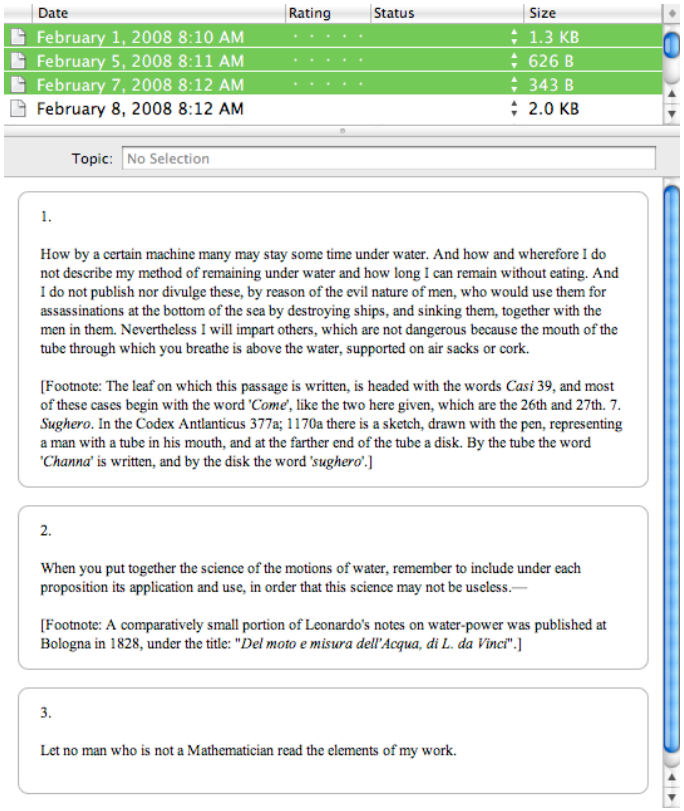
Working with the Sidebar Source List and Calendar

In general, moving entries and journals about is as easy as dragging and dropping them in the Source List.

Journals can be nested to any depth and clicking on a journal in the Source List will display all of the entries in that journal and its children in the main area. You can then sort entries in the main area by clicking the column headings for Name, Date, or Journal. Click once to sort in ascending order, and second time to sort in descending order.

If the Source List is too full to be of use, choose **View→Show Entries** or hit **⌘Y** to browse entries in a three-pane interface similar to Apple Mail. The downside to using the entries pane is that you cannot drag and drop entries to reorder them.

If you select multiple entries in the Source List or entries pane, you'll see a preview of the selected entries (without any custom backgrounds) in the main area (image at right).



As mentioned in *Creating and deleting entries*, you can use the Calendar to create new entries by clicking on any date without an entry. If a date has an entry, it will be highlighted in blue (shown at right). Clicking that date will show you the entry or, if there are multiple entries for that date in the selected journal, the first entry on that date.

Chapter 3: Blogging and Sharing

In this chapter:

- Configuring a blog server
- Posting an entry
- Posting Photos to Picasa
- Embedding a YouTube Video
- Scheduling a blog post
- Multiple entries and the activity viewer
- Publishing with iWeb
- Publishing to MobileMe
- Email an entry

MacJournal doesn't restrict you to personal journaling, but provides a conduit between your personal computer and the broader world through blogging. MacJournal supports many popular blogs including LiveJournal, WordPress, Blogger, Movable Type, or even publishing your entries to your MobileMe account. Even if your blogging software isn't in that list, if it uses the MetaWeblog, Movable Type, Atom, or LiveJournal protocols to publish posts, MacJournal will be able to connect to it.

For those new to the idea, blogging is a popular form of internet communication. Weblogs (blogs for short) are often personal journals posted online, updated frequently, and intended for general public consumption. Topics of blogs range from philosophical musings and political commentary to what the blogger ate for breakfast. The only limiting factor is your imagination. Although there are professional bloggers who make a living selling advertising on their sites, many (if not most) bloggers blog for their families and friends.

Whether you just want to keep your friends updated about your latest trip or have grander aspirations, MacJournal can help you take your words from initial notes to a published blog post with no trouble at all.

Blogger = http://www.blogger.com/
LiveJournal = http://www.livejournal.com
MovableType = http://www.movabletype.com/
Drupal = http://drupal.org

Configuring a blog server

Although you can post any entry in your document to any blog, blog servers are associated with specific journals within your MacJournal document. This allows you to easily separate out the entries that you have posted publicly from those you do not wish to share. Before you can begin posting to your blog, however, you'll need to set up a server.

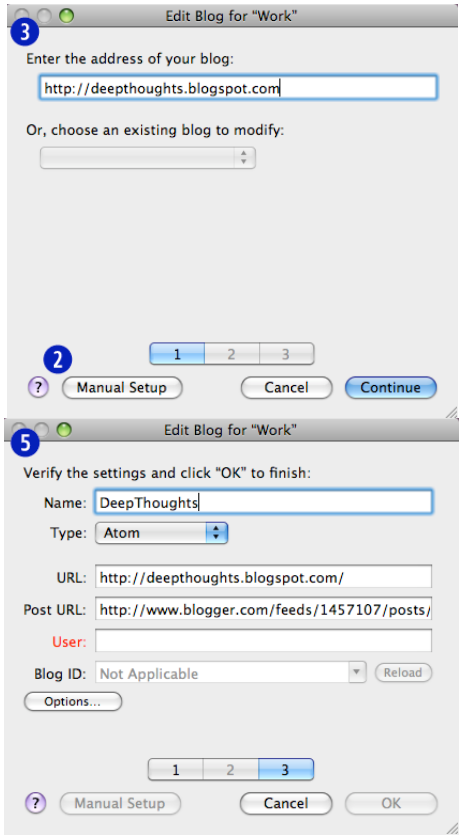
1. Select the journal you would like to post from in the Source List.

2. Choose **Journal→Edit Blog Server…**. If you want to input your blog's setting manually, click **Manual Setup** in the bottom left (and skip to step 5 below).

3. Enter your blog's web address to have MacJournal try to automatically detect your blog's settings and click **Continue**.

4. Enter your username and password.

5. Review your blog's settings. If MacJournal was unable to auto-detect your settings, you'll need to fill in the missing fields.



Click **Options…** if you wish to enter an alternative FTP, SFTP, MobileMe, or Picasa server to upload your images. You may also choose not to escape greater than/less than symbols (these symbols are escaped by default because they might be interpreted as HTML), and if you use older blogging software you may want to turn on escaping for all non-ASCII characters. When you are finished setting up your blog, click **OK**. You may use the numbers to go to a previous step, or **Cancel** to cancel.

Tip:
If MacJournal doesn't detect your settings and you don't know what to put in the various fields, consult your blog's documentation. Try looking for "weblog client" or "XML-RPC".

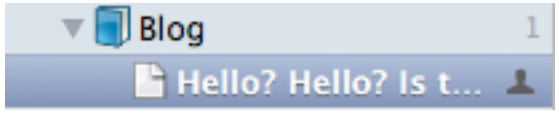
Posting an entry

1. Select the entry you wish to publish to your blog in the Source List or entries pane.

2. Choose **Share→Send to blog…** (if you've already configured a blog for this journal) or **Share→Send to other blog…**. If no blog is configured for this journal, you will be taken to the blog configuration screen (see *Configuring a blog server*).

3. The confirmation dialog will offer a number of options depending on your blogging server. For all servers, check **Open home page after posting** to view the blog after MacJournal posts the entry. If you are sending an updated version of the entry (editing it) rather than posting it for the first time, check **Update contents on server**. If your blog supports categories, you may check the categories to file the post in. You may also be able to check whether or not to allow comments on this entry.

Once your entry has been posted, a small silhouette icon will show up in the Source List next to your entry's title:



Tip:
You can also **right-click** (**control-click** for single button mice) an entry and choose **Share→Send to blog…** from the contextual menu.

Posting Photos to Picasa

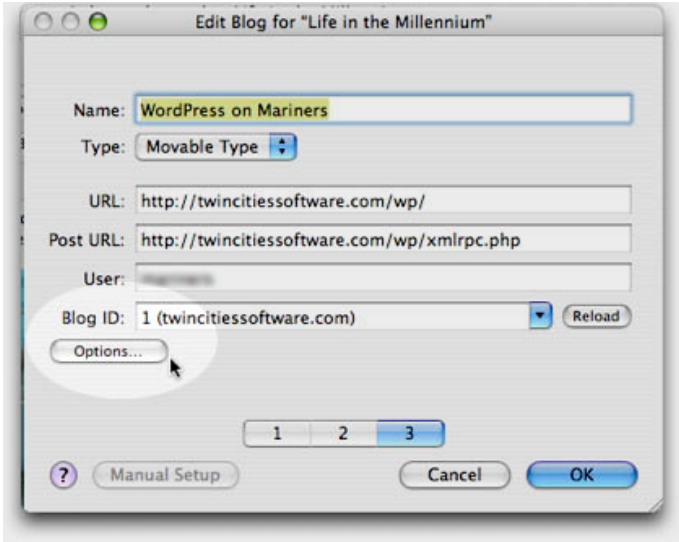
To post an entry with photos, the photos must be stored somewhere online. There are many online photo-sharing services, such as Picasa. Here is how to use photos in a Picasa web album.

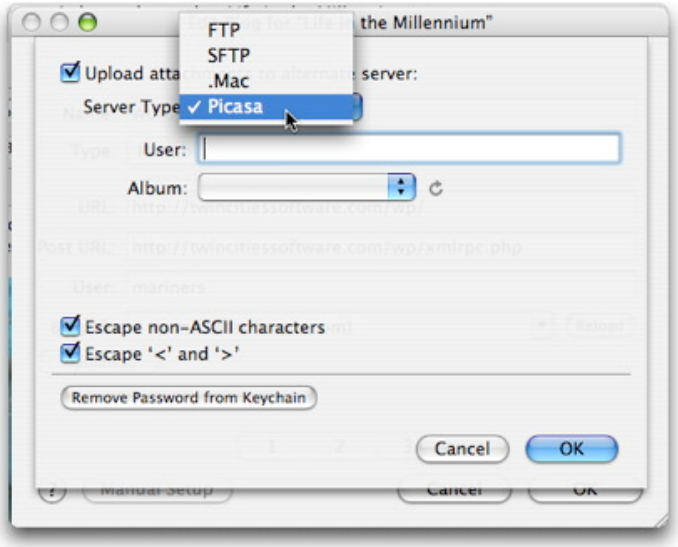
1. Create a Picasa account. http://picasa.google.com/
2. In Picasa, set-up an album for your photos.

1. In MacJournal, from the Journal menu, choose **Edit Blog Server**.
2. Click the **Options** button below the Blog ID: field.

A dialog appears.

3. From the popup menu for Server Type, select **Picasa**.
4. Enter your user name, select an album. Click **OK** or **Return**.
5. From your entry choose **Share→ Send to "your blog name"**
6. Enter your Picasa password when prompted, and your picture is posted with your blog.





Embedding a YouTube video in an Entry

To embed a YouTube video in an entry:

1. Paste the URL that YouTube provides on a separate line in the entry. (to keep the text-flow working well)

2. Go into your Blog Server settings, click the Options button and uncheck the “escape ‘<’ and ‘>’ checkbox.

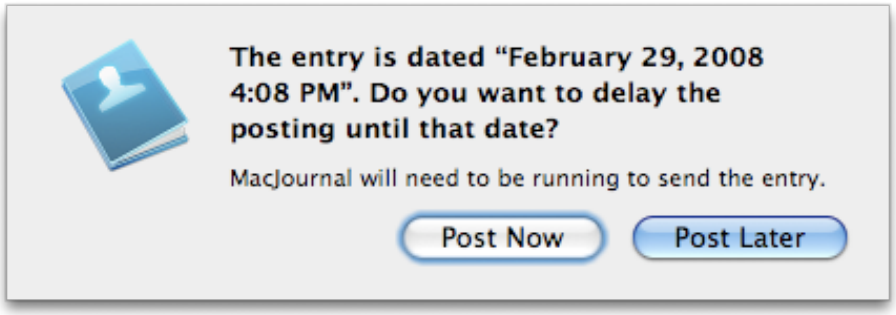
3. Post your entry by using the Send to Blog button in the toolbar or from the menu, Share>Send to Blog.

The video appears embedded in your post.

Scheduling a blog post

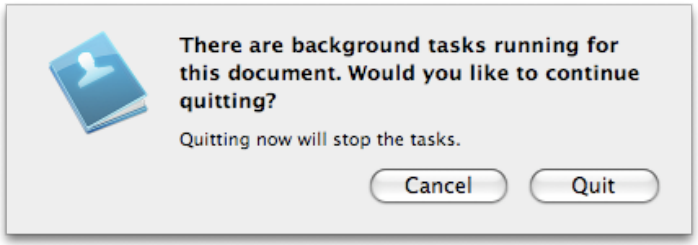
1. Create an entry from the Calendar by clicking on a date in the future or create an entry and change its date and time to the future.

2. Choose **Share→Send to Blog** or otherwise publish the entry to your blog (see *Posting an entry*). MacJournal will ask if you would like to publish the entry in the future:



3. Click **Post Later** to schedule the post.

Note:
You must not quit MacJournal until after the entry is scheduled to post to the blog. If you attempt to quit before that time, a dialog will warn you that background processes are running (see screenshot below).

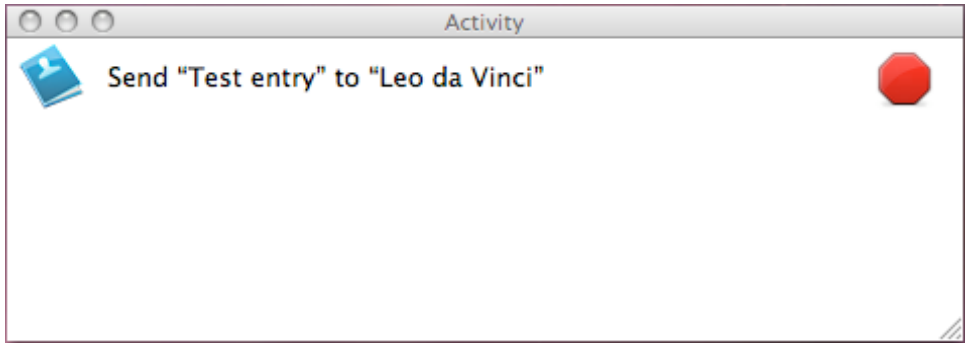


Multiple entries and the Activity Viewer

As long as they are all going to the same server, you can publish multiple entries at once. Simply select the entries you wish to publish in the Source List or entries pane and follow the standard steps for posting an entry.

To see MacJournal's progress while you are posting one or more entries to your blog, you can use the Activity Viewer.

To open the Activity Viewer, choose **Window→Activity Viewer** or hit ⌘**0**. When MacJournal is communicating with your blog, the Activity Viewer window will include information about the current operation:



To cancel posting your entries to your blog, click the red stop sign button in the Activity Viewer.

Publishing with iWeb

If you prefer to blog or maintain your website using Apple's iWeb, you can still use MacJournal to compose your entries before publishing them.

Similarly to posting an entry to your blog, you'll first need to select the entry you want to publish in the Source List or entries pane. Unlike posting to a blog, you can only send one entry to iWeb at a time.

Choose **Share→Send to iWeb…**. You may also **right-click** (**control-click** for single button mice) the entry or click the gear menu at the bottom of the Source List and choose **Share→Send to iWeb…**.

iWeb will launch, and once you've chosen a template your entry will be added, ready to be published to your website. Any edits you want to complete should be done in iWeb.

Publishing to MobileMe

If you don't have a blog but still want to share your entries with friends and families, choose to publish them to your MobileMe account.

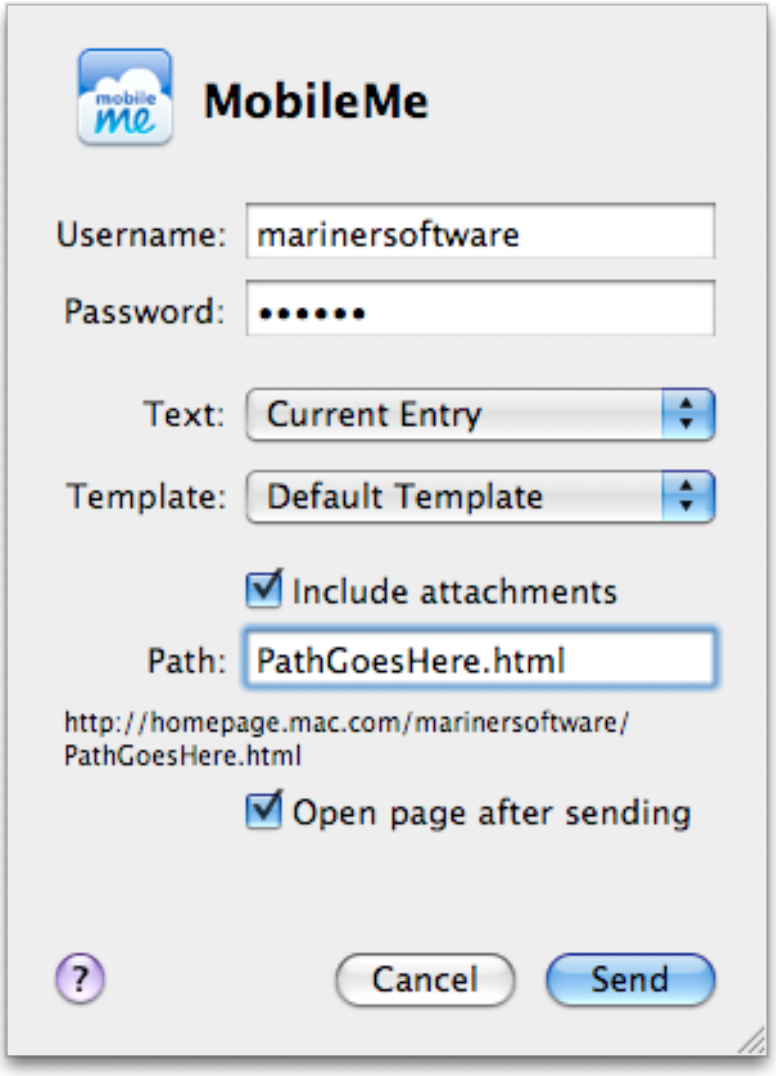
1. To publish your entries to MobileMe, first select the entry or entries you wish to publish in the Source List or entries pane. If you want to publish an entire journal, select an entry in the journal you wish to publish.

2. Choose **Share→Send to MobileMe…** (you may also use the contextual menu or gear menu in the Source List).

3. MacJournal asks for permission to access your MobileMe username and password. If you grant permission, the MobileMe sheet (shown at right) has username and password automatically filled out. The options for posting to MobileMe include:

- **Text:** Choose to publish the currently selected entry or journal.
- **Template:** Choose the HTML template with which to publish your entry. Set up templates in the preferences (see *HTML*).
- **Include attachments:** Select this checkbox to publish any images, audio files, or other attachments attached to the entry.
- **Path:** Choose a name for the entry (only change the text before ".html"). The path to the file is shown immediately below for reference.

When you are done, click **Send** to publish the entry to MobileMe.

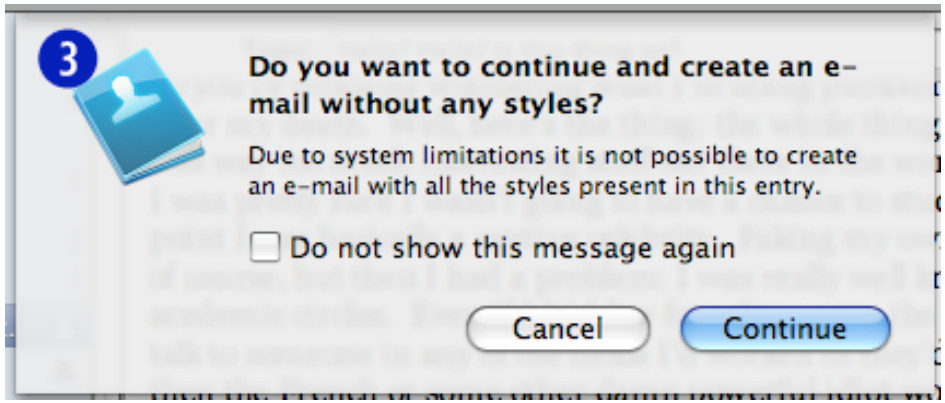


Email an entry

If you want to share an entry but don't want to publish it online for everyone to see, you can easily email the entry from within MacJournal. If you're using MacJournal to collect information over the course of a project, emailing entries can be a handy way to keep all of the project's information inside MacJournal while still sharing it with others.

1. To start, select an entry (or entries) in the Source List or entries pane you wish to email.

2. Choose **Share→Email…**. Alternatively, **right-click** (**control-click** for one button mice) or use the gear menu at the bottom of the Source List and choose **Share→Email…**.



3. If your entry uses rich text, you'll be warned that rich text will not be migrated into your email client. You can toggle this warning on and off using the preferences (see *Warnings*). Click **Continue** to proceed.

4. Your email client will launch and open a new email with the text from your chosen entry as the message.

Chapter 4: Working with Entries

In this chapter:

- Adding fields to the Entries Pane
- Changing the Entry Pane Location
- The Inspector: entries
- Tagging entries
- Using the media browser
- Customizing the info bar

Although by default MacJournal provides you with a simple way to organize date-based entries in your journals, it also allows you to attach a plethora of metadata to your entries to help you better organize and keep track of them.

If you aren't familiar with the term, metadata is simply information about other information; in the case of MacJournal, your entries are the primary information, and things like tags, ratings and statuses are the information about that information.

Using the customizable info bar and the Inspector, you can keep track of as much or as little information about your entries as you need when you create a new entry. Even if you don't want to see all of the options every time you create a new item, you can always use the Inspector to add a bit of metadata to an entry.

By combining advanced flexible metadata with powerful searching and smart journals, MacJournal provides multiple ways to find and filter your information.

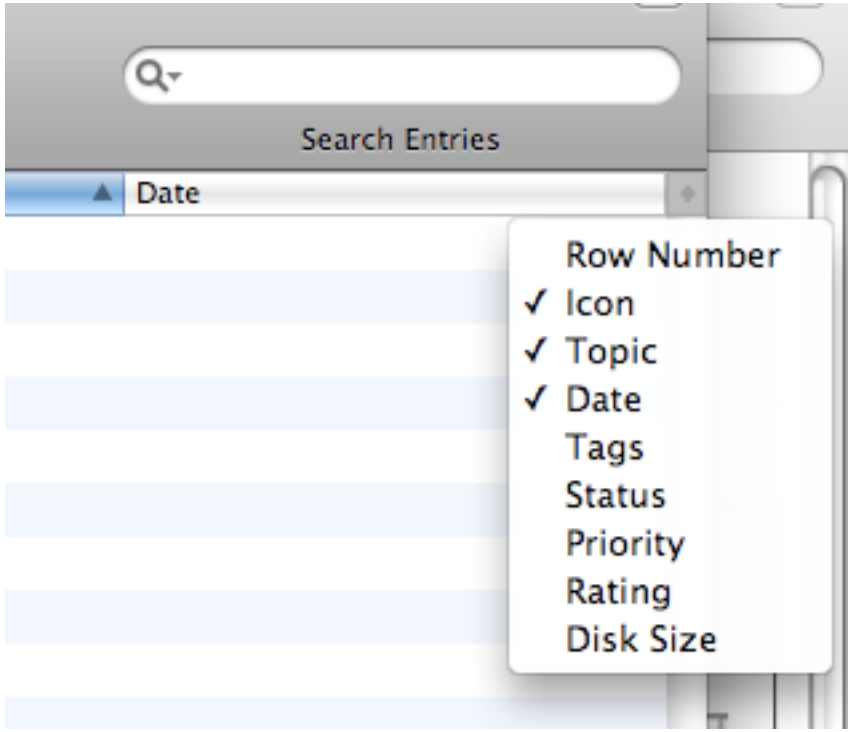
Adding fields to the Entries Pane

To display extra fields in the entry pane, simply do the following:

1. Click on the little diamond at the right end of the table header (Assumes the entry pane is on top).

A pop-up appears.

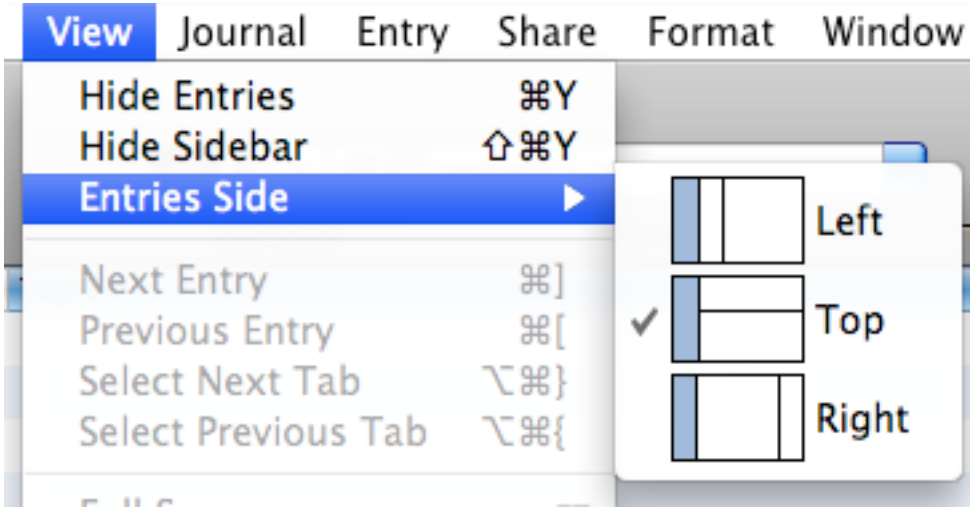
2. Select the fields you wish to display.



Note:
Displayed fields appear with a checkmark beside them.

Changing the Entry Pane location

MacJournal is easy to customize. The entry pane can display on the left, top, or the right of the display window. Displaying the entry pane on the left makes a three column view. On top, the default, is a familiar interface for Mail.app users. Displayed on the right harkens back to the original MacJournal and is more aesthetically pleasing for some. Whichever way you chose, you can't go wrong. Go ahead and try it out in a few different spots till you figure out how you like it. Here's how:



1. From the View menu, select Entries Side

A menu appears.

2. Select Left, Top, or Right.

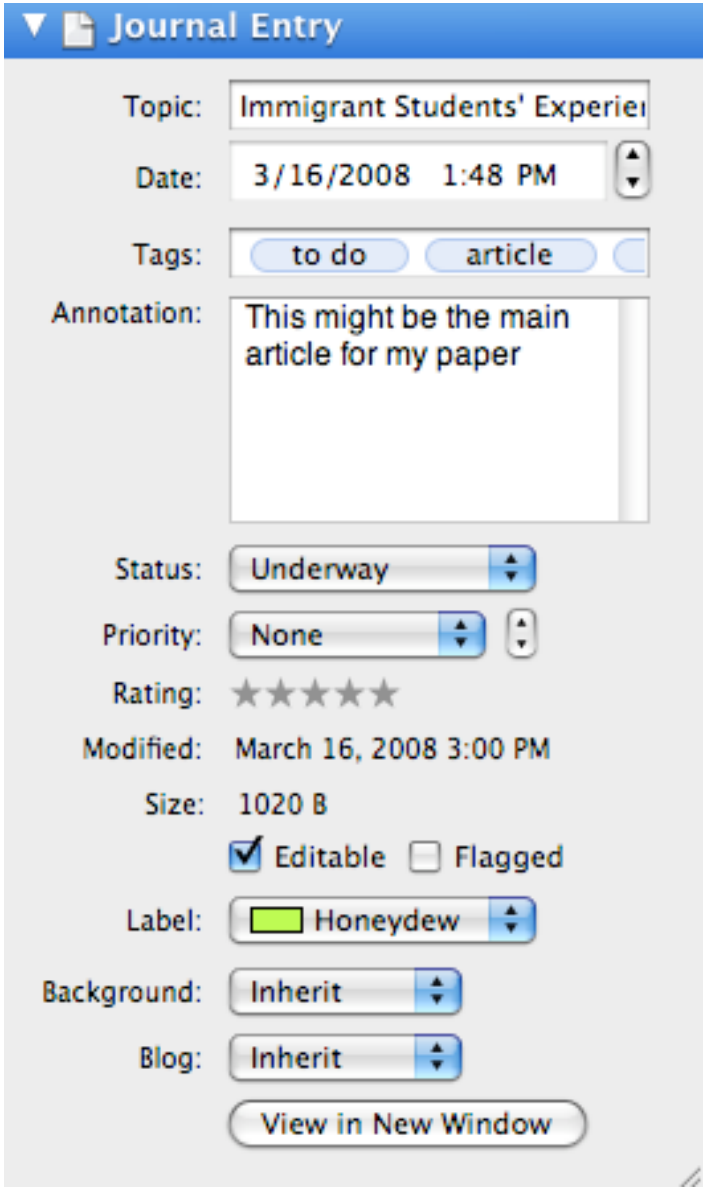
Note:
Left-hand or "Three-column" entries pane is a new feature to version 5.1.

The Inspector: entries

The Inspector is an important tool for customizing your document, journals, and entries. To open the Inspector, click the **Inspector** button in the toolbar, choose **View→Show Inspector**, or hit ⌥⌘**I**.

The Inspector contains three subsections: Document, Journal, and Journal Entry. To toggle a subsection open or closed, simply click its heading. The Journal Entry section of the Inspector contains all the metadata you can attach to your entries:

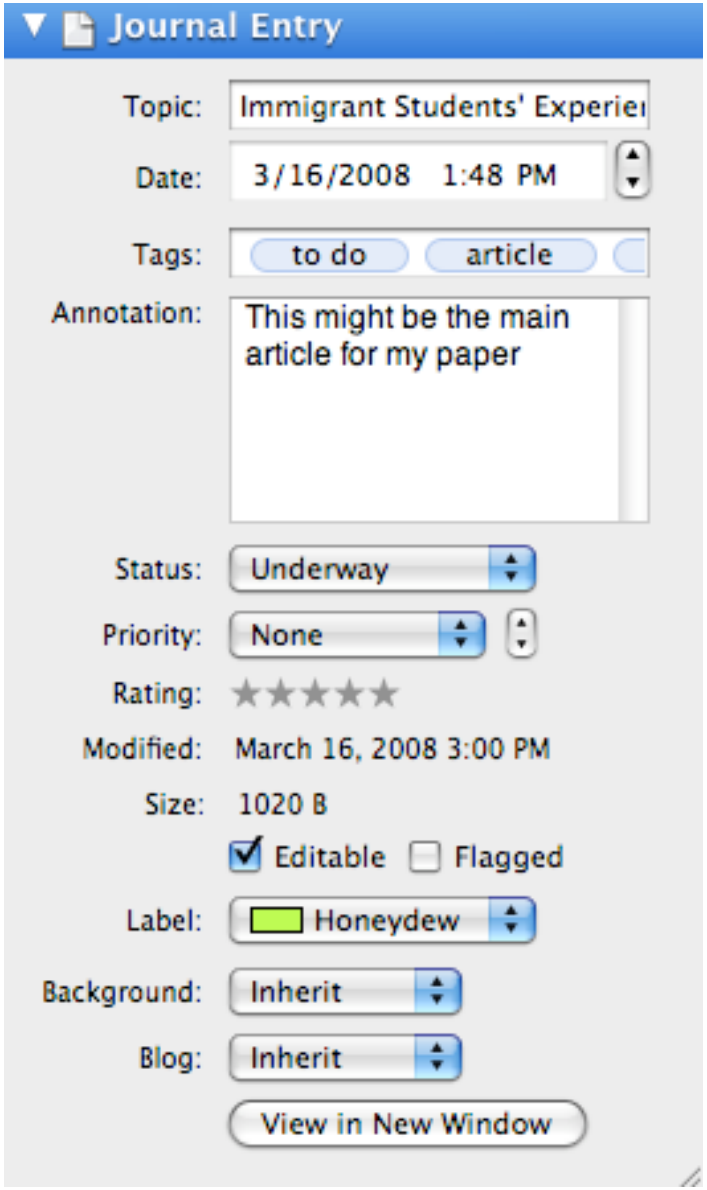
- **Topic:** What this entry is about. Used as the name or title of the entry.
- **Date:** The date the entry was created. You can also modify this by choosing **Entry→Change Date & Time** or hitting ⇧⌘**D**.
- **Tags:** The tags attached to the entry (see *Tagging entries* for details).
- **Annotation:** Any notes you want to jot down about the entry.
- **Status:** Allows you to mark the scene as “Not Started”, “Underway”, “Needs Review”, or “Completed”.
- **Priority:** The priority of your entry, from 1-5.
- **Rating:** Similar to iTunes, rate your entry from 1-5 stars.
- **Modified:** The date and time the entry was last modified (you cannot edit this value).
- **Size:** The amount of memory the entry takes up on your hard disk. You cannot edit this value.



- **Editable:** Uncheck this to lock the entry and disallow editing.
- **Flagged:** Check this if you want to flag the entry. Flagged entries have a flag instead of the default entry icon in the Source List and entries pane, similar to Apple Mail. You can also flag an entry by choosing **Entry→Flag** or hitting ⇧⌘**L**.
- **Label:** Similar to the Finder, you can attach a color label to your entries to highlight them in the Source List and entries pane. You can also set a label by choosing **Entry→Label**.
- **Background:** If you want to set a custom background for this entry, you can do so with this dropdown.
- **Blog:** If you want to change the blog this entry is associated with, use this dropdown.
- **View in New Window:** Click this button to open the entry in a window of its own. You can also open an entry in its own window by double clicking it in the Source List or entries pane, or by choosing **Entry→View in Separate Window**.

Although all of the metadata in the Journal Entry section of the Inspector is optional, it can come in useful for keeping track of entries and filtering them using smart journals.

Tip:
You likely won't want to leave the Inspector open all the time, so if you use entry metadata regularly adding it to your info bar is a great idea (see Customizing the info bar).



Tagging entries

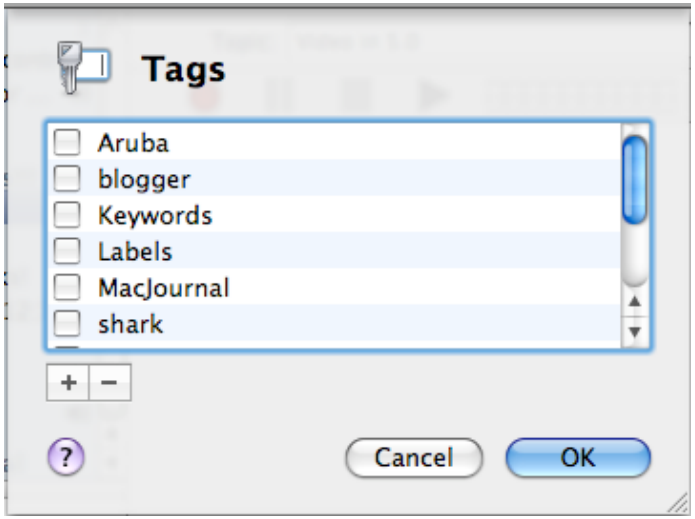
Tagging your entries can be a handy way to organize and filter them outside of journals. A tag is merely a short keyword or phrase that you can later use to find or sort your entry. For instance, You might tag entries with tasks inside of them with “to do”, and then create a smart journal that shows you all entries with tasks by filtering for that tag (see *Smart journals*).

There are several ways to add tags to an entry (for all of them you will of course need to select an entry first):

- Edit the entry’s tags in the Inspector (see *The Inspector: entries* above). The Inspector uses a common “token” based system where you type the tag you want and hit return to enclose the tag in its own blue pill-shaped background. The selected tag will be dark blue, and to edit a tag previously created you can double click it.

- Edit the entry’s tags in the info bar. In most cases, you will need to customize the info bar first (see *Customizing the info bar* below). Like the Inspector, this field is token-based.

- Choose **Entry→Change Tags…** to open a sheet with all the tags you have previously used in the project (shown at right). Select the tags you want by clicking the checkmarks next to them and click **OK**.



Using the media browser

The Media browser window helps you quickly find media to insert into an entry.The browser handles photos, audio, movies, and Links.

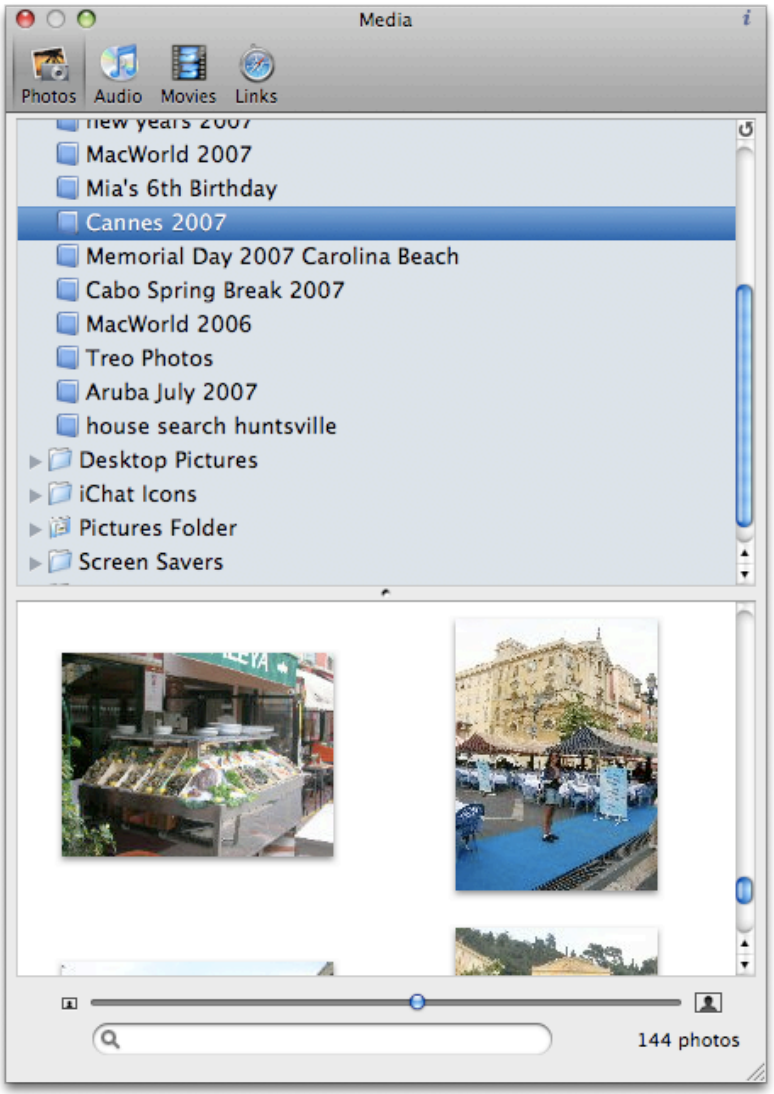
1. Open the media browser window by selecting Window>Media

The Media Browser appears.

2. Select a type of media.

3. Browse around or filter the results by typing some criteria in the search field.

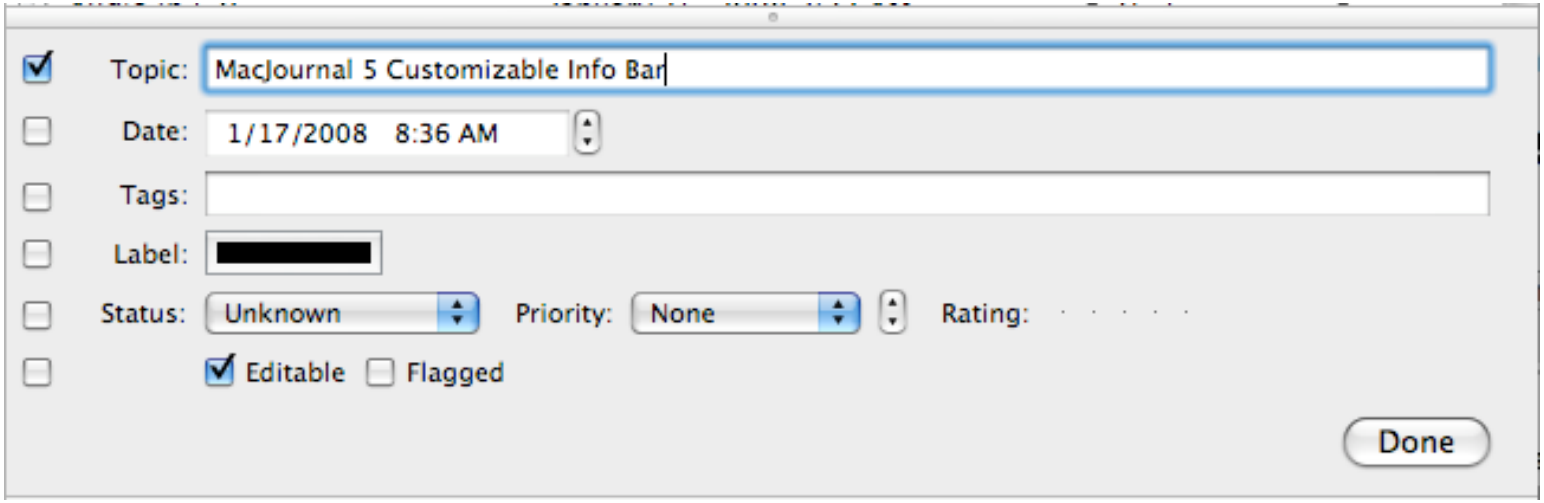
4. Select the file and drag and drop it into your entry.



Customizing the info bar

The info bar is the gray bar at the top of the main area; by default the info bar displays the title of the entry, but you can customize it to include a number of different pieces of information about the entry.

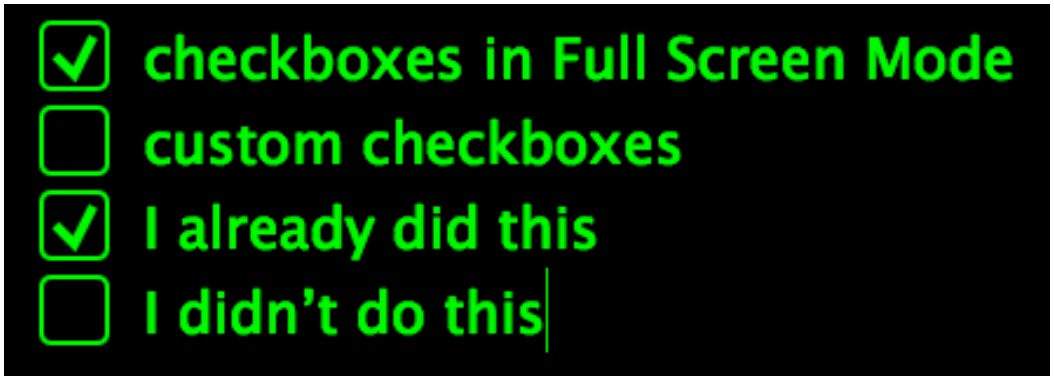
1. Choose **View→Customize Info Bar…** to display the info bar editing area:



2. Click the checkboxes next to the lines you wish to see, then click **Done**.

Full screen mode

Full screen mode allows you to edit your entries in a no-distraction environment. To use full screen mode:



1. Select an entry from the Journals drawer.
2. Either Press F8 or go to the View menu and select Full Screen. The Screen changes to Full Screen mode, allowing you to focus on writing. (Press esc to exit)
3. Sheets, file attachments, checkboxes, and lists all show in Full Screen mode, although sometimes formatted differently than in the main window (see screenshot at right).

While in full screen mode you can use the following shortcuts to navigate your journals and entries without switching back to the main window:

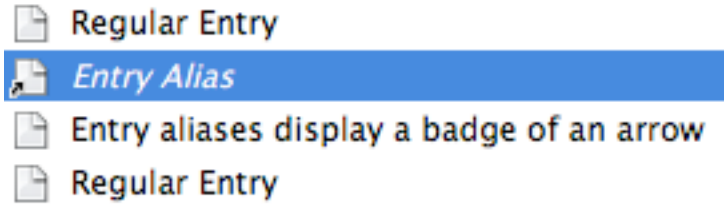
- Next entry: ⇧⌘**]**
- Previous entry: ⇧⌘**[**
- Next journal: ⌥⇧⌘**]**
- Previous journal: ⌥⇧⌘**[**

Hints:
You can use Full Screen mode to make presentations or give a lecture. You can set the style and colors used in Full Screen mode in the full screen preferences (see *Full screen preferences*).

Hint:
To exit full screen mode, press the escape (esc) key.

Entry aliases

Sometimes you might find it helpful to not have a hierarchical organization of your journals and entries. Smart journals and entry aliases are the tools to help you achieve the organization you desire. By making an alias to an entry you create a “pointer” or “reference” back to the original entry. The entry alias appears like a regular entry icon in the Source List or entry pane except for one difference: just like in the Finder, an alias has a small arrow in the corner of the icon and the name appears in italics (see image at right).



To create an entry alias:

1. Select an entry in the Source List or entries pane.

2. Choose **Entry→Make Alias**. The entry alias will appear in the list adjacent to the original entry.

3. Drag and drop the entry alias to the journal of your choice.

Chapter 5: Working with Journals

In this chapter:

- Backgrounds
- Templates
- Encryption
- Sorting
- Searching
- Smart journals

Journaling is a powerful form of expression. Whether you are looking for introspection or wish to share your writings with the public, MacJournal has the facilities to do either.

Journals are the containers for entries or other journals. Create multiple journals to separate and/or group entries.

Entire journals can be password protected and/or encrypted.

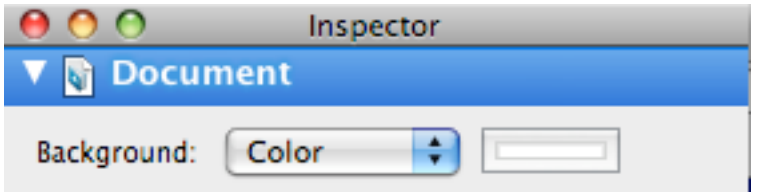
The Journals sidebar gives a visual representation of your journals, entries and their relationship to each other.

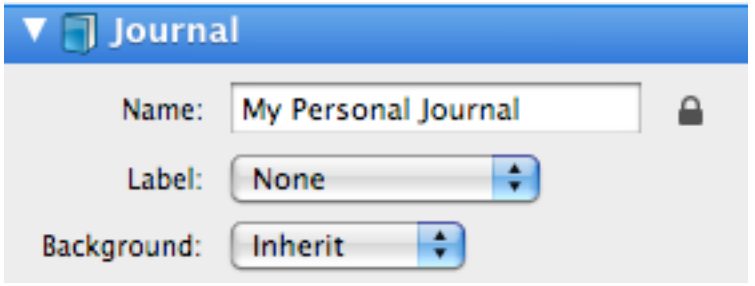
Let's say you have an entry that could be classified under any of several journals, with entry aliases you can put an alias to the original entry in all the journals you wish. Both Smart Journals and Entry Aliases allow you organize your journals and entries in a non-logical fashion. Smart Journals allow you to save the criteria of a search as a journal that will automatically update as you new content that matches the criteria.

Journals have many of the same settings as entries. Entries can inherit settings from their parent journals such as background color, Blog server settings, etc.

Backgrounds

You can set the background for the entire MacJournal document, on a per journal basis, or per entry.



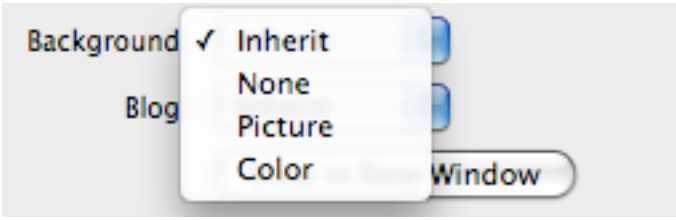


1. From the View menu, select Show Inspector. The Inspector window appears.

2. Under either the Document, Journal, or Entry section, see the background options. You can set the background to None, Picture, Color, or—in the case of journals and entries—Inherit, which will inherit any custom settings for the document or journal.

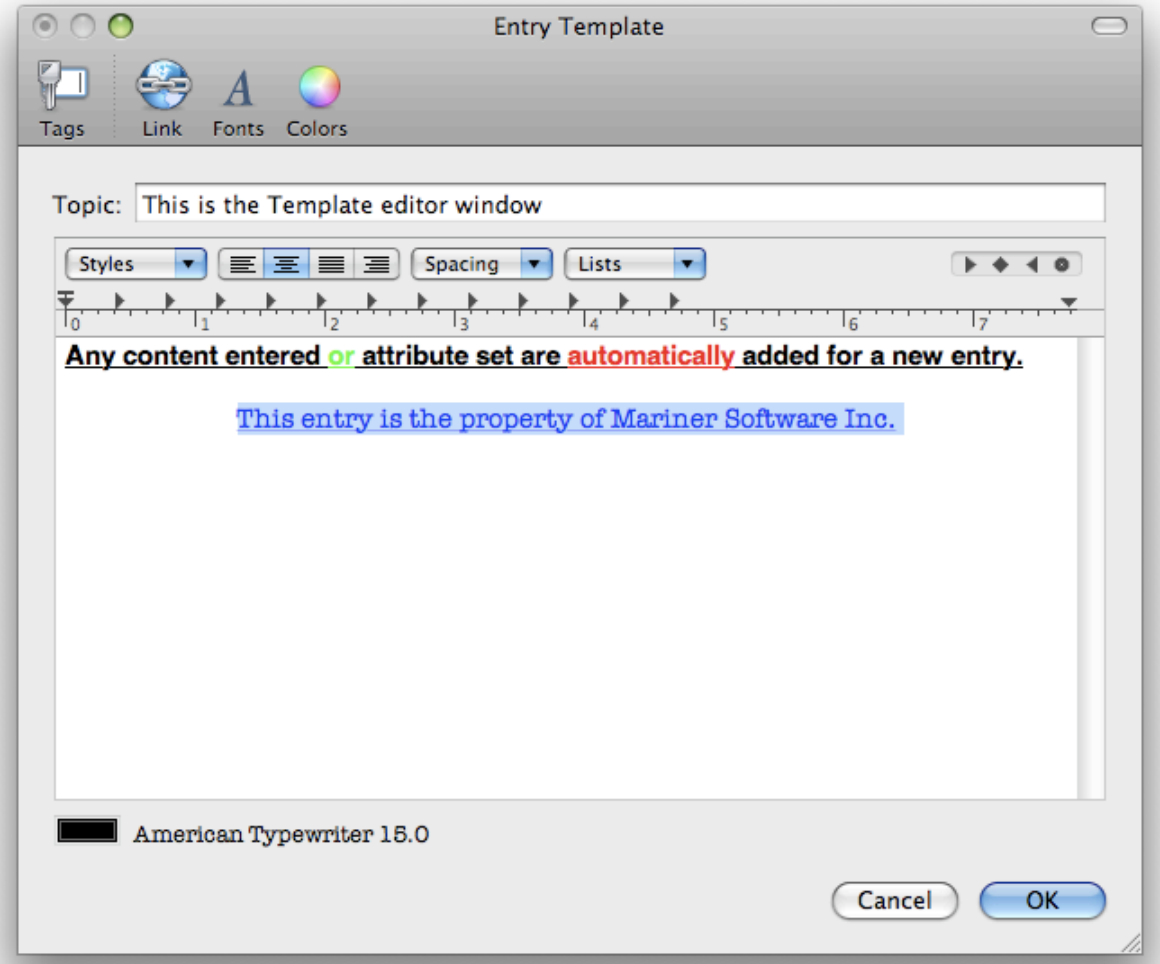
3. Select Picture from the drop down menu. A sheet appears.

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



Templates

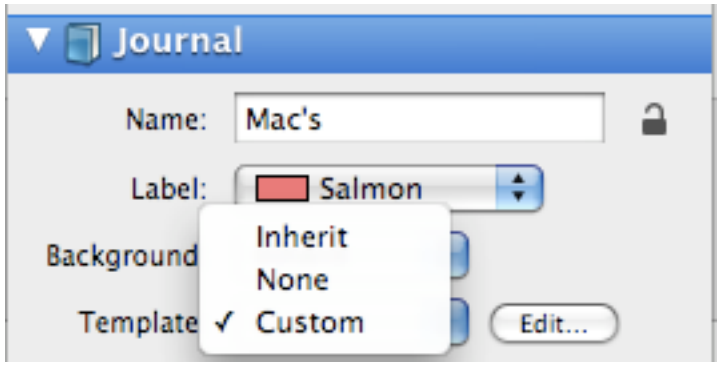
Templates are pre-defined settings and/or content for entries in your document or journal. For instance, if you set up a travel journal, you may wish to have several tags automatically created for every entry. Instead of adding them to each entry manually, set up a template for that journal and all the new entries you create inherit the tags you've set in the template. Coupled with setting the background, templates are a way to speed up data entry. An example is setting up a journal template "form" for Dreams. You can enter a bunch of checkboxed lists of attributes of dreams so you can quickly fill out the "form." Any type of form, or list data is a good candidate for an entry template. Templates are very handy in that they easily save time and keep you more organized.



Creating a template

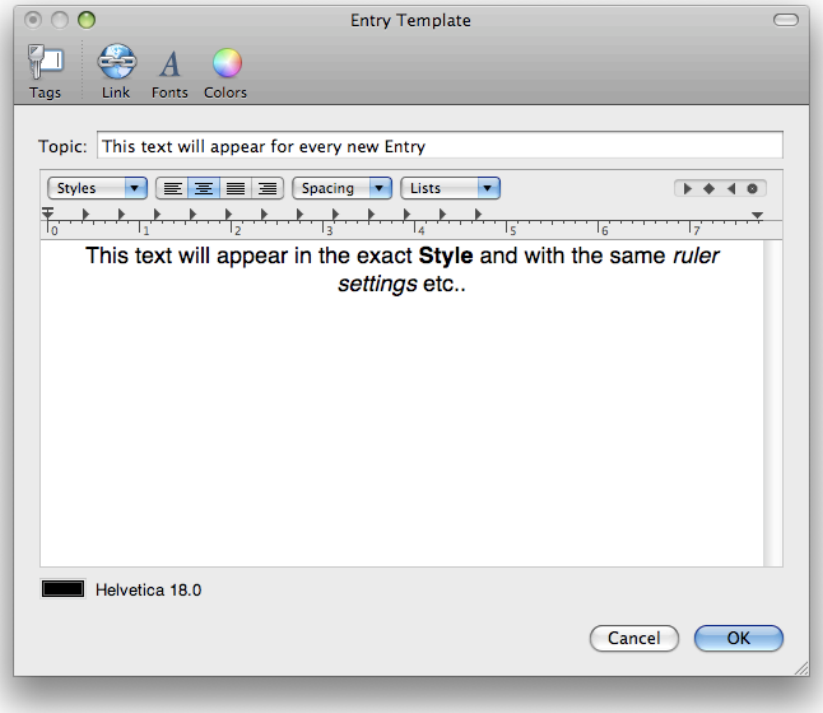
1. With the Inspector window open, select a journal from the sidebar.

The settings for the current document, journal, and entry are displayed in the Inspector.



2. Under either the Document, Journal, or Entry section, see the Template option. You can set the background to None, Custom, or —in the case of journals and entries—Inherit, which will inherit any custom template for the document or journal.

3. Select Custom from the dropdown menu. A window appears.



4. Format the Template to your desired look and feel. Tags, Colors, Ruler settings, the ability to add a link, stylesheets, and text options like line spacing, ligatures, etc.. are located in the toolbar and ruler bar of the template window.

Adding tags to a template

Adding Tags to a template applied on the journal level is very handy.

1. From the Inspector's Journal section, click the pop-down menu next to **Template:**

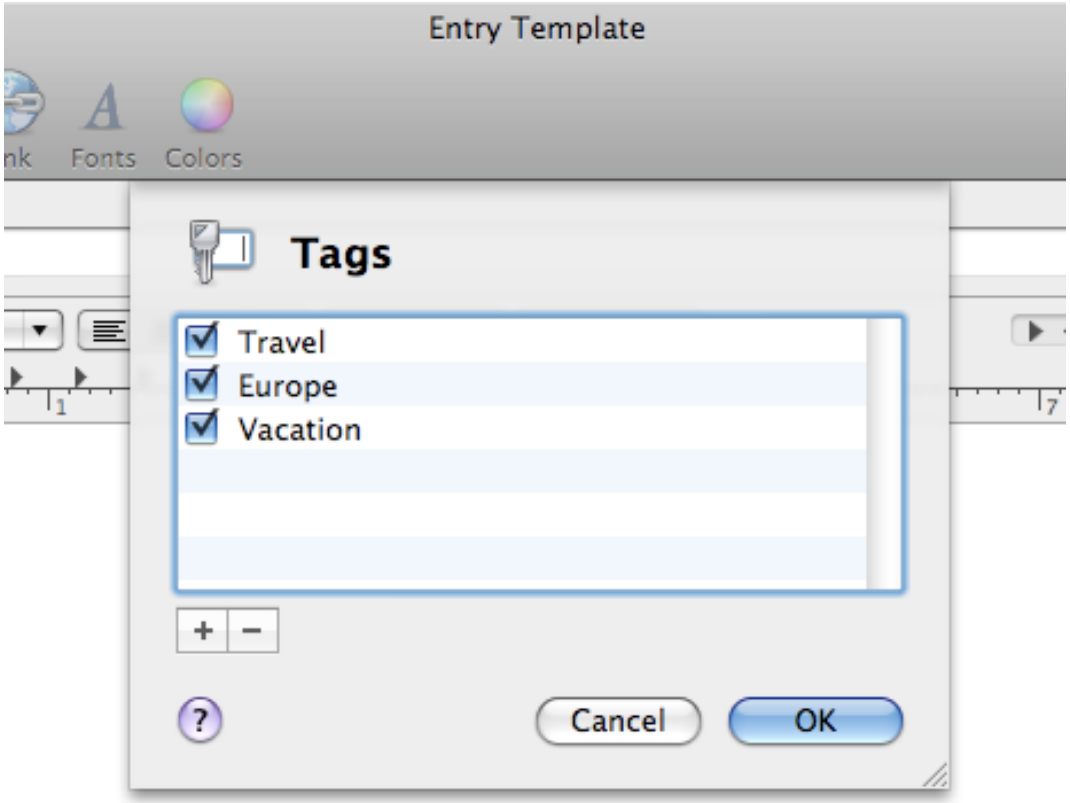
2. From the template editor window toolbar click on **Tags**.

A sheet appears.

3. Add Tags by clicking on the plus (**+**) button.

A new tag item appears.

Enter a name for the tag and place a checkmark next to any existing tag you wish to assign to this template.



Any Tag that is selected is automatically added for each new entry of this journal.

3. Click **OK** when you are finished.

Encryption

MacJournal allows you to password protect your writing from prying eyes. You may also think about encrypting the data on the disk so even if the data was out of your hands it would be safe.

To lock a journal:

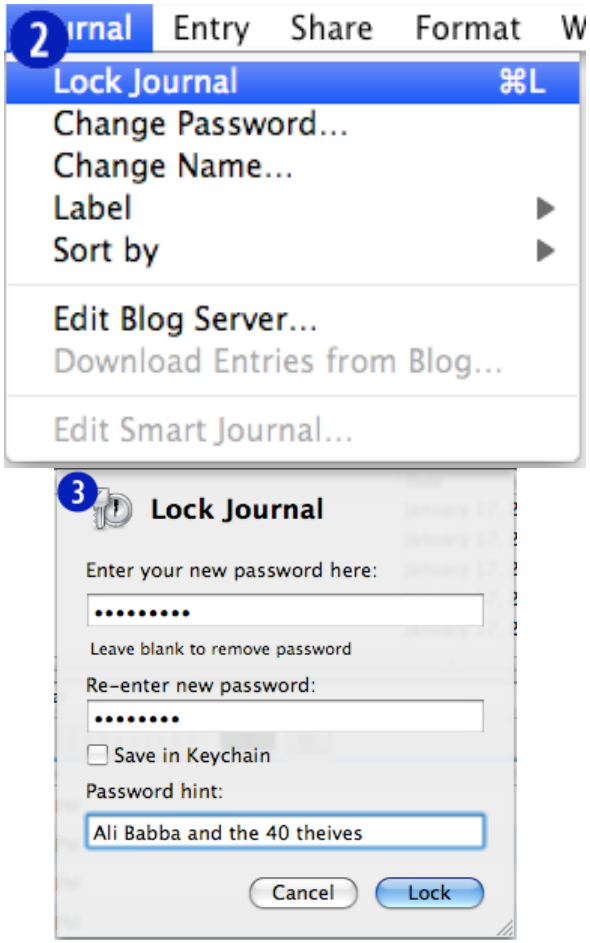
1. Click on a Journal's name to select a journal in the Source List.
2. Choose **Journal→Lock Journal** or hit ⌘**L**. A sheet appears.
3. Type in a password, confirm the password, and select any options.

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

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

IMPORTANT! If you lose your password for an encrypted journal neither you (nor Mariner Software) will be able to recover the contents of that journal. Make certain you have backups of your locked or encrypted journals.

Tip:
You can quickly lock an encrypted journal by hitting ⌘**L**.



Important notes about encryption

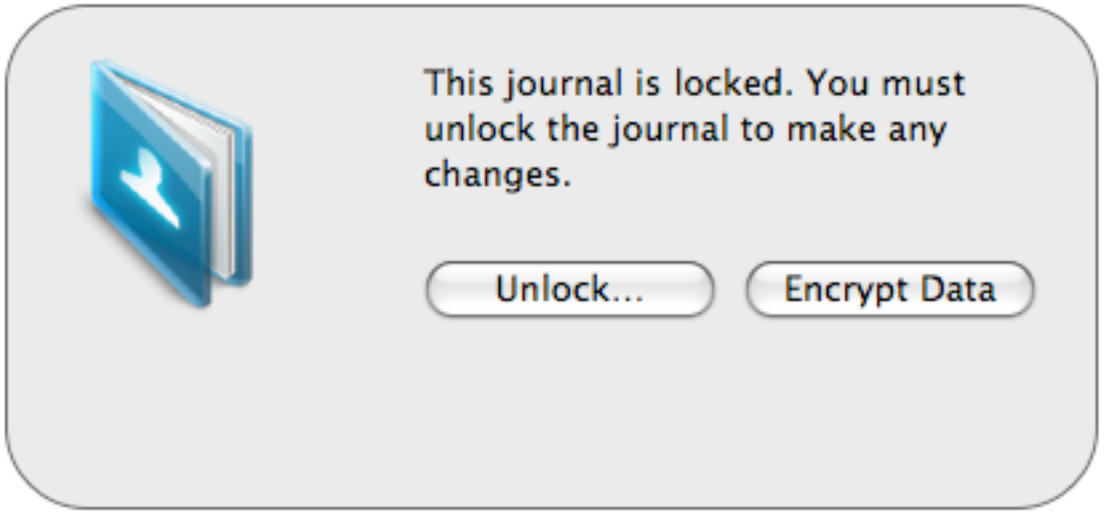
There are several things to note about encrypting journals:

- Encrypted journals will not be available for Spotlight to index, making their contents unfindable in Spotlight.
- If storing files within the MacJournal data file (internally), the file size can become quite large. Encrypting a very large journal may adversely affect performance within the application, especially if syncing to MobileMe.
- **IMPORTANT!** If you lose your password for an encrypted journal neither you (nor Mariner Software) will be able to recover the contents of that journal.
- Encrypted journals are not saved in exports unless they are unlocked and decrypted at the time of export.

Unlocking a journal

1. Click the **Unlock...** button to unlock the journal or double-click the Journal icon in the journal drawer. A sheet appears.

2. Enter your password and click the **Unlock** button.



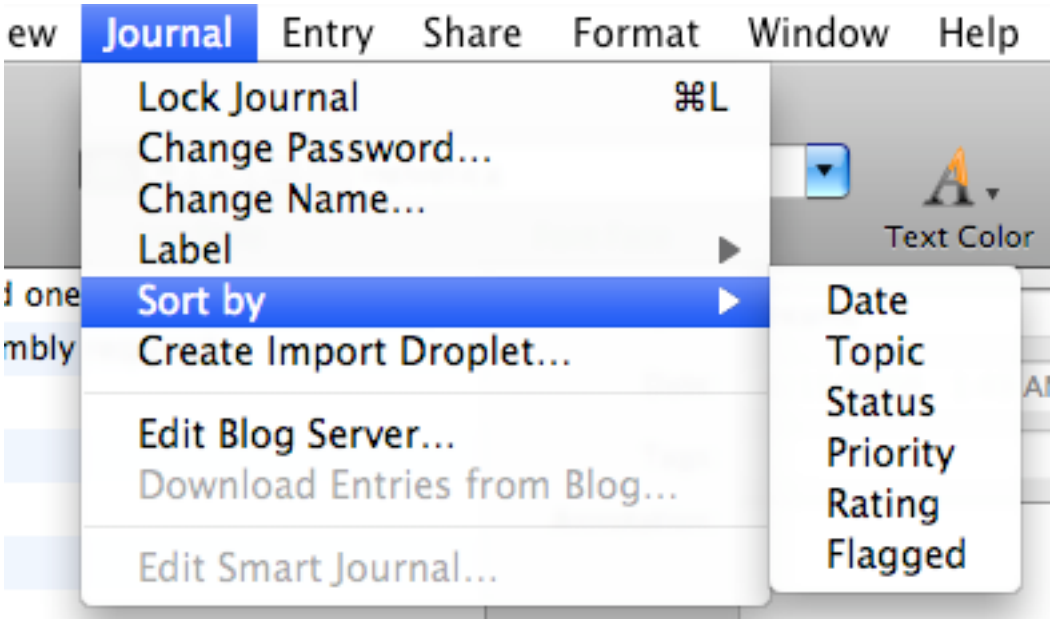
Note:
If you choose to Save in Keychain, the password is saved in the keychain and the journal automatically unlocks without needing the password.

Sorting

Sort journals by Date, Topic, Status, Priority, Rating, or Flagged status.

To sort the journals in the sidebar:

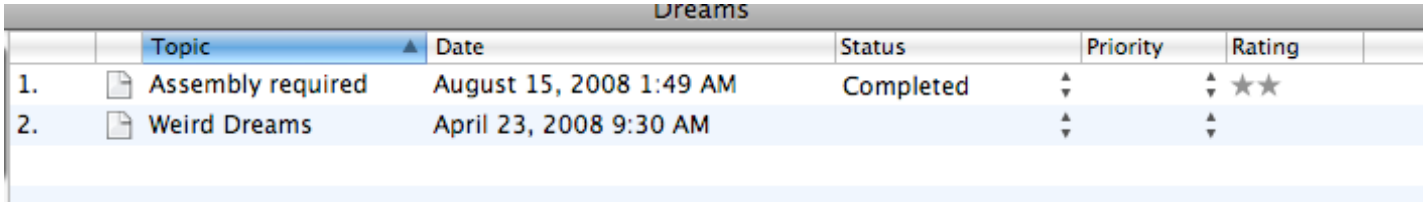
1. Chose File> **Sort by>** from the journal menu and then select the attribute you wish to sort by.



The list is sorted.

To sort the entries in the Entries List (top placement only):

1. Click on the column header in the Entries pane you wish to sort by.



The list is sorted.

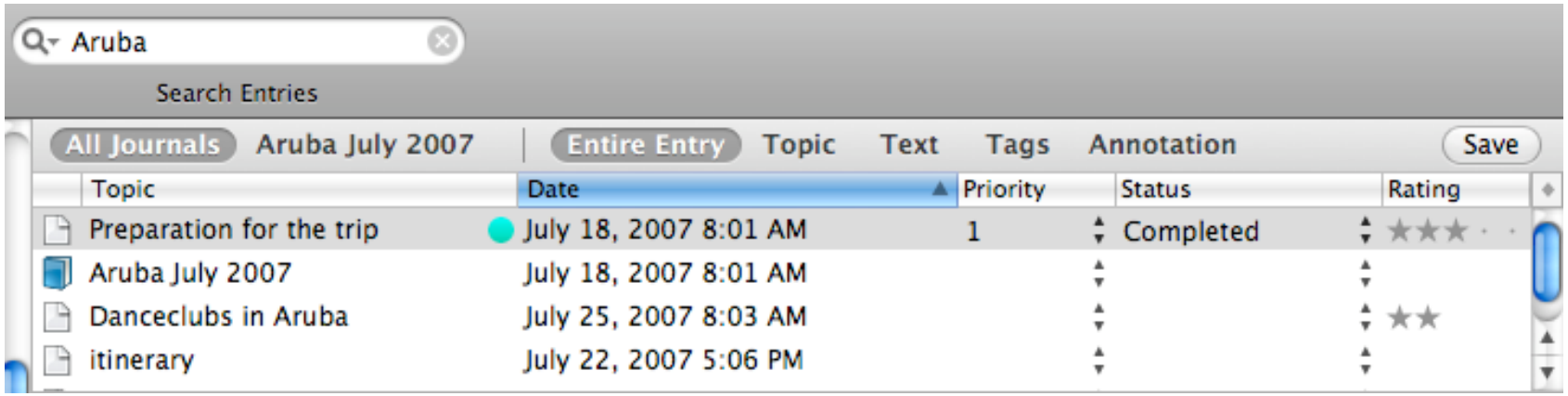
2. Click again on the column header to change the sort to/from ascending and descending.

Searching

To quickly find an entry or filter for a subset of entries, MacJournal's searching features are what you want to use. To start a new search:

> **Note:**
> Results of a search can be saved as a smart journal. After searching, click the Save button to create a smart journal. See **Smart Journals** for more info.

1. Type your search term into the toolbar search field. If it isn't already open, the entries pane will open with a bar along the top where you can select what criteria you wish to search (similar to Apple Mail's functionality):



2. Click the **X** button in the search field (shown at right) to remove the filtered results and shows all the entries again.

4. If nothing matches your search criteria, the main window and entries pane will be empty. Change the search or cancel to see all of the entries again.

> **Note:**
> Pressing the F4 key activates the search field in the toolbar.

Smart Journals

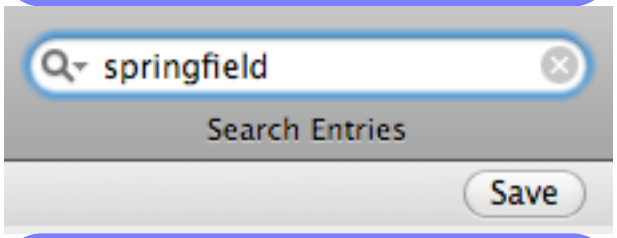
Smart Journals allow you to filter your entires by a phrase, tag, date, or any attribute of the journal. Matching entries are included in the smart journal, which is a way to organize related content that is spread across separate journals. Searches can be saved as a smart journal or you can carefully select multiple criteria when creating the smart journal.

Saving a search as a Smart Journal

1. Type your search term into the toolbar search field. If it isn't already open, the entries pane will open with a bar along the top where you can select what criteria you wish to search (similar to Apple Mail's functionality):

2. Click the **Save** button in the search field (shown at right) to save the filtered results as a smart journal.

Note:
Smart Journals appear in a different color (purple) in the sidebar.



Note:
Smart Journals are only available on Leopard Mac OS X 10.5 and above only.

Creating a new Smart Journal

1. Choose File>New Smart Journal...

The smart journal criteria sheet appears.

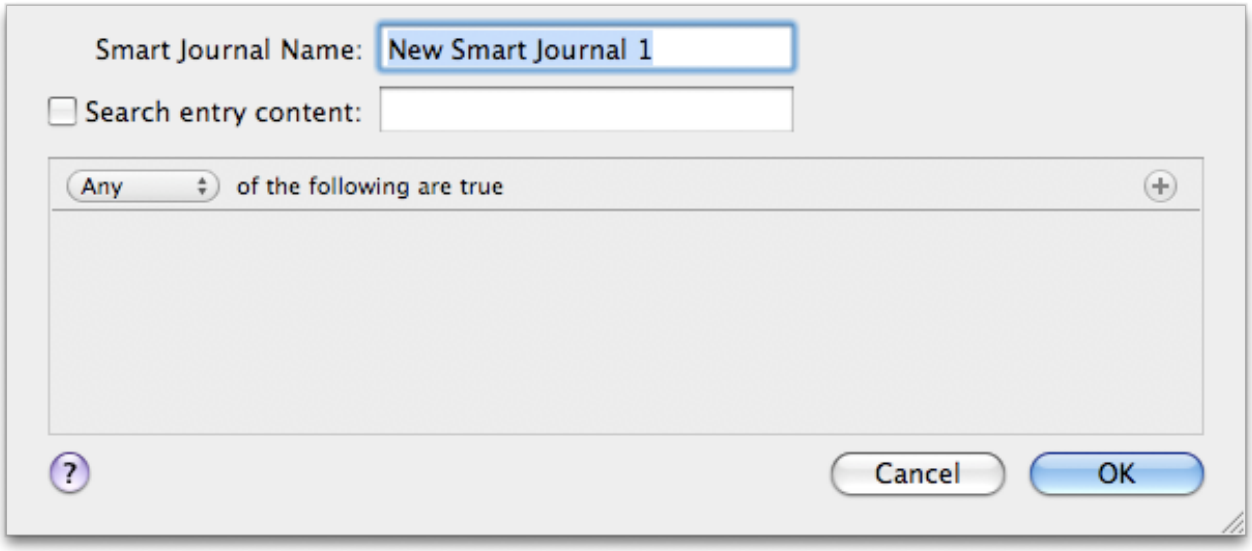
2. Enter a name for the Smart Journal..

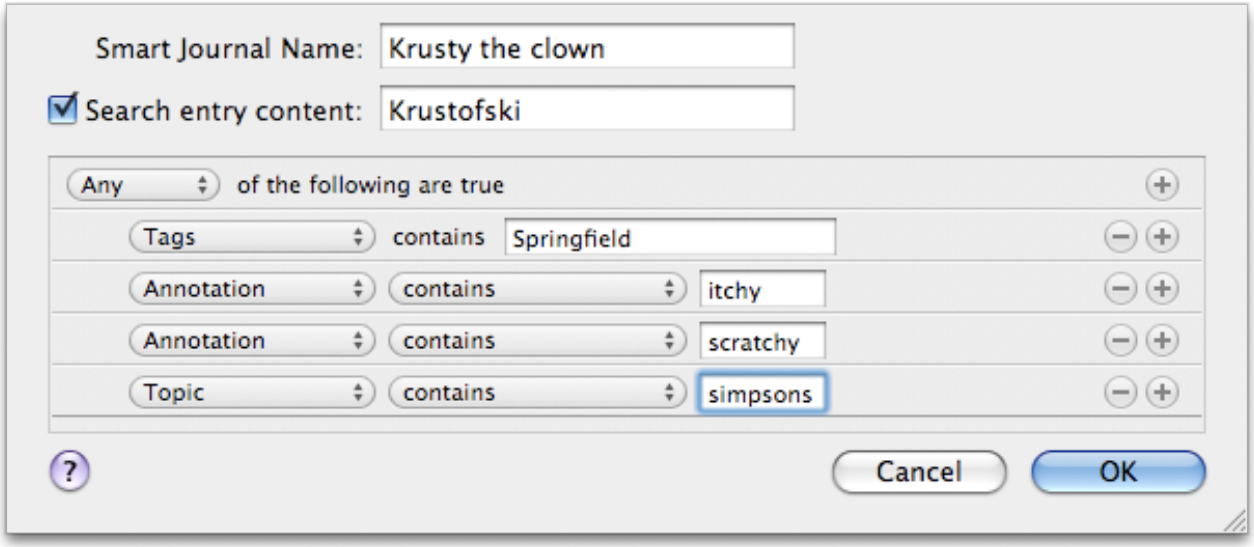
3. Choose whether or not you wish to find text matches from within the entry.

4. Setup the criteria by first selecting **Any** or **All** ***of the following are true.***

5. Add criteria by pressing the **+** button and then selecting the parameters for the rule.

5. When you are finished, Click OK to save the smart journal.





Chapter 6: Advanced Editing

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

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

In this chapter:

- Resizing photos or images
- Appending text to an entry
- Linking
- Wiki links (auto-discovered linking)
- Tables
- Lists
- Cleaning text
- Spell checking
- Entry statistics

Resizing Photos or Images

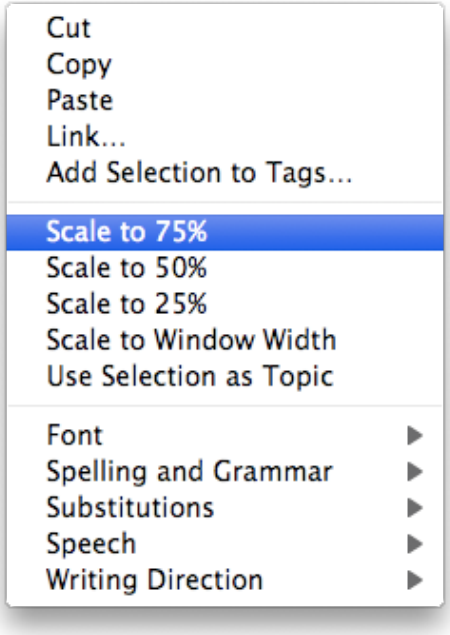
There are two ways to resize photos you've added to an entry:

1. Select the photo/image by clicking on it.

A resize handle appears in the lower right-hand corner.

2. Drag the resize handle diagonally, up and to the left to make the photo arbitrarily smaller.

1. RIght-click on an image/photo and select from Scale to Window Width, Scale to 25%, 50%, 75% options.

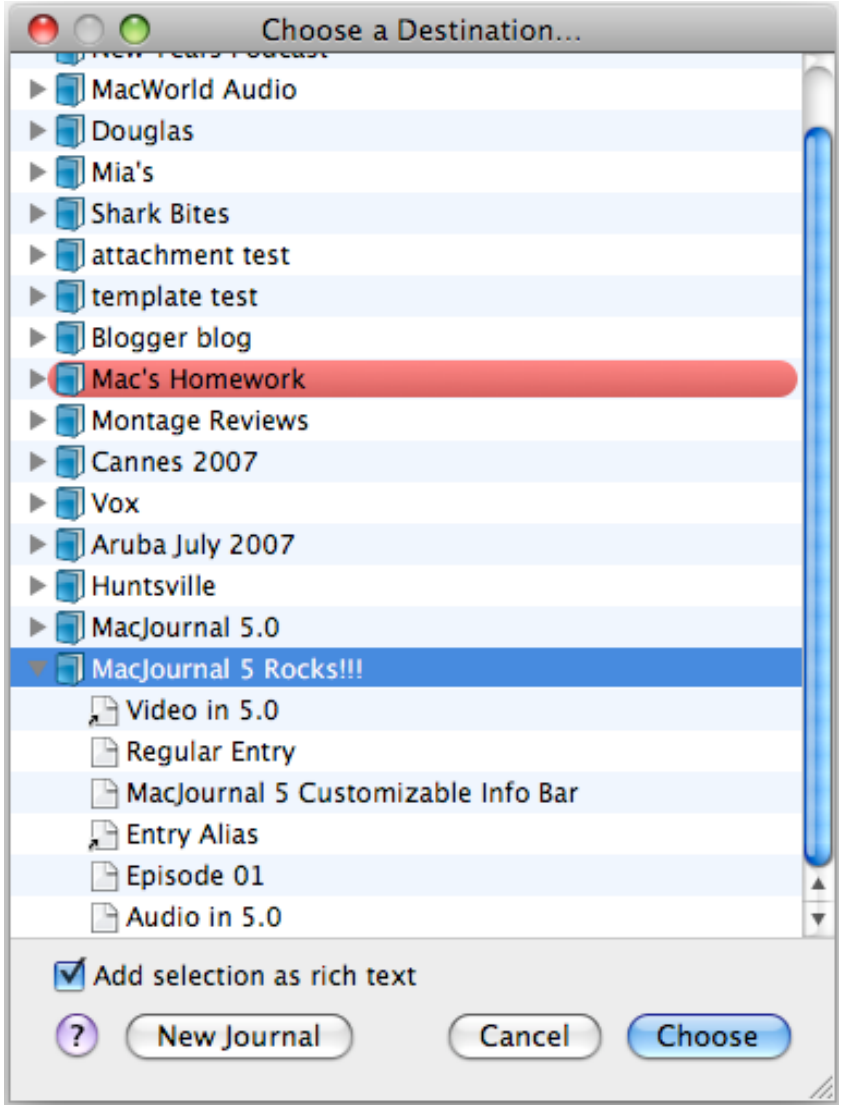


Appending text to an entry

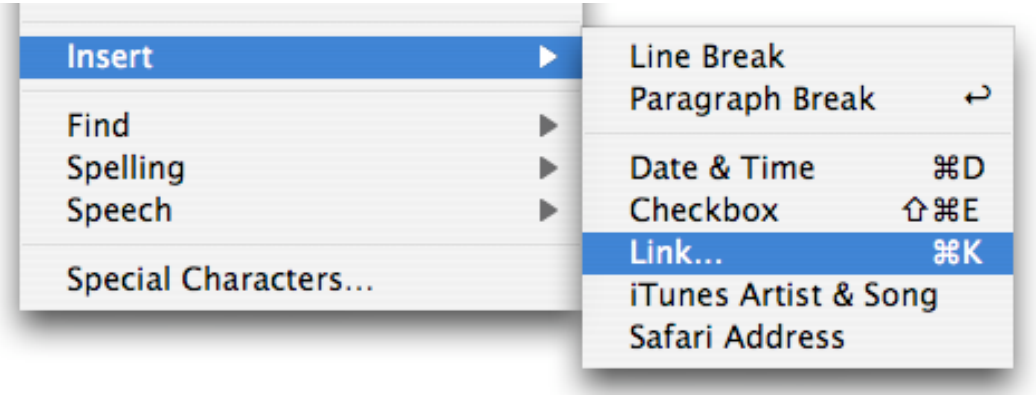
To append text to an existing entry:

1. Drag text onto the MacJournal dock icon.

2. A window appears allowing you to append to an existing entry or create a new journal (see image at right).



Linking



1. Choose **Edit→Insert→Link...**. A sheet appears.

2. Name the link and enter its URL.

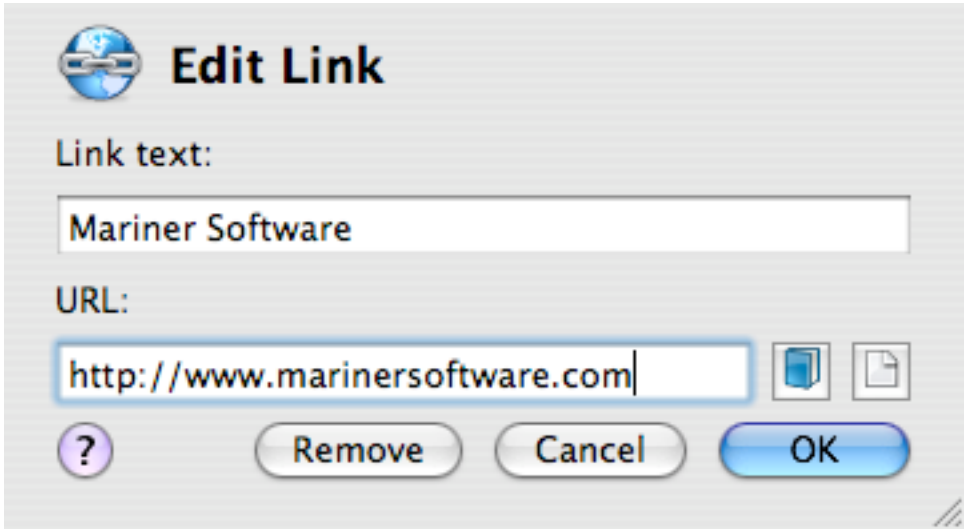
3. Alternatively, choose to link to a file or journal entry by clicking the blue journal button (to link to an entry within the document) or the folder corner paper button (to link to any file on your Mac).

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

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

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

4. Click OK when you are finished.



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

Wiki links (auto-discovered linking)

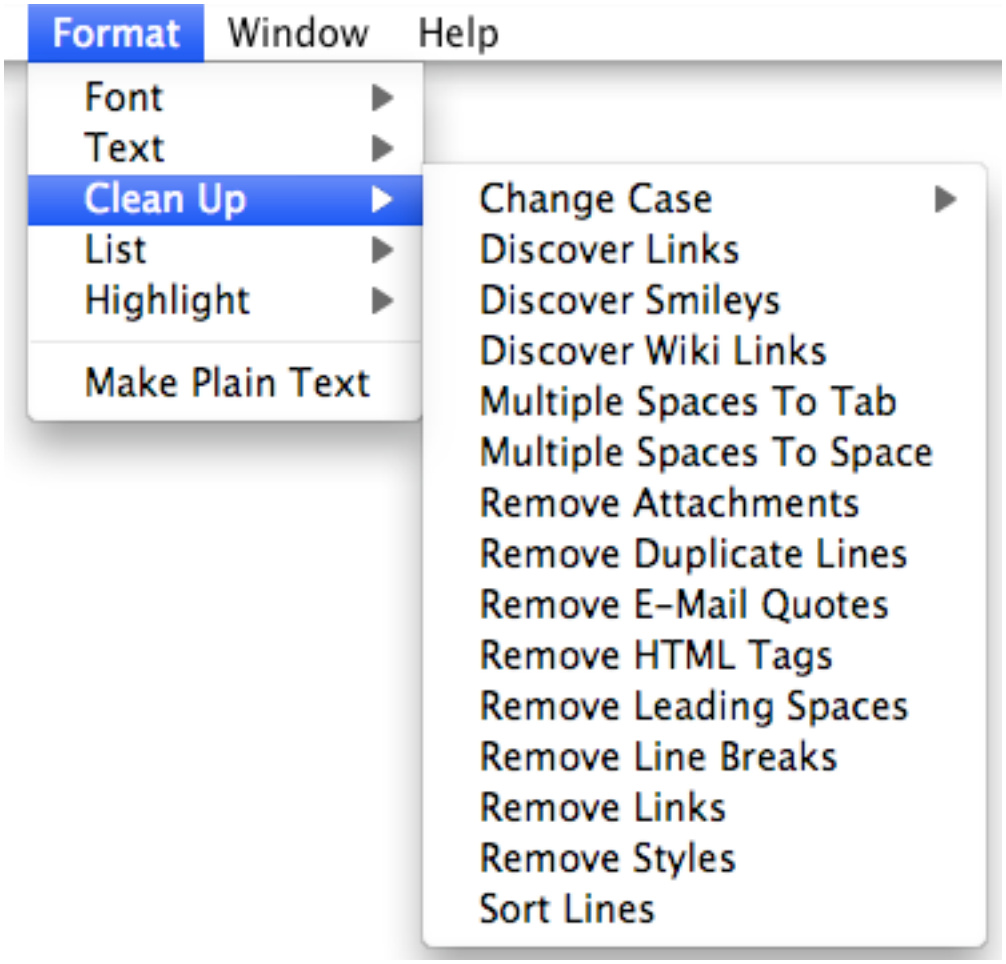
MacJournal can automatically discover links using a standard linking format often seen on wikis (called CamelCase).

See *Editing preferences* for more information on automatic discovery.

Alternatively, you can manually have MacJournal discover the links:

1. Select a Journal Entry.
2. Choose **Format→Clean Up→Discover Wiki Links**.
3. MacJournal will convert any matching text into a link.

The wiki link itself uses CamelCase (words with capitalized letters combined together) to discover links, but is intelligent about finding which journal entry to link to. For instance, a wiki-link that looks like “EntryTopic” will link to an entry in the same journal that is titled "Entry Topic" or "EntryTopic" or "Entry, Topic!" Wiki links need to contain two or more capitalized words to be recognized.



Tables

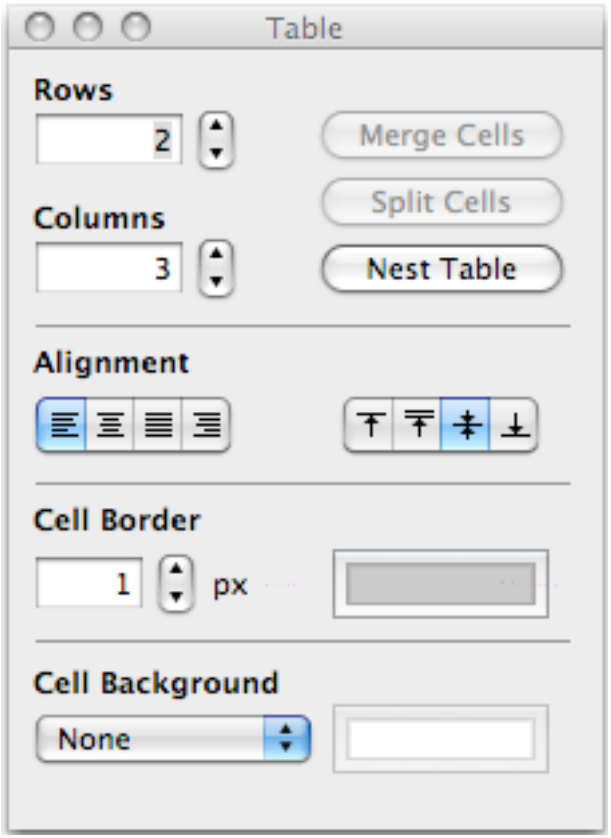
To add a table to your entry, choose **Format→Text→Table…**.

A table will appear at the location of the cursor and a table inspector will open (shown at right).

Edit the table cells as necessary.

The table inspector has the following options:

- Rows: set the number of rows.
- Columns: set the number of columns.
- Merge Cells: makes multiple cells into one cell.
- Split Cells: makes one cell into multiple cells.
- Nest Table: adds a table within a cell.
- Alignment buttons are as follows:
  - Left, Center, Justified, Right (horizontal)
  - Top, Baseline, Middle, Bottom (vertical)
- Cell Border: set the width of the border in pixels (px) and/or set the border color.
- Cell Background: set to color fill and choose a color.

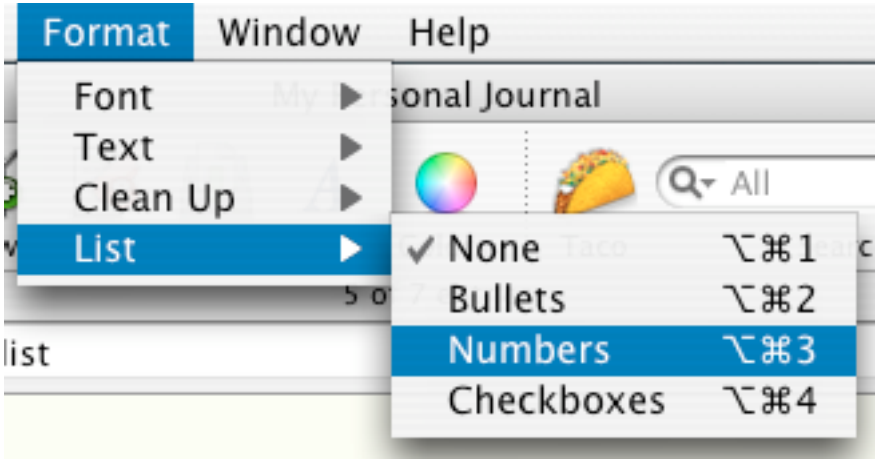


Lists

MacJournal supports a number of different types of automatic lists.
To create one:

1. Place your cursor within a journal entry in the body.

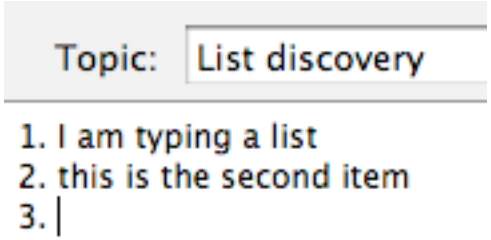
2. Choose **Format→List** and choose the type of list you wish to create (numbered in this example).



3. Press return and your next line should be numbered "1." (should you choose bullets or checkboxes, each line will be preceded by a bullet or checkbox).

4. Keep typing as many list items as you need.

5. Using *List Discovery* is the easiest way to make lists. Just start typing a numbered item or bullet and hit return. See *Editing preferences* for info on automatic list discovery.



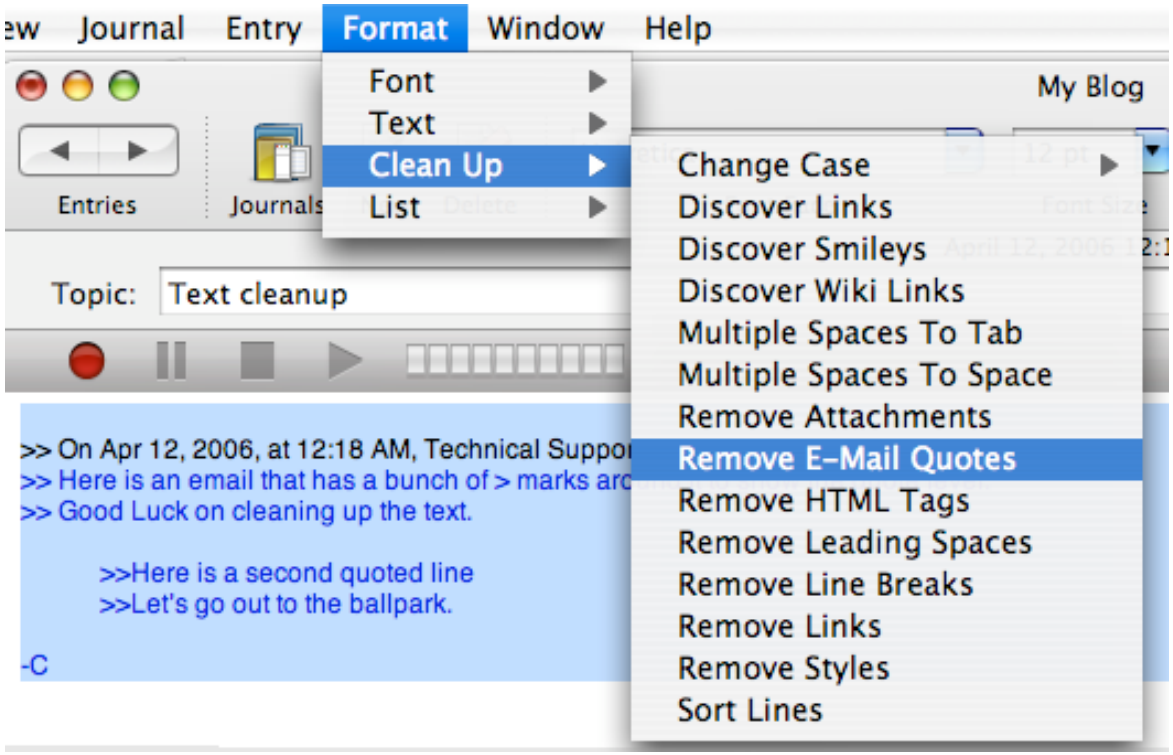
Hint: You can put the list selector in your toolbar. Just choose **View→Customize Toolbar…**. Drag the List segmented control up into your toolbar and click **Done**.

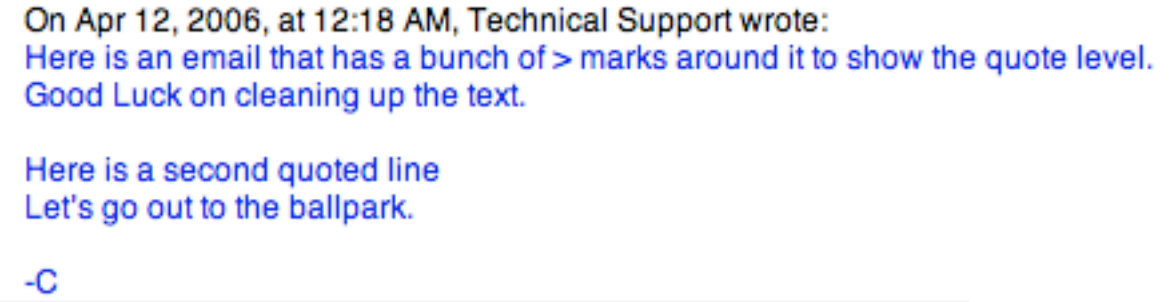
Cleaning text

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

1. Select some text containing e-mail quote characters (greater than “>” symbols).
2. Choose **Format→Clean Up→Remove E-Mail Quotes**.
3. The quotes and indentation will be removed (see images for before and after example).

Use the other menu options to complete a number of other common text cleaning tasks such as stripping out HTML tags, removing linebreaks, leading spaces, or links, or sorting lines alphabetically.



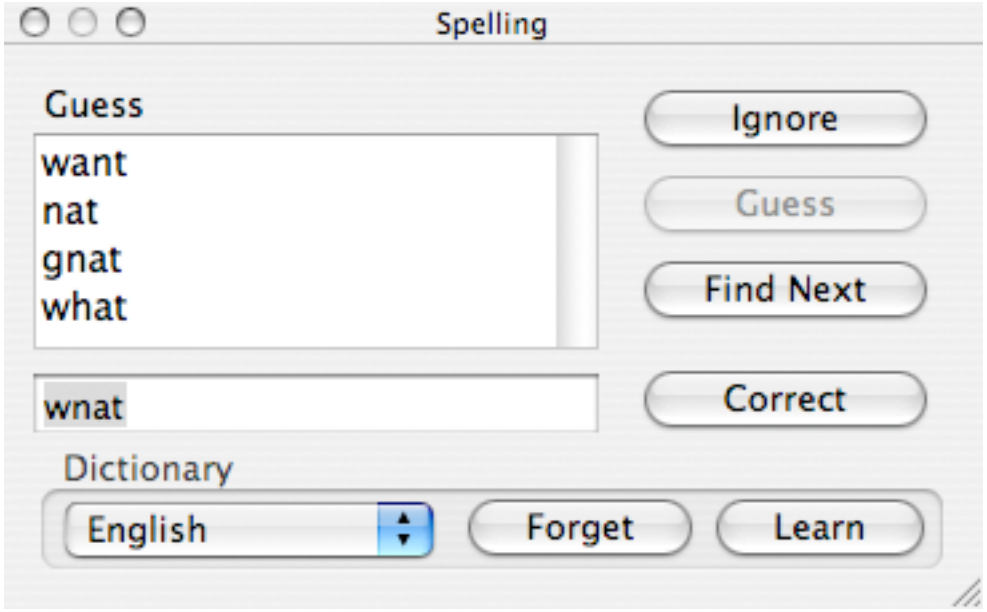


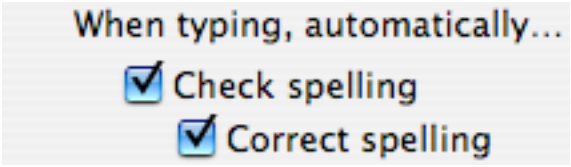
Spell checking

1. Select some text, then click on the spelling button in the toolbar or press ⌘:. The spelling window will appear.

2. Choose to **Ignore**, **Find Next**, or **Correct** the selected text.

Tip:
MacJournal can automatically check your spelling as you type and/or automatically correct simple spelling mistakes. These options are set in the *Editing preferences*.





Entry statistics

1. Select a journal or entry.

2. Choose **View→Statistics**.

3. A Statistics sheet appears (shown at right).

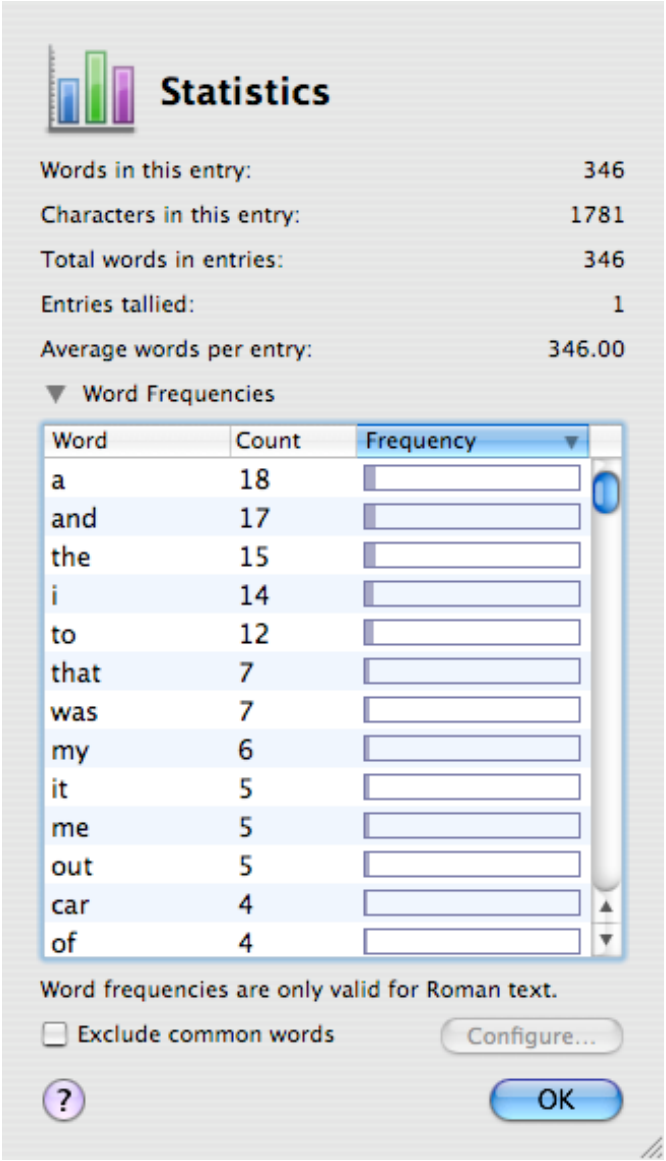
   Statistics includes:

   - Words and characters in the selected entry
   - Total words in all entries
   - Entries being counted
   - Average words per entry
   - Word Frequencies: a list of the most common words in the selected journal or entry. Word frequencies only work with Roman text.
   - Exclude common words: omits the most common words from the frequency list if checked.

4. Click **OK** when you are finished.

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

When the Source List has focus, choosing Statistics from the View menu shows stats for the selection in the Source List.



Chapter 7: Exporting and Syncing

In this chapter:

- Exporting entries and journals
- Exporting audio
- Podcasting
- Syncing with MobileMe
- Syncing with a PalmOS device
- Backing up your MacJournal documents

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

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

Syncing your MacJournal data to MobileMe or a Palm device can be very handy. With MobileMe you'll have a copy of your MacJournal data on your MobileMe iDisk that you can access while on the go or store as a remote backup. Syncing with a PalmOS device like a Treo phone allows you to have your journal text data on your phone as memos.

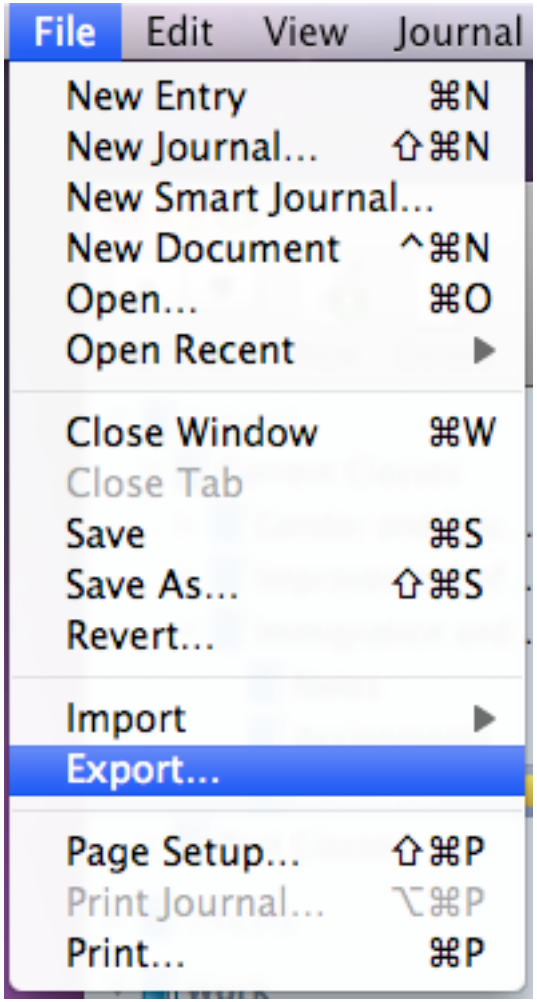
Exporting entries and journals

To export journal entries or entire journals, select what you wish to export and then:

1. Choose **File→Export…**. A sheet appears.
2. Select a file format in which to export.
3. Select the location and click **Export**.

MacJournal export formats:

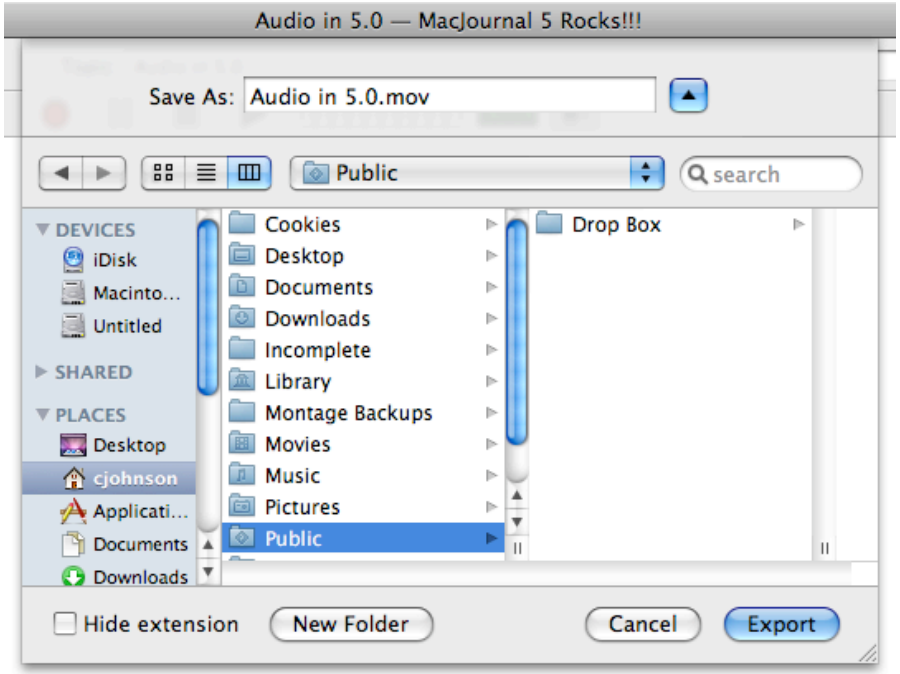
- Text
- RTF
- RTF with Attachments (RTFd)
- HTML
- Word (.DOC)
- MacJournal
- PDF
- Podcast (.m4a)
- iPod Notes



Exporting audio

1. Select an entry that has an audio recording.
2. Choose **File→Export…**
3. A sheet appears.
4. Name the file, set the save location and click **Export**.

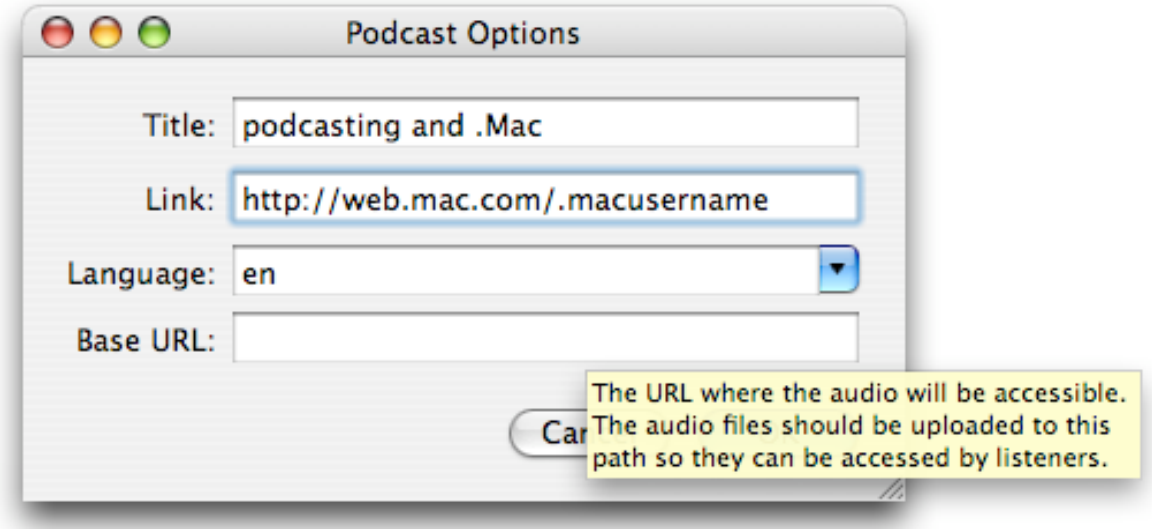
Audio Recordings are exported as .m4a format.



Podcasting

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

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



1. Choose an entry with audio.

2. Choose **File→Export…**. A sheet appears.

3. Choose Podcast as the file format.

4. A dialog appears where you can fill in the Title, Link, Language, and Base URL of the podcast (shown at top right). When you are finished click **OK**.

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

5. Upload the folder to your server via FTP.

Syncing with MobileMe

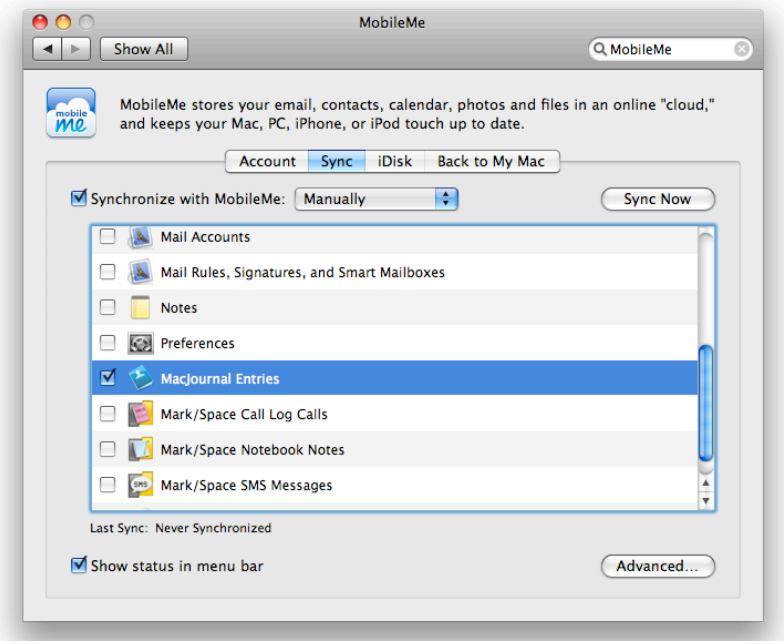
Note: You must have a MobileMe account to use this feature.

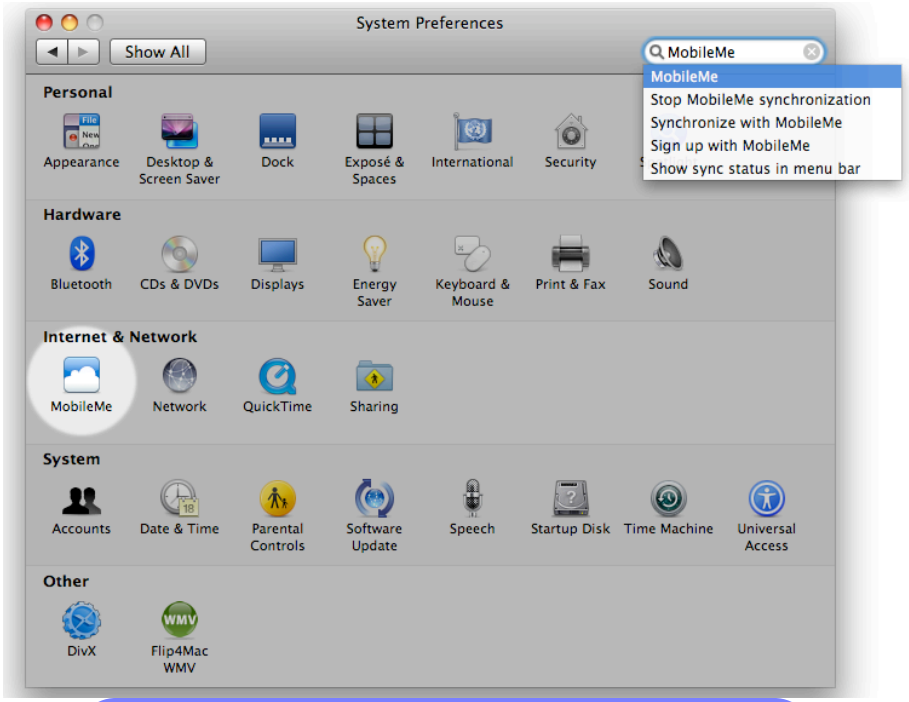
1. Choose **System Preferences** from the Apple menu (top right corner).

2. Select MobileMe

3. Switch to the “Sync” tab.

4. Place a checkmark next to the item “MacJournal Entries” (shown below).





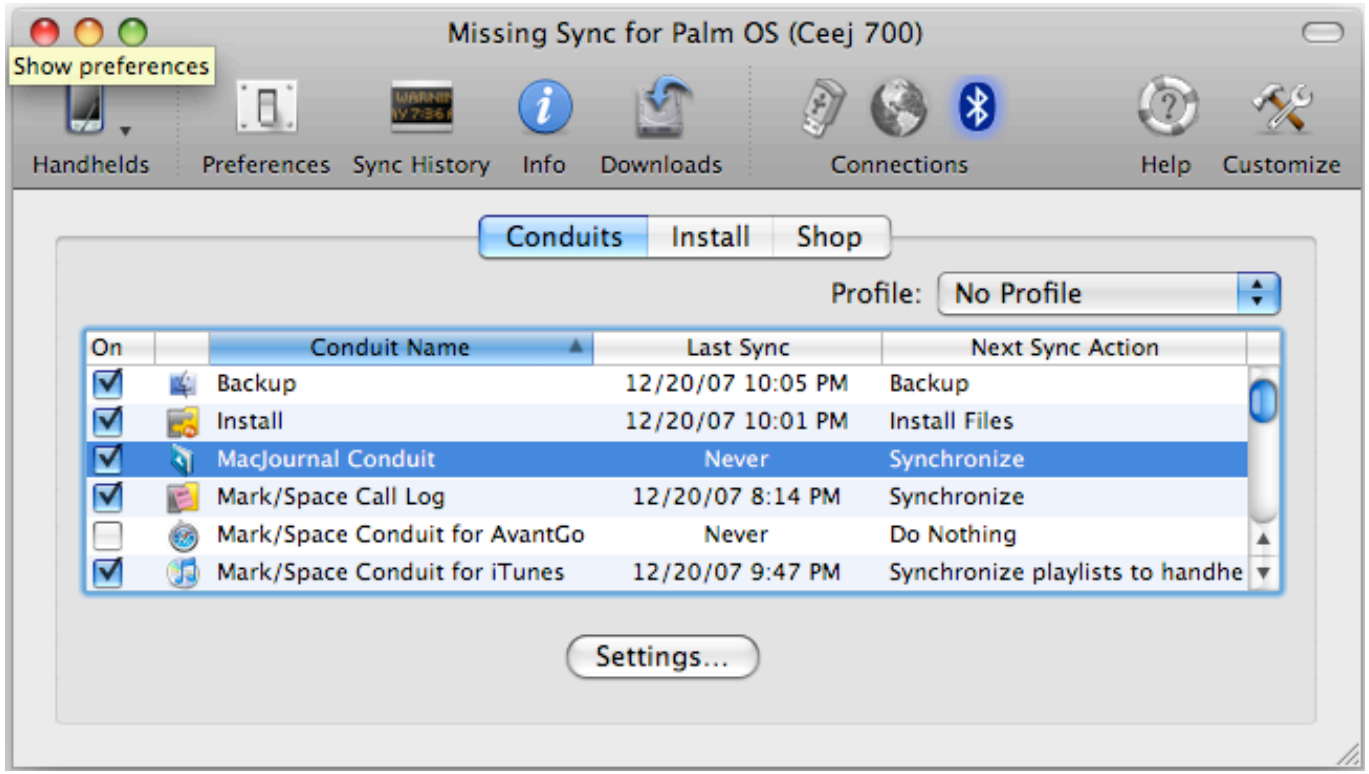
Tip:
If syncing is not occurring properly, try resetting the sync preference in this dialog.

Syncing with a PalmOS device

Syncing with a PalmOS device requires the Missing Sync program, available from http://www.markspace.com/

1. Launch Missing Sync.

2. Select the Conduits tab:



3. Place a checkmark next to the item “MacJournal Conduit”.

Backing up your MacJournal documents

Backups occur automatically when you quit and by default are stored here:

~/Library/Application Support/MacJournal/

(For those unfamiliar with Unix paths, the ~/ signifies your home folder.)

For further security, we strongly recommend using a backup solution such as Time Machine or similar to then backup the folder above to an external disk.

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

Chapter 8: Preferences

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

- **General**: set many of the default settings
- **Editing**: set saving, typing and ruler settings
- **Warnings**: set the warning functionality
- **Sidebar**: set options for the Source List
- **Fonts & Colors**: set the typeface and colors used throughout the application
- **HTML**: set templates for exporting your journals or entries
- **Full Screen**: set the look and behavior of full screen mode
- **Recording**: set the options for video and audio input, file format, etc.
- **Security**: set the options for locking, encrypting, and backups
- **Advanced**: settings for advanced users

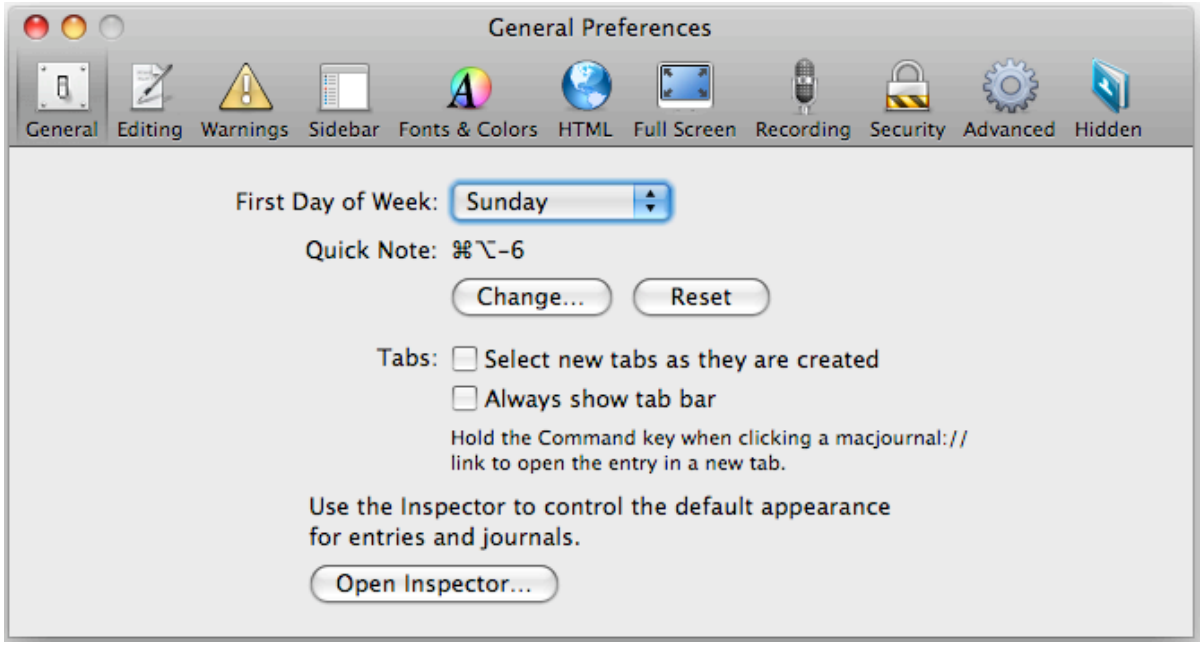
In this chapter:

- General preferences
- Editing preferences
- Warnings preferences
- Sidebar preferences
- Fonts & colors preferences
- HTML preferences
- Full screen preferences
- Recording preferences
- Security preferences
- Advanced preferences
- Customizing the toolbar

General preferences

1. Choose **MacJournal→Preferences**. The Preferences window appears.

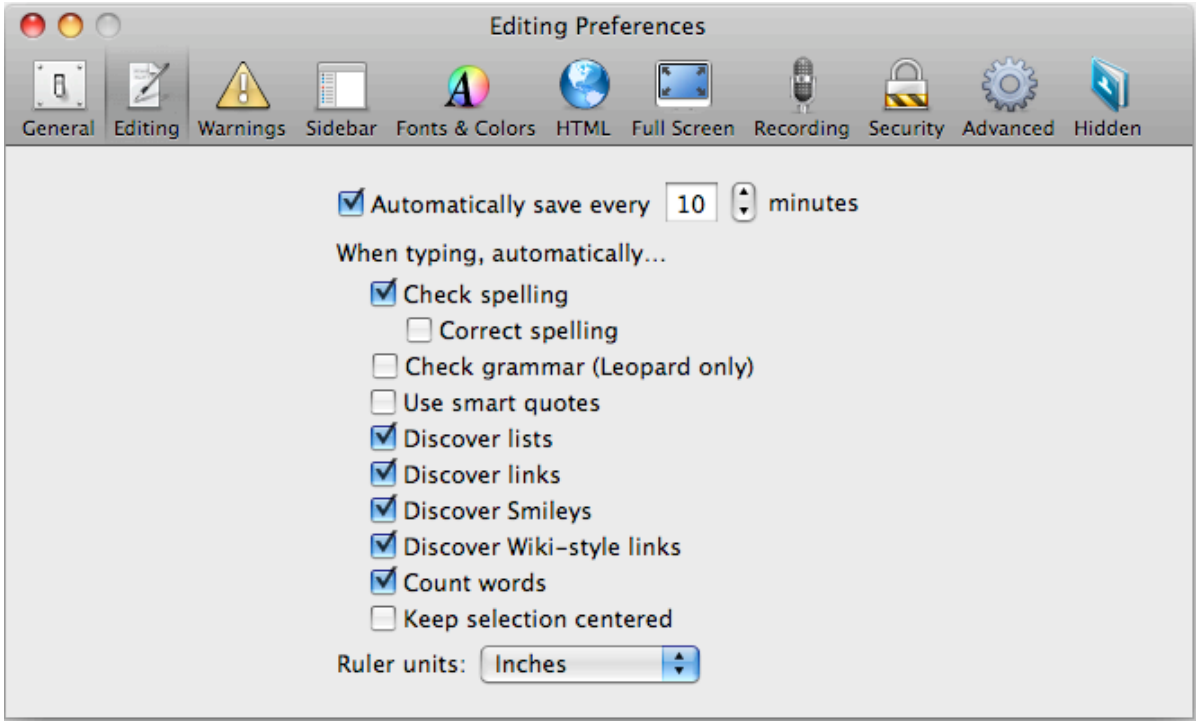
2. Select **General**.



You can set several options:

- **First Day of Week**: controls which day appears farthest left in the calendar.
- **Quick Note**: set a keystroke that will invoke the Quick Note feature. See *Using the Quick Note window* for more.
- **Tabs**: controls whether or not you always see the tab bar, and/or if creating a new entry makes a new tab.
- **Open Inspector**: opens the inspector so you may set many appearance settings. See Chapter 4 and Chapter 5 for more info.

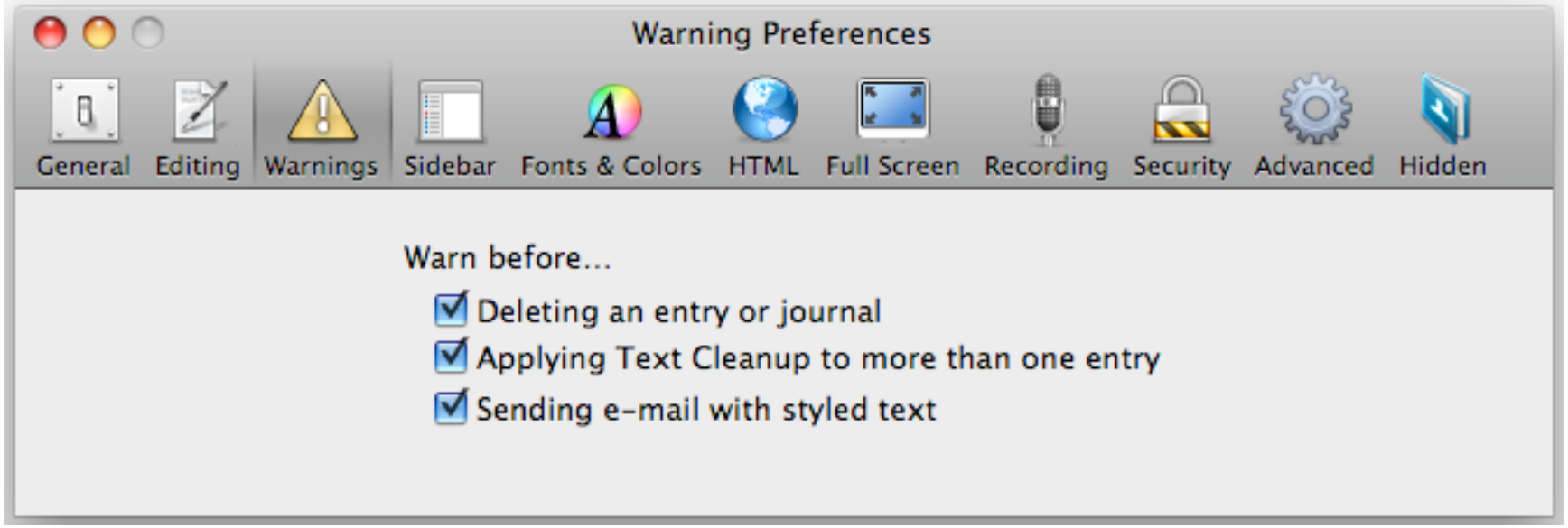
Editing preferences



- **Automatically save every X minutes**: Choose how often you'd like to automatically save your data.
- **When typing, automatically...**
  - **Check spelling**: underlines misspelled words according to the Mac OS X dictionary.
  - **Correct spelling**: automatically corrects misspelled words using the first suggestion word when there are only a few suggestions from the Mac OS X system dictionary.
  - **Check grammar** (Leopard only): underlines misspelled words according to the Mac OS X dictionary.
  - **Use smart quotes**: smart quotes are sometimes known as "curly" quotes. Straight quotes: " ". Smart/curly quotes: " "
  - **Discover lists**: automatically recognize a list and apply formatting while you are typing. Press return for a new list item.
  - **Discover links**: automatically recognize HTML links while you are typing.

    - **Discover smileys**: automatically recognize HTML smiley faces while you are typing and convert them to graphics.
    - **Discover Wiki-style links**: automatically recognize wiki-style links between your entries while you are typing.
    - **Count words**: displays a visible word count while you are typing.
    - **Keep selection centered**: Attempts to keep the selection centered.
- **Ruler Units**: set your preferred ruler units beween inches, centimeters, points, or picas.

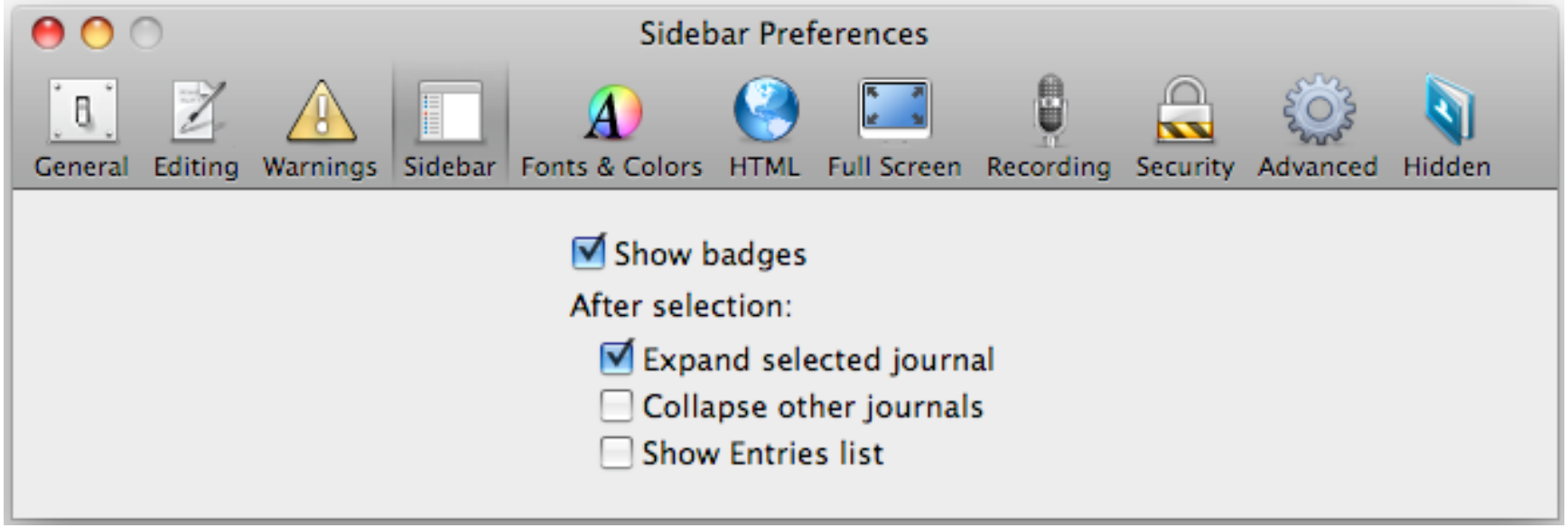
Warnings preferences



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

Should you turn off these warnings when they are shown to you in the program, you can turn them back on here (or vice versa).

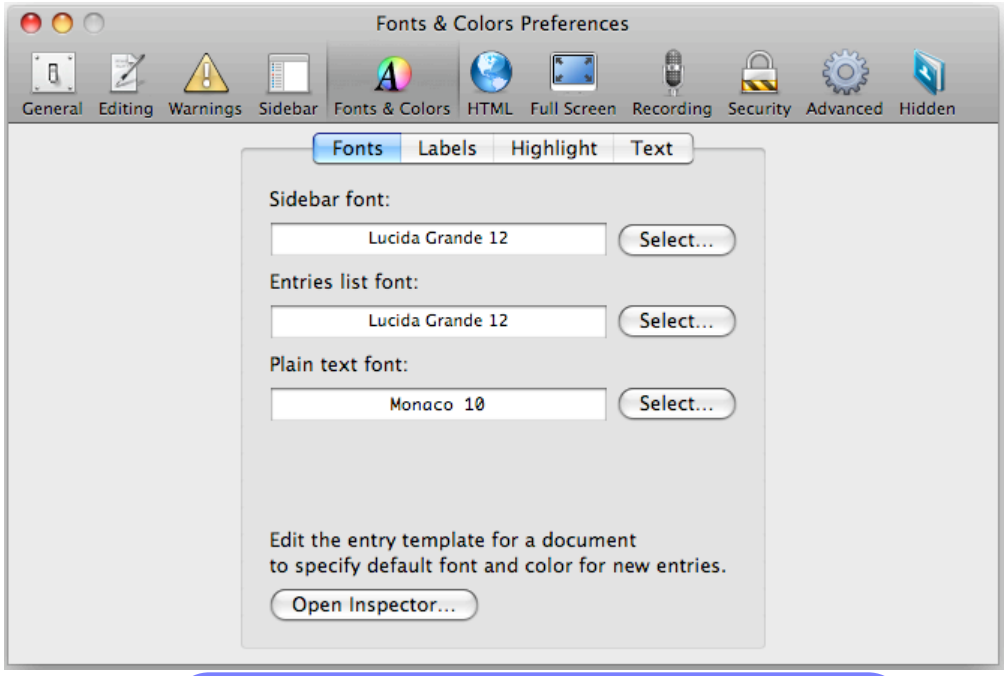
Sidebar preferences



- **Show Badges**: display icons (for audio and blog posts) next to journals and/or entries.
- **After Selection**:
  - **Expand selected journals**: clicking a journal reveals its entries.
  - **Collapse other journals**: clicking a journal hides the entries of other journals.
  - **Show Entries list**: opens the entries pane once you've selected a journal in the Source List (without this check by default, entries are shown together with journals in the Source List).

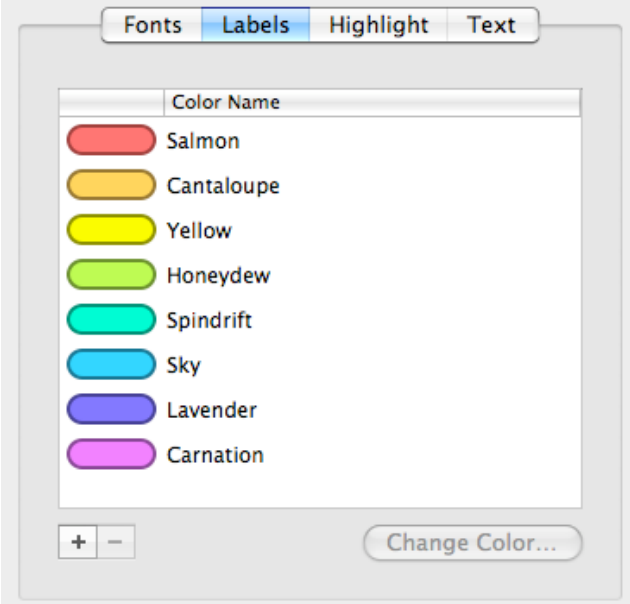
Fonts & Colors preferences

Set The default font, size and style for the Source List, entries list, and plain text. Setting the default font does not change the entry font.



Note:
Font and colors in a template apply to new entries, not existing ones.

The interface for **Labels**, **Highlight**, and **Text** color options are all identical:



Click the **+** button to add a new color to the list. Click the **-** button to remove a color from the list. Select a color and click **Change Color…** to change that particular color.

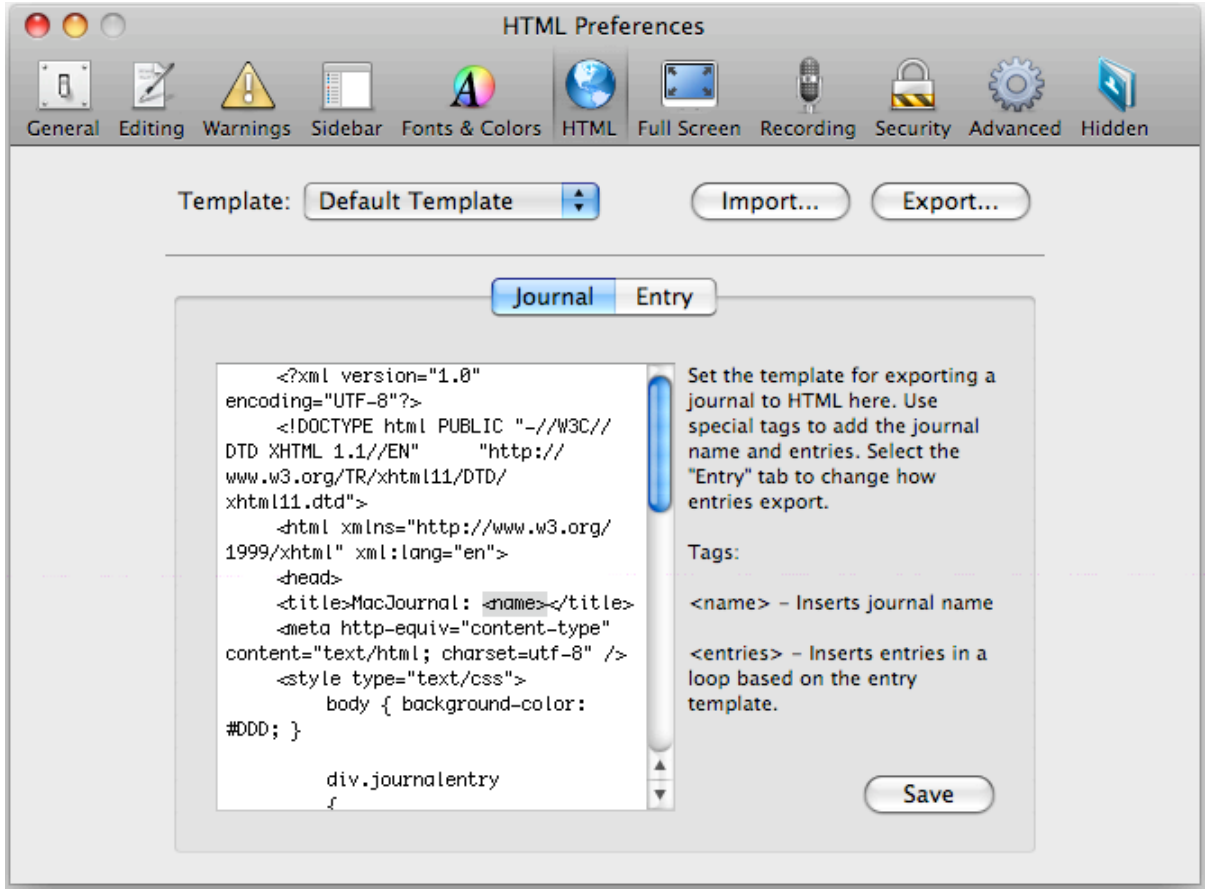
Note:
To set the font and color of the text of an entry, see Templates

HTML preferences

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

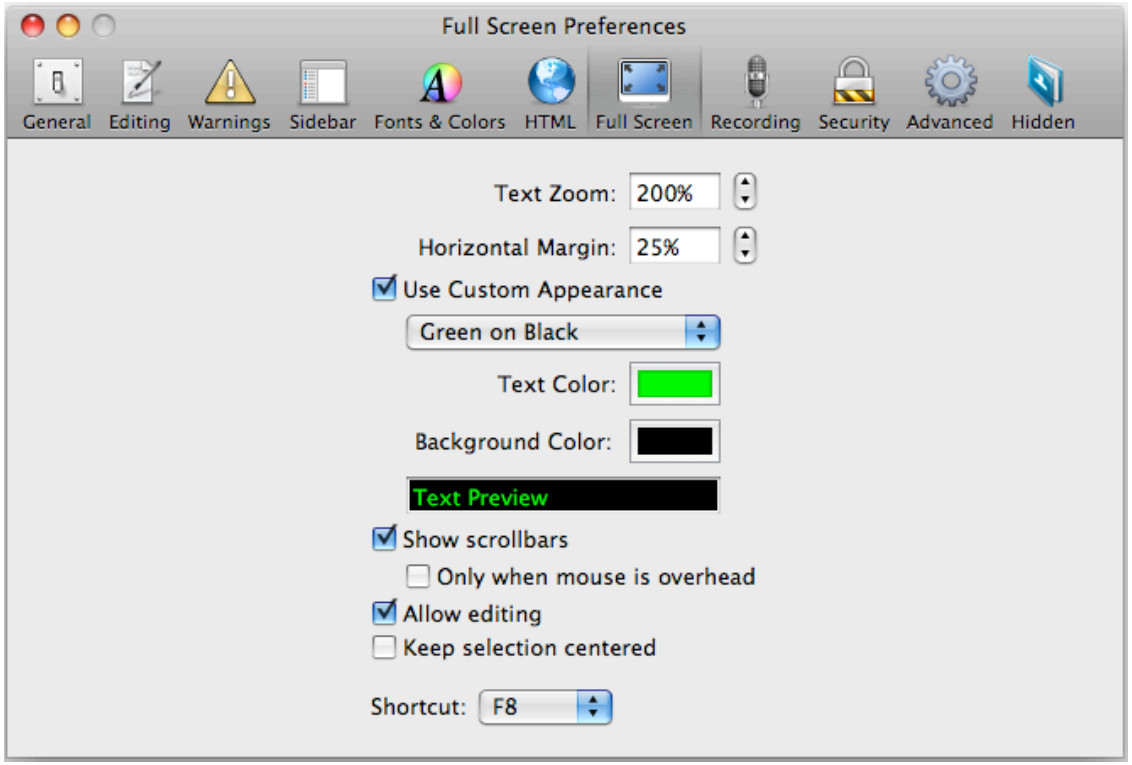
Hint: You can import and export HTML templates to and from MacJournal.

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



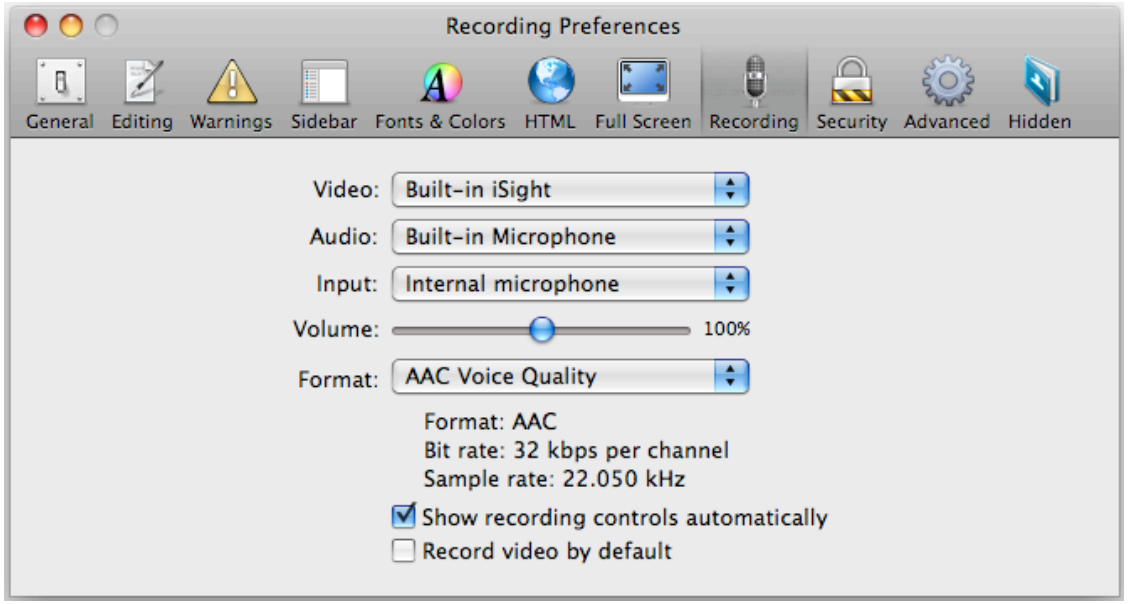
Full Screen preferences

Full Screen preferences contains the following options:



- **Text Zoom**: set the zoom magnification percentage.
- **Horizontal Margin**: set a percentage of the screen width on left and right for the margin.
- **Use Custom Appearance**: check this to customize full screen.
- **Text Color**: set the color of the text.
- **Background Color**: set the background color.
- **Show Scrollbars:** shows scrollbars on the right if checked.
- **Only when mouse is overhead**: scrollbars only appear when the pointer hovers in the rightmost edge of the screen if checked.
- **Allow Editing**: set whether or not you can modify entries while in full screen.
- **Keep selection centered**: useful on large monitors; this centers content on screen around the cursor if checked.
- **Shortcut**: set a function keystroke as a shortcut to enter full screen.

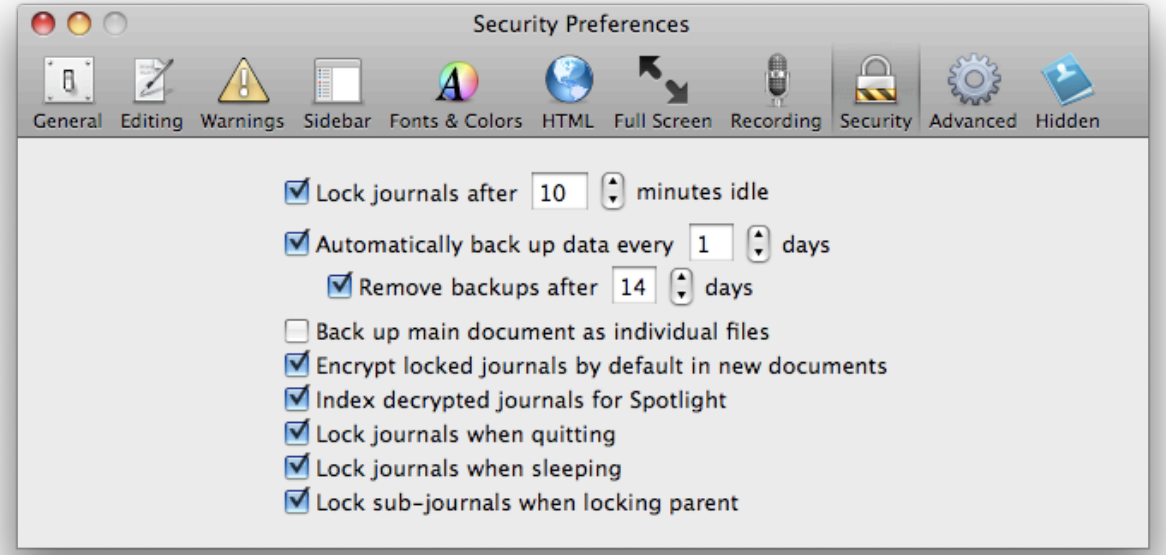
Recording preferences



- **Video**: select the device with which to record video.
- **Audio**: select the device with which to record audio.
- **Input**: select the input port.
- **Volume**: control the volume level.
- **Format**: allows you to select several output options. (AAC Voice Quality, AAC High Quality, Apple Lossless)
- **Show recording controls automatically**: Allows the recording controls to appear automatically when selecting an entry that contains recorded audio or video..
- **Record video by default**: if checked, you will record video by default rather than audio.

Security preferences

Security preferences deal with securing your data from theft as well as safeguarding your data against mishaps or other events that might cause data loss.



- **Lock Journals after X minutes idle** - Locks journals when the computer is not being actively used.
- **Automatically back up data every X days**. - creates backups of your MacJournal document every certain number of days.
  - **Remove backups after X days** - removes backup files older than a certain number of days. The default setting is 14 days.
- **Back up main document as individual files** - Creates separate files for each journal and its content.
- **Encrypt locked journals** - Applies a mathematical algorithm to the data so that it can't be easily read for security.
- **Index decrypted journals for Spotlight** - Once a journal is decrypted

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

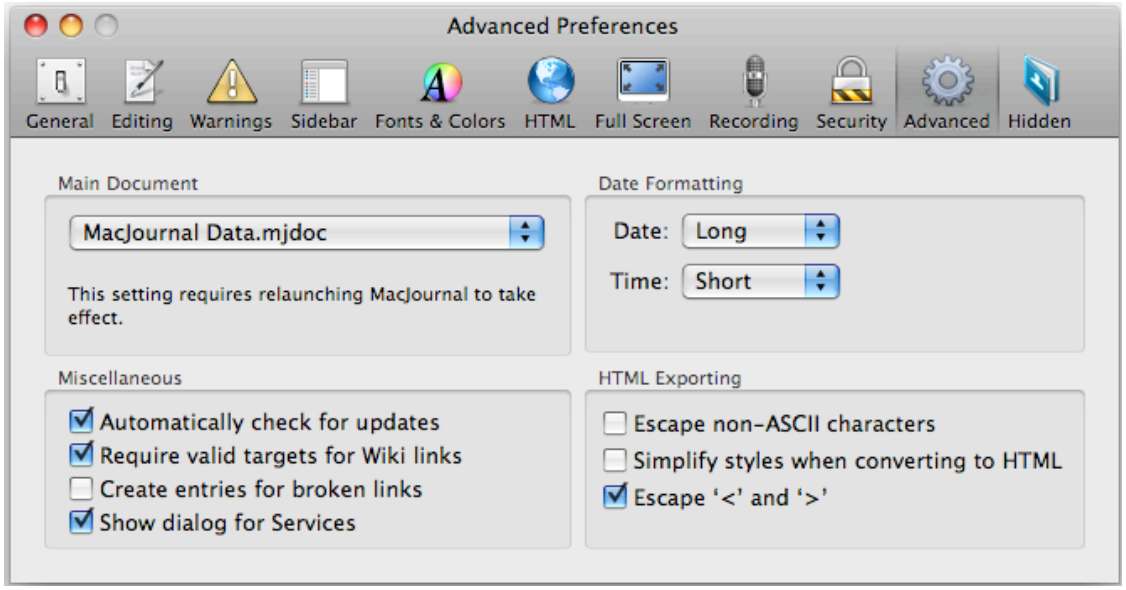
its content is available to be found by Spotlight.

- **Lock journals when quitting** - Password locks all the password protected journals on quit so that they do not remain unlocked on disk or in the next application launch.
- **Lock journals when sleeping** - Password locks journals when the computer goes to sleep mode.
- **Lock sub-journals when locking parent** - Password locks journals that exist within other journals. The locking effect cascades to nested journals.

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

Advanced preferences

- **Main Document**: set MacJournal's main document location.
- **Miscellaneous**
  - **Automatically check for updates**
  - **Quit MacJournal after closing window**
  - **Require valid targets for Wiki links**
  - **Create entries for broken links**
  - **Show dialog for Services**
- **Date Formatting**:
  - **Date**: None, Short, Medium, Long, Full
  - **Time**: None, Short, Medium, Long, Full
- **HTML Exporting**
  - **Escape non-ASCII characters**
  - **Simplify styles when converting to HTML**
  - **Escape '<' and '>'**



Customizing the toolbar

1. Choose **View→Customize Toolbar…**. A sheet appears (shown at right).

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

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

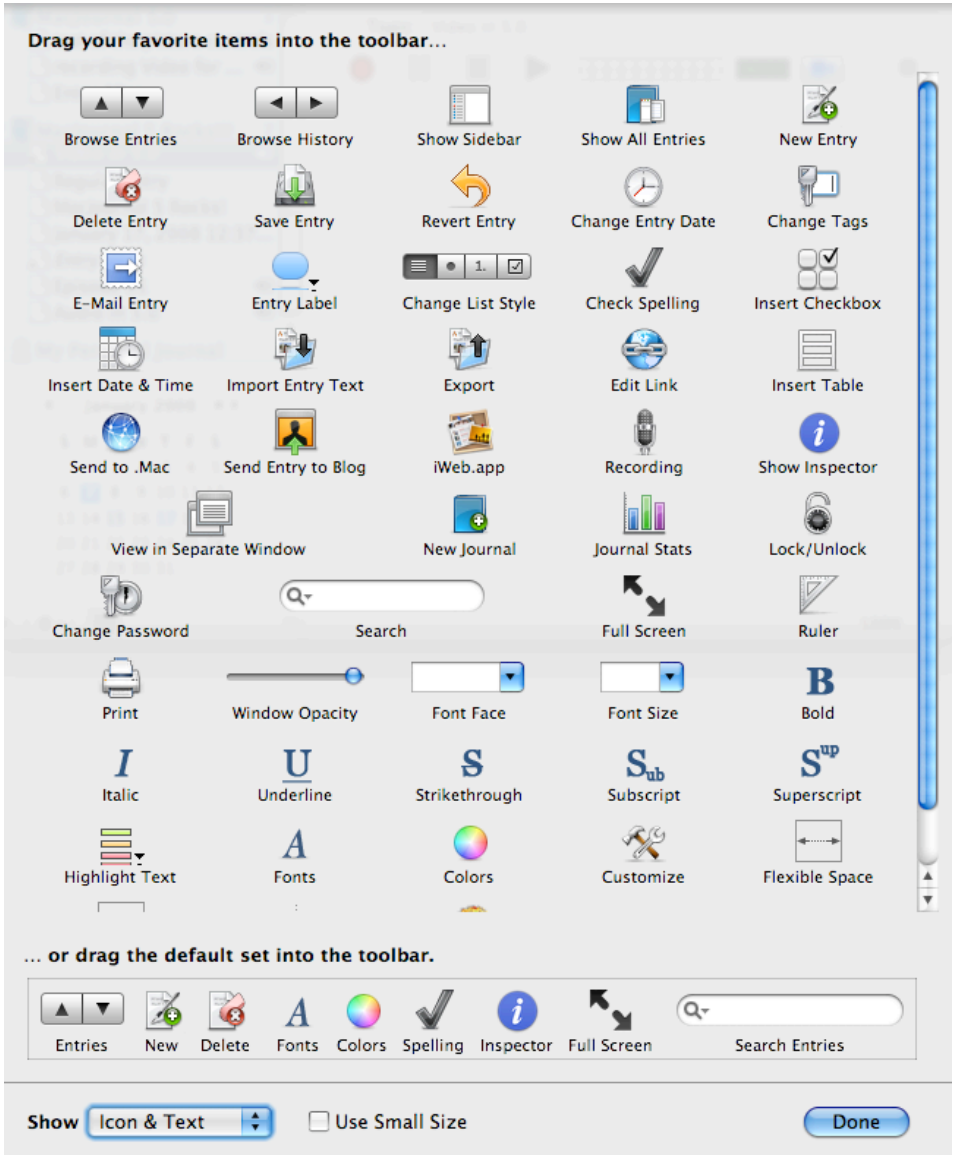
   Rearrange items in the toolbar by dragging them to the position desired.

   To use the default set, drag the default set to the toolbar.

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

4. Choose to use the regular or small size items.

5. Click **Done** when you are finished.



Chapter 9: Troubleshooting

In this chapter:

- Troubleshooting
- Contact Mariner Software

If you've gone through the documentation and are still having problems with MacJournal, we're here to help!

For technical support, please email support@marinersoftware.com.

We make every effort to reply promptly, in most cases within 24 hours.

We would also love to hear if you have an idea or feature request to make MacJournal better! Email us at ideas@marinersoftware.com to help us improve our software.

You can also find a friendly community of MacJournal users in the Mariner Software community forum:

http://www.marinersoftware.com/forum/

Thank you for using MacJournal! We look forward to hearing from you.

Troubleshooting

If you are having trouble using MacJournal but aren't able to find a solution to your problem in this user guide, please visit our discussion forum:

http://www.marinersoftware.com/forum/

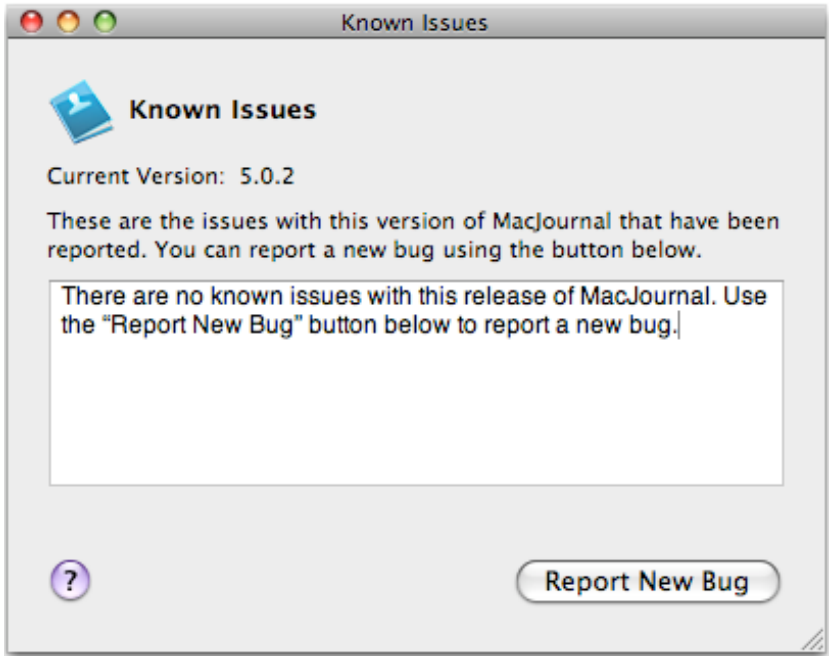
Or drop us an email:

Support@marinersoftware.com

Reporting a bug

If something isn't working right, or isn't working the way that this user guide says it should, you may have found a bug. It helps us a lot if you report it to us in detail so we can figure out what's going on and fix it. To do so:

1. Choose **Help→Report a Bug…**. A window appears listing known issues (shown at right).
2. Click **Report New Bug** if your issue isn't listed.
3. An email will open in your default email client; please fill in any pertinent info and click **Send**.



Contact Mariner Software

There are numerous ways to get in touch with Mariner Software:

Email

- Sales: sales@marinersoftware.com
- Support: support@marinersoftware.com

Phone: (612) 529-3770

- Voice support is available 9am – 6pm Eastern Standard Time

Fax: (612) 529-3775

Mailing address

Mariner Software, Inc.

401 N. 3rd Street #665

Minneapolis, MN 55401

USA

For updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our web site: http://www.marinersoftware.com

Thank you for using MacJournal!