



## Advanced Diary Help

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# 1 General Information

## 1.1 About Advanced Diary

Do you need an easy to use yet powerful private digital diary for your daily records? **Advanced Diary** is the perfect choice.

First, it supports multiple diaries and multiple entries for a single day. This is a unique feature available only in Advanced Diary. No other diary software is capable of keeping multiple diaries in a single database file.

Not only can you enter diary text but you can create **audio** and **video diaries** as well!

Moreover the program supports multiple databases. You can easily create a new database and switch back and forth between databases. Also you can protect your information with a **password** and even **share your information with your friends or colleagues over a network!** The program supports various access rights for each user and allows assign entries to specified users.

Second, Advanced Diary is clearly structured and easily searched. Linking one entry to another is possible as well.

Third, there are two available navigation types: Calendar (show by date) and Document Tree (show by file). Access diary entries by simply jumping to a certain date or by clicking the diary entries in the Document Tree.

Who needs Advanced Diary? Not just romantic teenagers who want to write down all their secret thoughts. The program is perfect for tracking dietary habits or for keeping a record of weight loss progress. Advanced Diary can be a powerful personal development tool when used to log interesting ideas, observations and thoughts. Because the program comes with a clean uncluttered interface, using Advanced Diary is a pleasure.

Advanced Diary supports [rich text formatting](#), [backgrounds](#), [diary templates](#), [images](#), [tables](#), [hyperlinks](#) to the Internet or local files, in addition to any records in the database. You can export your data to RTF or HTML files. The built-in Print option allows EDITING of reports before printing. Advanced Diary also supports [file attachments](#) and [much more](#).

Advanced Diary is a **fully portable program**. You can install it on any USB jump or thumb drive and carry it so that you can write wherever you happen to be, such as on your lunch break at work. This is an especially nice feature since you can easily hide a small drive from prying eyes!

Also Advanced Diary has a full **Dropbox support!** You can save a copy of your database into Dropbox and then load it on another computer with just one mouse click!

### *Enjoy with Advanced Diary!*

Advanced Diary Development Team:

 Email: [info@CSoftLab.com](mailto:info@CSoftLab.com)

 Web: <http://www.CSoftLab.com>

## 1.2 Features Overview

### Advanced Diary's Major Advantages:

#### General

- Intuitive user-friendly interface.
- **Fully portable program:** install on any removable storage device for use on any pc.
- Supports various interface types and color schemes.
- Fully customizable view.
- Multi-language support.
- Full unicode support.
- Flexible tree-like database structure.
- Ability to restore deleted entries.
- Create new databases and simultaneously work with multiple databases.
- On-the-fly database swapping.
- Databases can be password protected and encrypted with the strong AES encryption algorithms.
- Share all data in real-time over a network.
- Various access rights for each database user.
- You can create public and private records, or assign entries to specified users only.
- Synchronization with Dropbox. You can save a copy of your database to Dropbox and then load it on another computer with just one mouse click.
- Synchronization with Google Drive. You can save a copy of your database to Google Drive and then load it on another computer with just one mouse click.
- Synchronization with OneDrive, You can save a copy of your database into OneDrive and then load it on another computer with just one mouse click..
- File attachments - attach any file to entries and keep them directly in the database file.
- Attachments manager - you can see all your attachments in one window.
- Video recording.
- Voice recording.
- Ability to add text descriptions to attached files and multimedia diaries.
- Built-in fully functional media player for your audio and video diaries.
- Ability to create and insert the diary templates.
- Supports multiple diaries and multiple entries for a single day.
- Supports Calendar and Document Tree navigation types.
- Print with configurable templates.
- Built - in print templates editor.
- Ability to edit print reports before printing.
- Page header and footer are supported.
- Ability to export the print reports into RTF or HTML file.
- Powerful database search engine with regular expressions support.
- Import and export features (rtf, txt, html, dndb)
- Ability to set up various backgrounds for the documents.
- RTF support.
- Paragraph formatting.
- Image insertion.
- Bullets and Numbering.
- Hyperlinks to other database records or Internet/local/network files.
- Ability to work with tables.
- Spell checking.
- Ability to set up own hotkeys for any menu items.
- Minimize to system tray (optionally).
- Updates Checker.

- Proxy servers support.
- Simple installation and uninstallation.

*And many other features to explore and use...*

## 1.3 Installation and system requirements

### System requirements:

Advanced Diary requires Windows XP, Vista, Windows 7, 8.x, or Windows 10 environment. It will not work correctly under earlier Windows versions.

### Additional requirements:

70 MB of free space on your hard disk

### Installation Guide

- If you have installed an older version of this software, before starting the installation, be sure that the Advanced Diary is not running.
- Run the installation of the new version and follow the instructions.
- If you have installed an older version of this software, do not uninstall it before installing the newer version. Install a newer version over the older one instead. This will help you to keep all the program data in the new version.

### Firebird server

Advanced Diary installation package contains Firebird server. This product is free and necessary only if you plan to use Advanced Diary in a multi-user mode. Please see the [Server installation](#) help topic for more details.

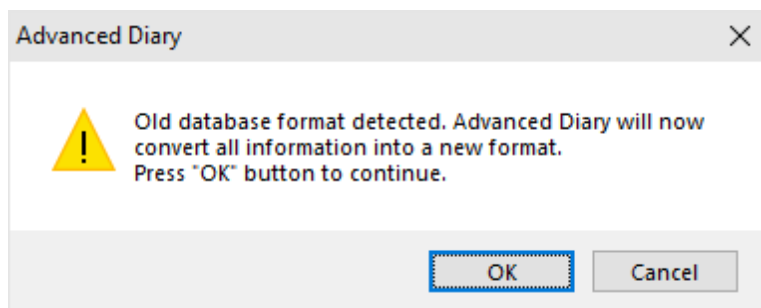
### Uninstallation Guide

- Be sure that the Advanced Diary is not running.
- Run the "uninstall" from the Advanced Diary folder on your Start menu or from Add/Remove Programs in Windows Control Panel.

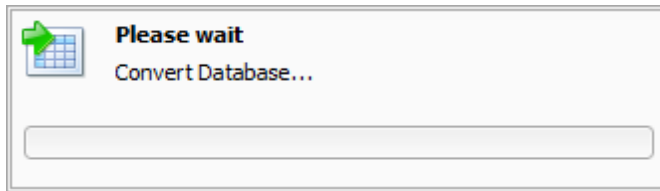
## 1.4 How to upgrade old versions of Advanced Diary

### Old database import:

When replacing the old program version with the new one, the Advanced Diary finds the already existing old databases and offers users to convert them.



click the "OK" button. You will see the next window with conversion process:

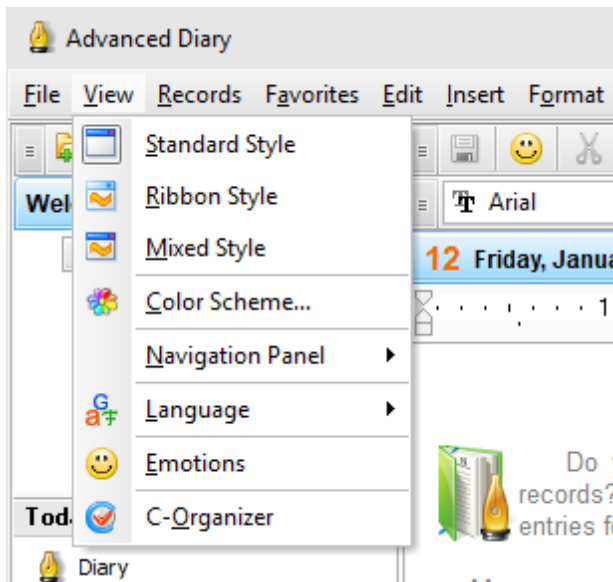


**Note:** The new versions of Advanced Diary do not have a backward compatibility with the old versions (4.x and older). Because of this Advanced Diary will create a copy of the old database after conversion. File will be created in the same location where converted database and will have the "\*.DDB" file extension.

## 1.5 Interface types and colors

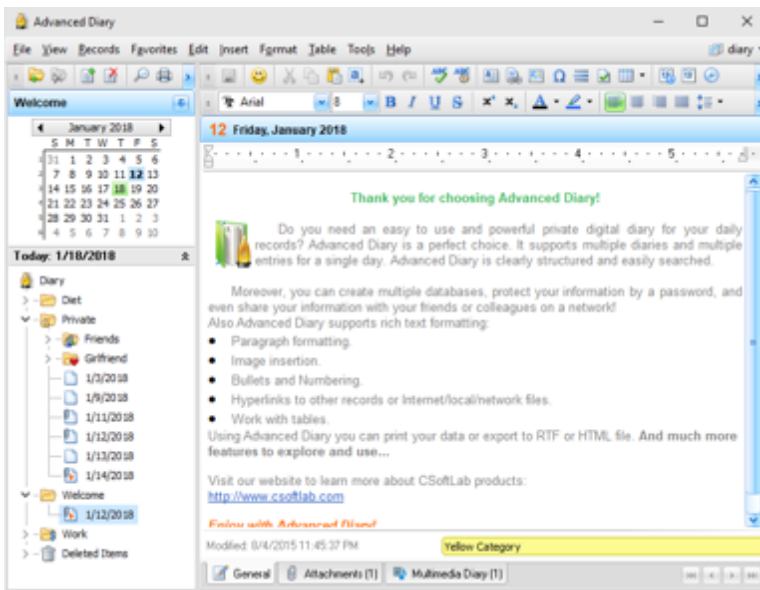
Advanced Diary supports various interface types and colors. To change interface type, please use the "View" program main menu item.

Here you can choose one of three styles: **Standard Style**, **Ribbon Style** or **Mixed Style**.



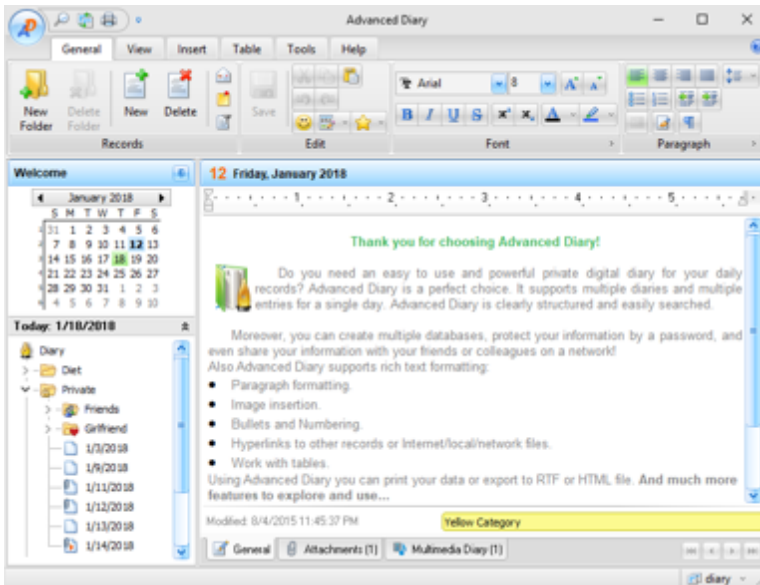
### Standard Style

This style represents standard main menu and toolbars:



### Ribbon Style

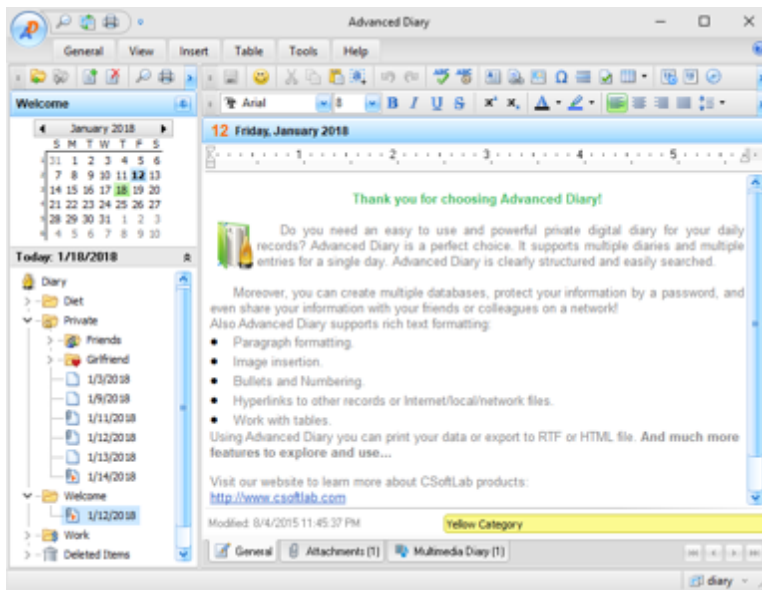
This style replaces main menu and standard toolbars with Ribbon panels, like in MS Office since 2007:



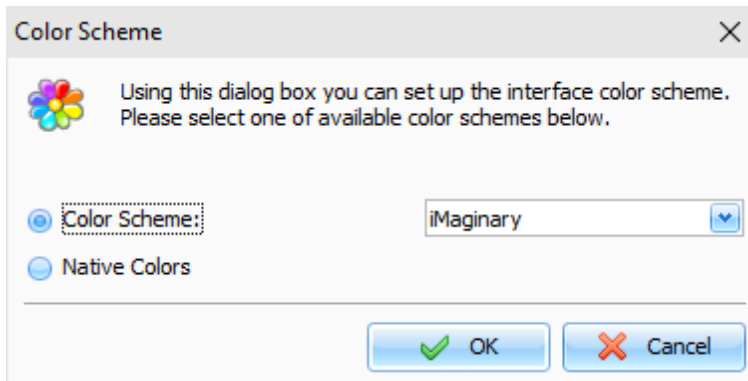
### Mixed Style

This style combines Standard and Ribbon styles. Instead of main menu displayed minimized Ribbon. Also standard toolbars are present:





To change the color scheme, please use the **"View - Color Scheme"** program's main menu item. In the opened window you can choose one of 45 color schemes or select "Native Colors". In the "Native Colors" mode Advanced Diary will use default system settings for the colors and controls painting. This mode is not available for the "Ribbon" and "Mixed" interface types.

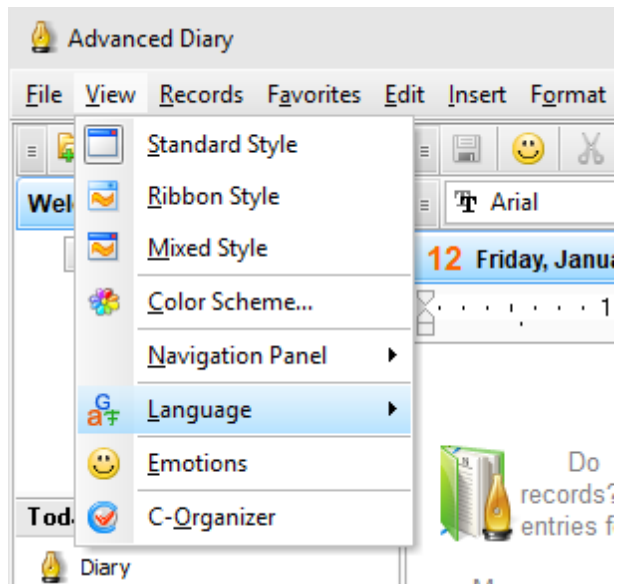


## 1.6 Multilanguage interface

Advanced Diary supports the multilanguage interface.

To switch between languages please select the **"View - Language"** main menu item.

Advanced Diary has a full unicode support. It will show correctly any international characters regardless of the system language.



### Localization:

The localization facility of our products allows you to have the products in your native language. Our goal is to have the user interface of our software translated to the most popular world languages. And we feel that a native speaker can make the translation to his/her native language the best way. So, if you can help us with the translation to your language, please send us an email. If your language is available (nobody is currently working on translation to the language), we'll send you our Localization tool.

*You are welcome to write to us:*

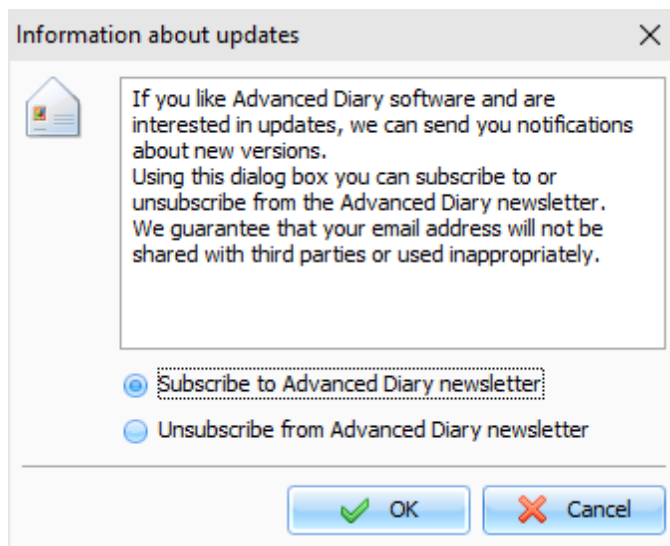
 [localization@CSoftLab.com](mailto:localization@CSoftLab.com)

Please send us your completed translation. We'll check it out, and, if it's good, we'll grant you a **free license** for Advanced Diary.

## 1.7 Information about updates

If you like Advanced Diary software and are interested in updates, we can send you notifications about new versions.

Select "**Help - Information about updates**" main menu item to subscribe to or unsubscribe from the our special newsletter.



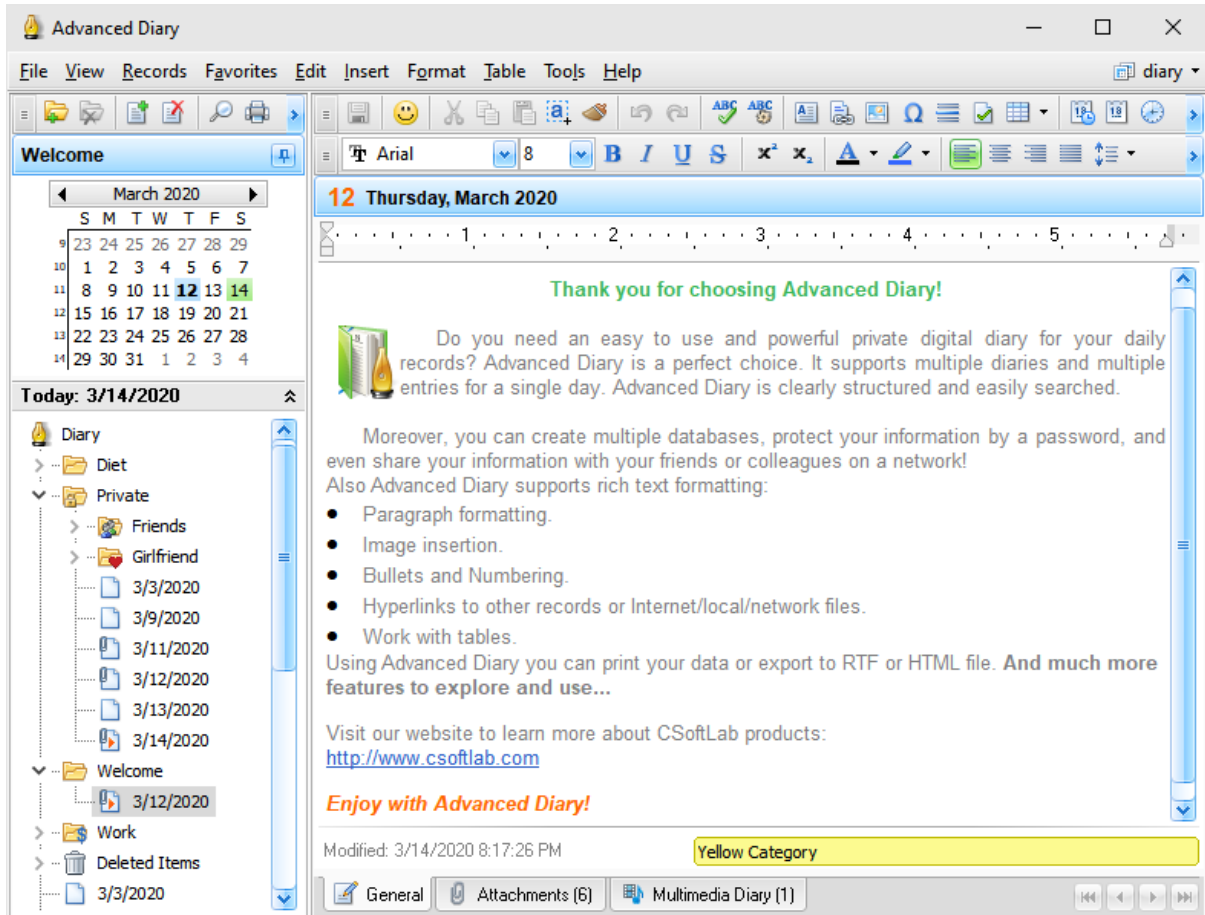
*We guarantee that your email address will not be shared with third parties or used inappropriately.*

Also you can run the built-in Updates Checker by clicking the "**Help - Check for updates**" main menu item.

Advanced Diary can check for updates automatically, if this option is turned on in the [program's Options](#).

## 2 Working with Advanced Diary

### 2.1 Overview



**Advanced Diary** supports two navigation types: **Calendar** (show by date) and **Document Tree** (show by file).

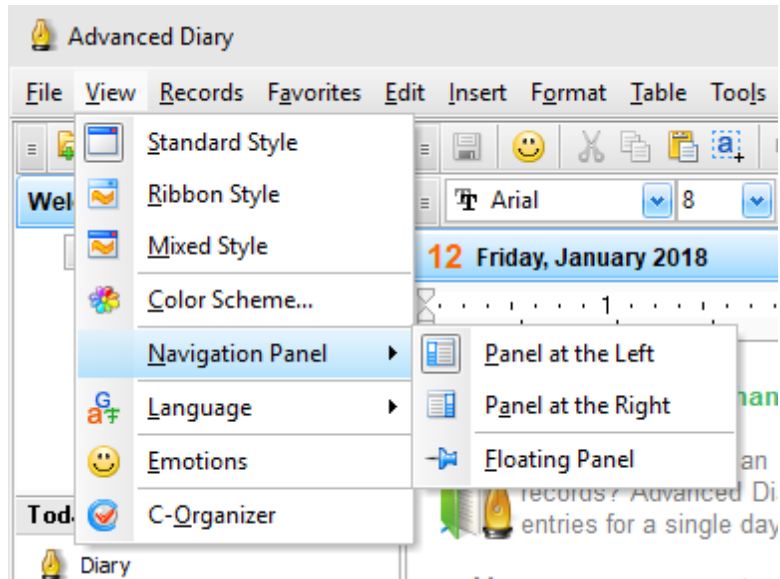
You can access diary entries by simply jumping to a certain date or by clicking the diary entries in the Document Tree.

To make editing and viewing entries easier, the dates on the program calendar that have entries, are marked in a **bold font**. To switch quickly to a current date, just right-click the calendar with the mouse button and choose **Go to today**.

The entries in the Documents Tree displays a so-called "file tree" so you can can open a desired file immediately. To change the documents sort order just click the "**Records - Sort By**" main menu item.

Since both navigation types are useful in their own unique ways, you can use any of them, depending on the situation.

The Calendar and Documents tree are placed on the navigation panel in the left part of the program's main window. You can show, hide left panel, or change its position using "**View - Navigation Panel**" main menu item:



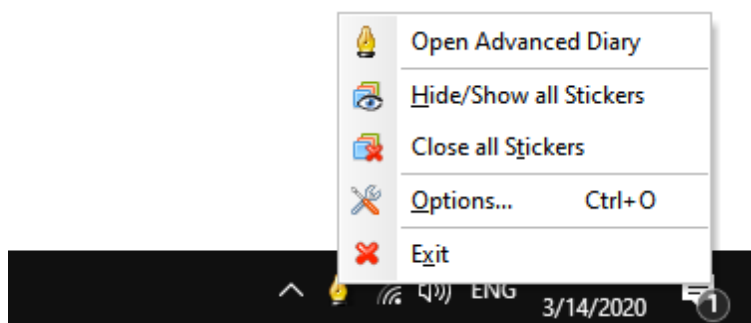
The right part of the program's main window is intended for showing your diary entry. Here you can [view](#), [edit](#) or [write the new entries](#).

Advanced Diary can be minimized to system tray (near the system clock) if an appropriate option is selected in the program [General Options](#).



You can open the main program's window by clicking the icon in system tray with the left mouse button, or if you click the right mouse button, you will see a popup menu with the most frequently used functions of the program:

- **Advanced Diary** - opens the main window of the application, just as the left mouse button click does.
- **Hide/Show all Stickers** - opens or minimizes all opened [sticker windows](#).
- **Close all Stickers** - closes all opened [sticker windows](#).
- **Options** - the [program settings](#).
- **Exit** - exit from the program (is similar to the command "File - Exit" of the main menu).



## 2.2 Portable mode

Advanced Diary is a **fully portable program**. You can install it on a memory stick or any other removable storage device and then use it on any computer without purchase additional licenses.

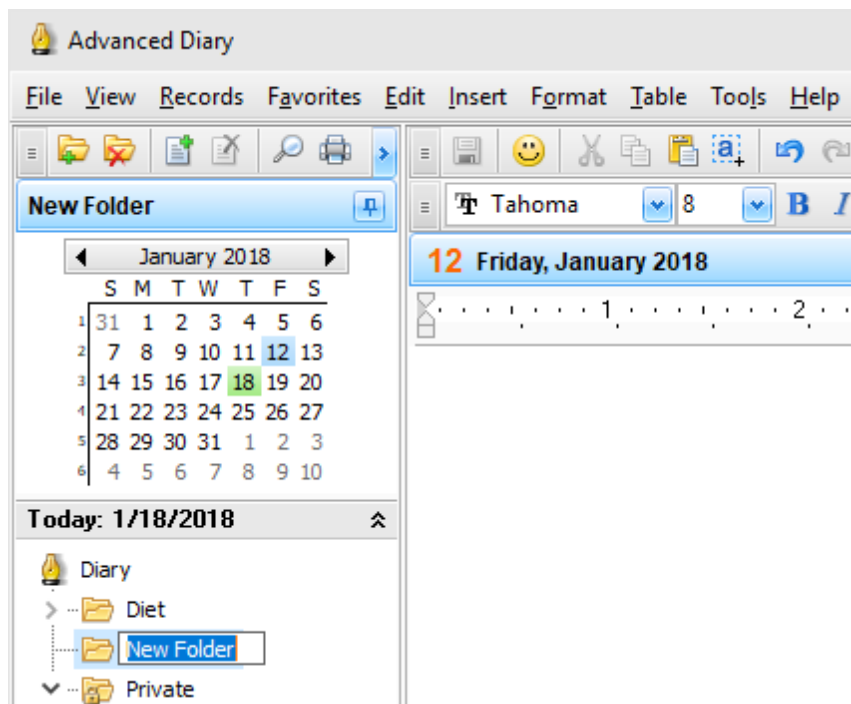
To turn on the **portable mode**, please follow these steps:

- Install Advanced Diary on a removable storage device.
- Run Advanced Diary.
- Click the "**Tools - Options**" main menu item.
- In the "Options" window select "[Additional Options](#)"
- Turn on the "**Save Settings in INI file**" option.
- Click "**OK**" button to save your options.
- In the main window click the "**File - Database manager**" main menu item and make sure that Advanced Diary works with the database on your removable device. If Advanced Diary works with the database on your hard drive, simply copy this database onto removable device, then add it and activate in the "[Database manager](#)" window.

That is all! From now you can use Advanced Diary on any computer.

## 2.3 Working with folders

To add a new folder press the "**New Folder**" button on the program's toolbar. You can also use the **Ctrl + Alt + N** shortcut. A new tree node will be added, now just enter desired folder name:

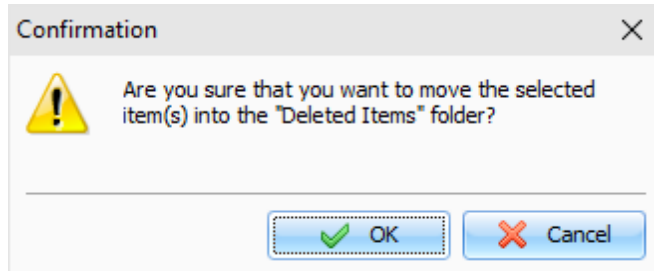


To edit (rename) an already existing folder, click this diary on the tree or the "**Records - Rename Folder**" main menu item.

Moreover you can change a folder picture for better visualization. Just click the "**Records - Change Icon**" main menu item and choose one of predefined pictures or load own picture from file. The picture

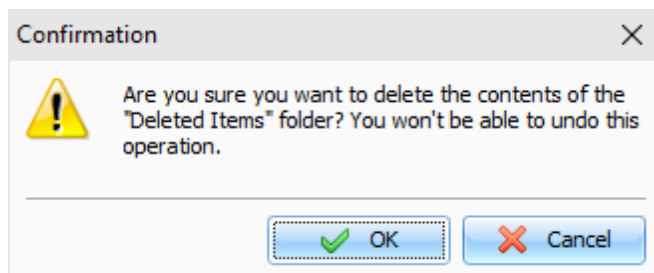
size is 16x16 pixels.

To delete a folder, click the **"Delete Folder"** button. You can alternately use the **Ctrl + Alt + D** shortcut. The **"Confirmation"** window will appear:



After the confirmation the selected folder and all entries inside this folder will moved into the **"Deleted Items"** folder. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

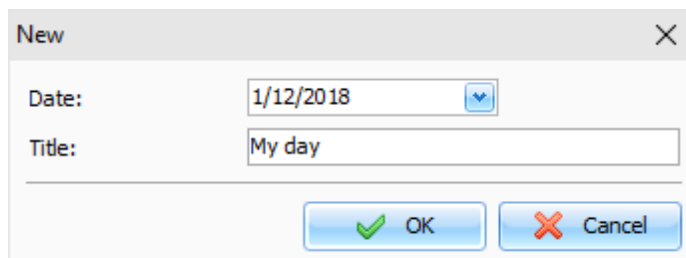
To completely delete your entries, please delete them inside the "Deleted Items" folder, or click the **"Records - Empty 'Deleted Items' Folder"**. After the confirmation these entries will be permanently deleted from the database:



**Warning:** You won't be able to undo these changes.

## 2.4 Working with records

There are two methods to create a new entry: you can select any date on the program calendar and enter your text. A new entry will be created for this date. Also you can click the **"New"** button on the program toolbar or use the **Ctrl + N** shortcut. A dialog box will appear:



Here you can select an entry date and enter entry title (optionally). If record has title, it will appear on the Documents tree instead of date. You can change the entry title by editing it in the Documents tree or by clicking the **"Records - Rename"** main menu item. If you would like to change the entry date, simply drag it onto an appropriate date on the program's calendar, and the entry date will be changed.

To edit already existing record, simply select this record and then edit text.

To apply the record changes, click the **"Save"** button on the program toolbar and all information will be saved into the database.

A built in text editor in Advanced Diary supports **rich text formatting (RTF)**, **pictures**, **tables** and **hyperlink insertion**. Also we've added the backgrounds and diary templates support. See the [Working with text](#) and ["Working with diary templates"](#) help topics for more details.

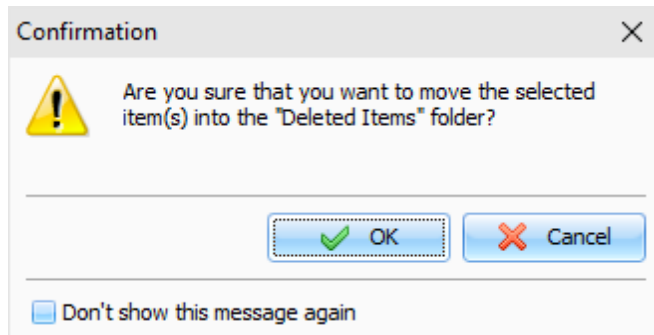
You can add a [voice diary](#) or [attach any file](#) to the current entry. This is not hyperlink to file. The attached file will be stored directly in the database.

Also you can assign any [categories](#) to your entry and then [filter your entries by categories](#).

You can send your entries by email. See the ["How to send an entry by email"](#) help topic for more details. Any entry can be opened as an [electronic sticker](#) on the monitor screen.

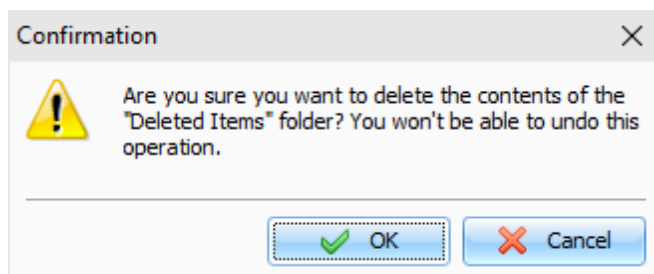
If necessary, you can cut, copy and paste selected entries by using an appropriate button in the **"Records"** main menu item. Advanced Diary supports multiple records selection inside a single folder.

To delete an entry, click the **"Delete"** button. If an appropriate [option](#) is turned on, the **"Confirmation"** window will appear:



After the confirmation all selected entries will moved into the **"Deleted Items"** folder. This feature will allow to restore deleted entries, in case if you deleted them by mistake.

To completely delete your entries, please delete them inside the "Deleted Items" folder, or click the **"Records - Empty 'Deleted Items' Folder"**. After the confirmation these entries will be permanently deleted from the database:



**Warning:** You won't be able to undo these changes.



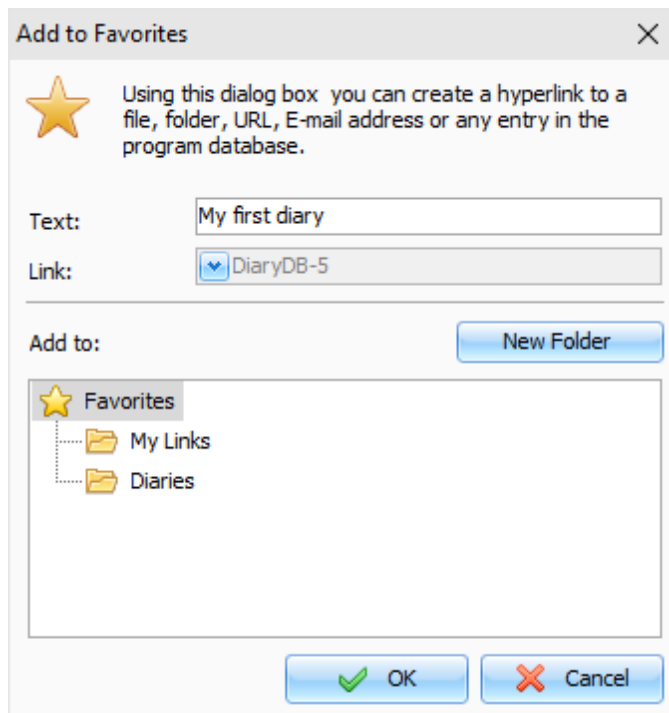
## 2.5 Favorites

Advanced Diary has the "Favorites" feature. You can add any entry into the Favorites list and then open this entry with just one mouse click.

### Adding Favorites

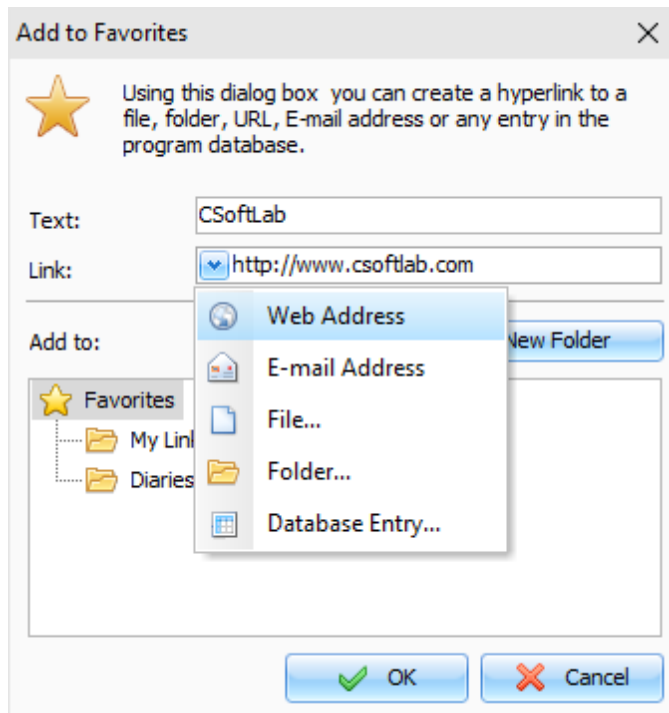
To add any entry to Favorites, select this entry and click the "**Favorites - Add to Favorites**" main menu item.

"Add to Favorites" window will be opened:

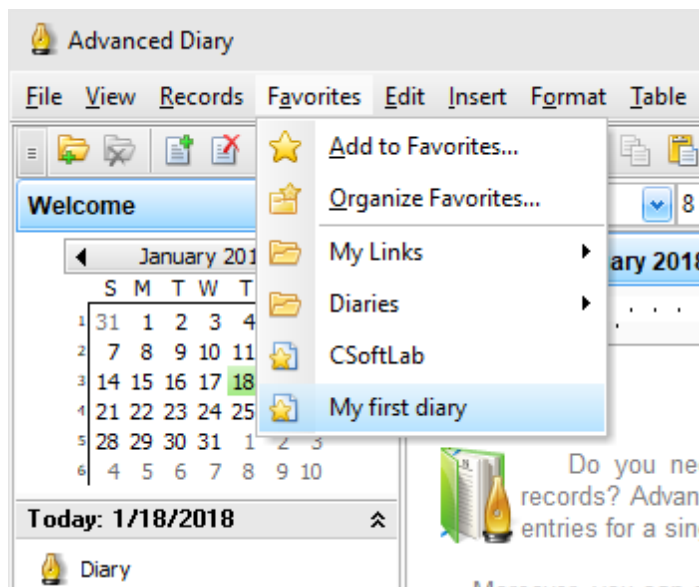


Here you can enter a favorite text (optionally) and select a folder where a new favorite link will be added. If necessary, you can create a new folder by pressing an appropriate button.

Please note, that you can create a link **not only to any entry in Advanced Diary database!** You can create a favorite entry, which links to any file, folder, Internet or Email address. Just select an appropriate link type:



When the new favorite is added, it becomes available in the "**Favorites**" main menu item:

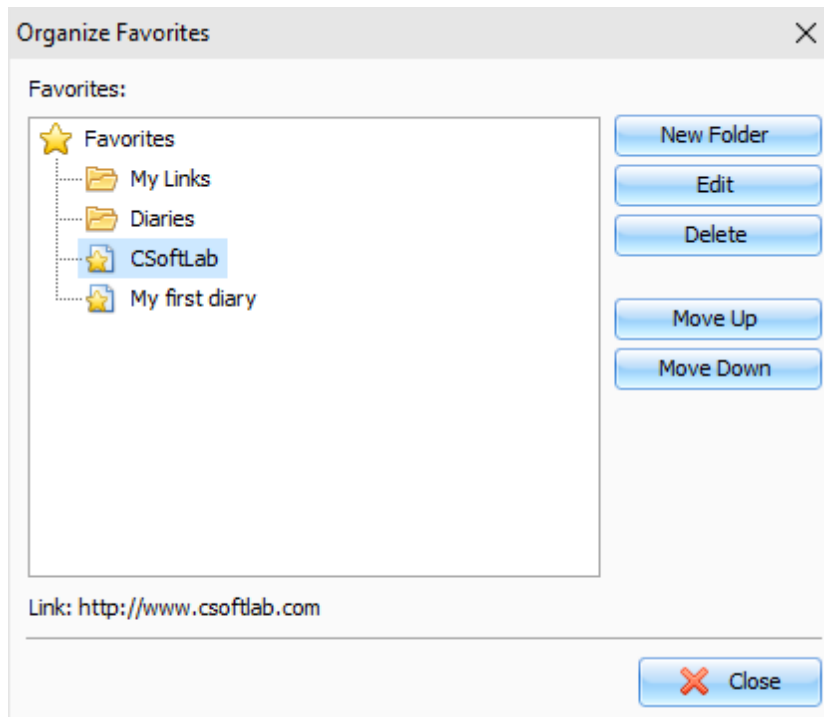


Just click it, and associated entry will be opened!

### Organizing Favorites

To sort, rename, delete your favorites, or move them to folders, click the "**Favorites - Organize Favorites**" main menu item.

"**Organize Favorites**" window will be opened:



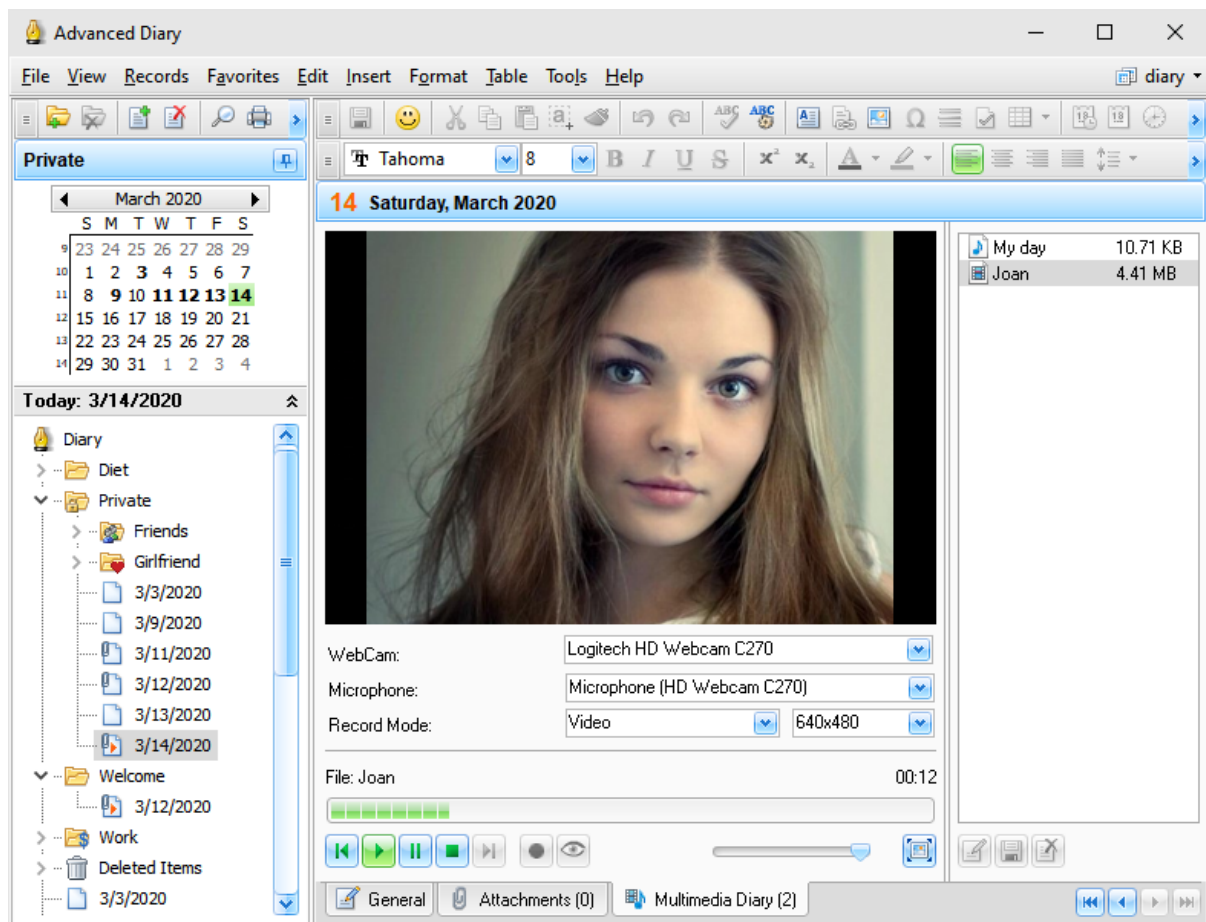
To create a new folder, click the "**New Folder**" button.  
To rename any folder or favorite entry, click the "**Edit**" button.  
To delete any folder or favorite entry, click the "**Delete**".

You can change the favorites order. Just select any entry or folder and click the "**Move Up**" or "**Move Down**" buttons.

To move entries into a different folder, simply drag and drop this entry by mouse into an appropriate folder.

## 2.6 Multimedia Diary

To work with the audio and video diaries, open the **Multimedia Diary** tab:



In this window you can record and play your multimedia diaries.

#### Options:

**WebCam** - if more than one webcam attached to your computer, you can select which webcam will be used to record video.

**Microphone** - if more than one microphone attached to your computer, you can select which microphone will be used to record voice (In Video record mode only. If you select Audio mode, Advanced Diary will use default microphone).

**Record Mode** - here you can select what to record (Video or Audio diary).

**Resolution** - here you can change a resolution for video recording.

Use the **Play**, **Pause**, **Stop**, **Next**, **Previous** and **Record** buttons to start and stop recording, and to play existing multimedia diaries.

**Note:** Advanced Diary keep all recorded audio and video diaries directly in the database.

**Preview** - use this button to get video from your webcam. This can be convenient, when you recording video diary. If your computer does not have any webcams attached, this button is disabled.

**Volume** - use it to change the sound volume when playing your audio or video diaries.

**Full Screen** - opens built-in multimedia player in the full screen mode.

To rename existing voice diary click the **Rename** button.

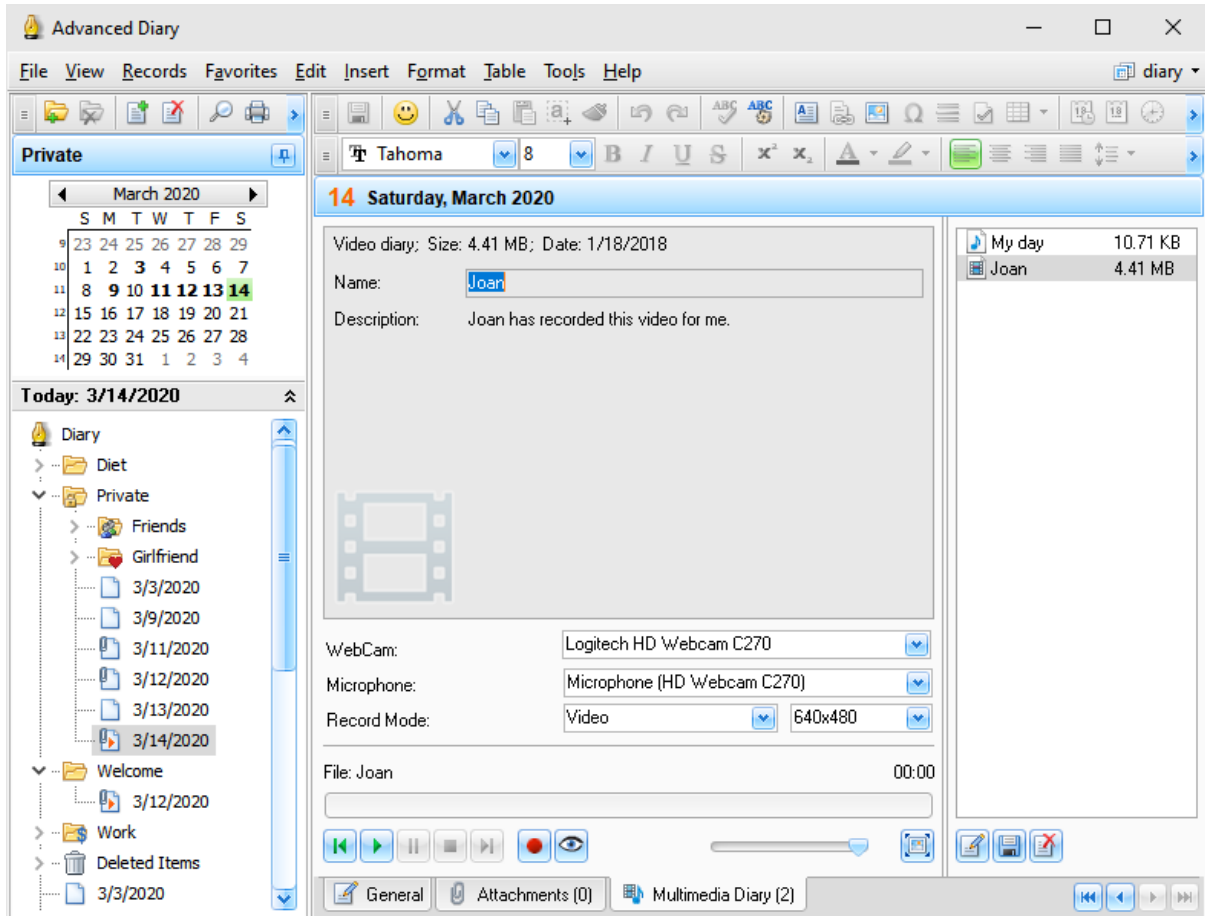
To save any audio or diary into a file, click the **Save As** button.

To delete selected multimedia diary click the **Delete** button.

When you play audio or video diary, you can **scroll it using the progress bar** above. Just click desired position and your file will be played from this position.

You can find all your attachments including audio and video diaries in the [Attachments manager](#) window.

As well as for attached files, you can not only **rename** your multimedia diary, but also add **description**, if necessary:



### Important:

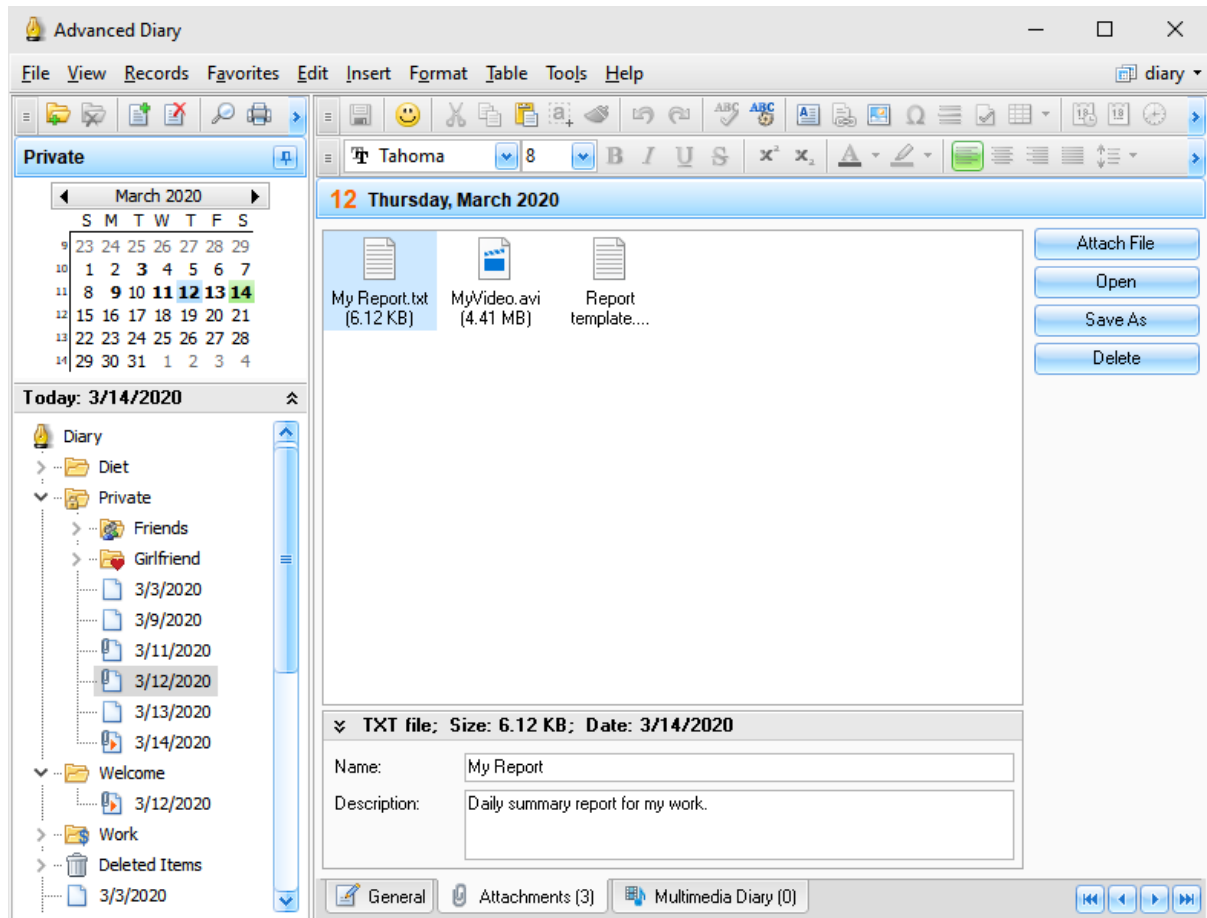
When you recording video, Advanced Diary uses XiD MPEG-4 Video Codec to compress video file. This codec is necessary for the program. If it is not installed on your computer, Advanced Diary will show an appropriate message. You can download XiD MPEG-4 Codec here:

<http://www.xvid.org/>

This codec is absolutely free. You don't need to pay for it.  
Please restart Advanced Diary after you download and install XiD MPEG-4 Codec.

## 2.7 Attached Files

To work with the attached files, open the Attachments tab:



At the bottom of this window you can see a summary information about attached file, can **change file name** and add **file description**, if necessary.

Click the **Attach File** button to attach a new file. As alternate way you can drag any file to "Attached Files" area.

**Note:** all files will be stored directly in the database and will be accessible even if you delete them from your computer.

To open an attached file click the **Open** button.

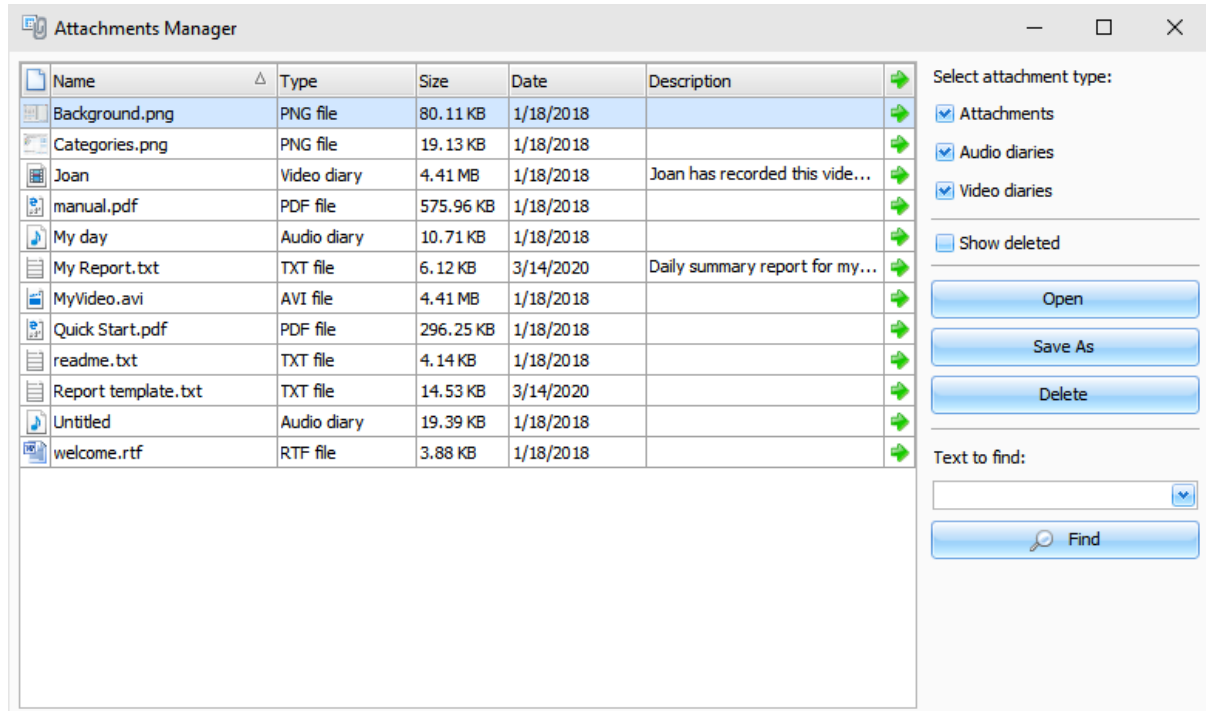
To save any attachment into a file click the **Save As** button.

To delete an attached file click the **Delete** button.

You can find all your attachments including audio and video diaries in the [Attachments manager](#) window.

## 2.8 Manage attachments

To manage all your attachments including audio and video diaries, please click the "**File - Attachments manager**" main menu item. Attachments manager window will be opened:



In this window you can see all your attachments in one place. At the right part of this window you can choose attachments type to display:

File **attachments**, **audio diaries**, or **video diaries**.

Also you can show or hide attachments, which belongs to deleted entries.

To open an attachment, click the **Open** button.

To save any attachment into a file, click the **Save As** button.

To delete any attachment, click the **Delete** button.

By clicking a green arrow in the attachments list, you can open Advanced Diary entry, which contains this attachment.

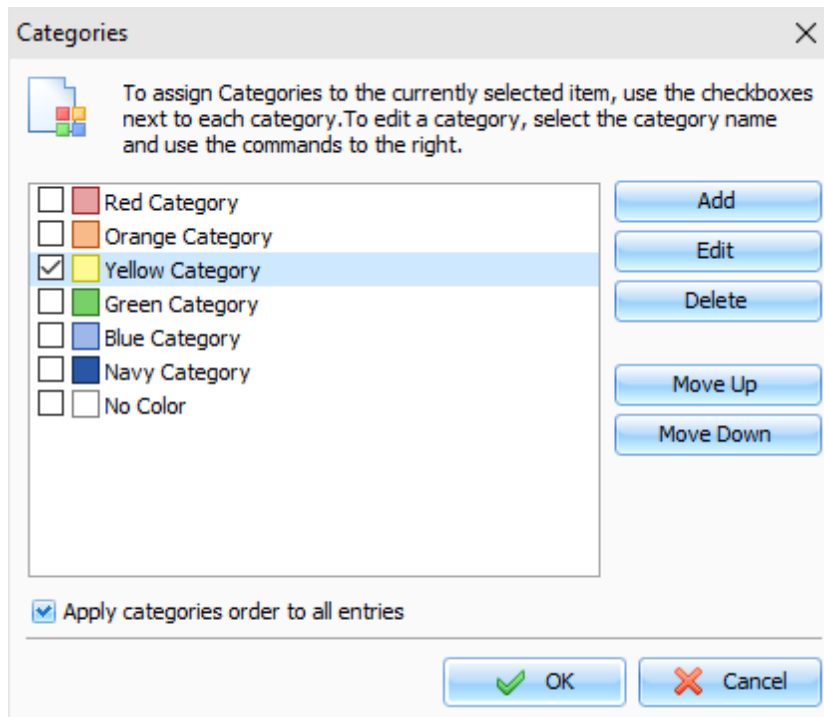
To find attachment by name or by description, just type a text in the "**Text to find**" box and click "**Find**" button. Advanced Diary will search for this text **from cursor position**.

## 2.9 Working with Categories

All Advanced Diary entries supports categories. We've added this feature for better visualization of your information. You can assign any categories to the entry and then filter your entries by category. The program allows you to edit existing or create new categories.

### Assigning Categories

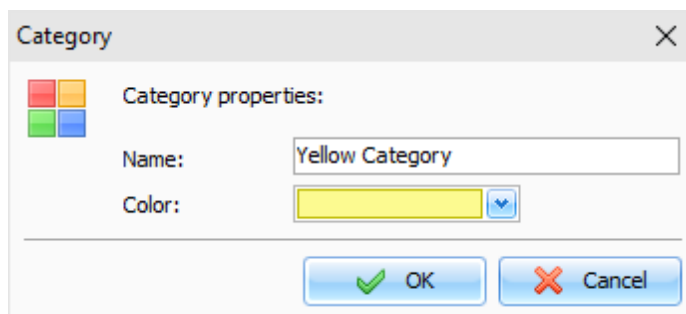
When you assign a category to an entry, the "Categories" window will be opened:



To assign a category just mark a box at the left of the category name and click the "OK" button. Marked categories will be assigned to the entry.

In this window you can customize your categories.

Click the "Add" or "Edit" button to add or edit a new category. This dialog box will be opened:



Here you can enter a category name and select category color.

To delete a category, click the "Delete" button.

You can change the categories order. Just select any category and click the "Move Up" or "Move Down" buttons.

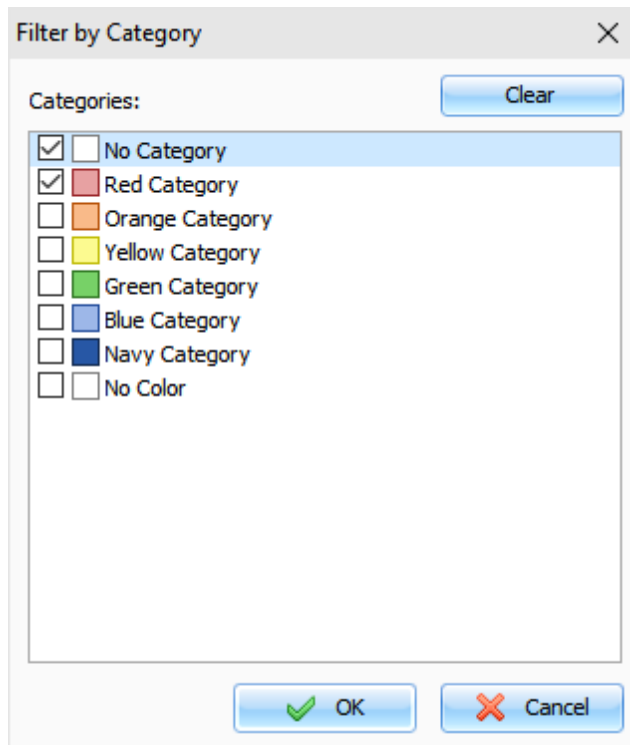
If the "Apply categories order to all entries" option is on, new order will be applied to all entries, otherwise each entry in the database will have own categories order.

The program allows to set up categories to multiple entries. Just select several entries, then click the "Records - Categories" main menu item and choose categories. These categories will be applied to all selected records.



## Filtering by Categories

You can filter your entries by category or categories. Click the **"Records - Filter by Category"** program main menu item. A dialog box will be opened:



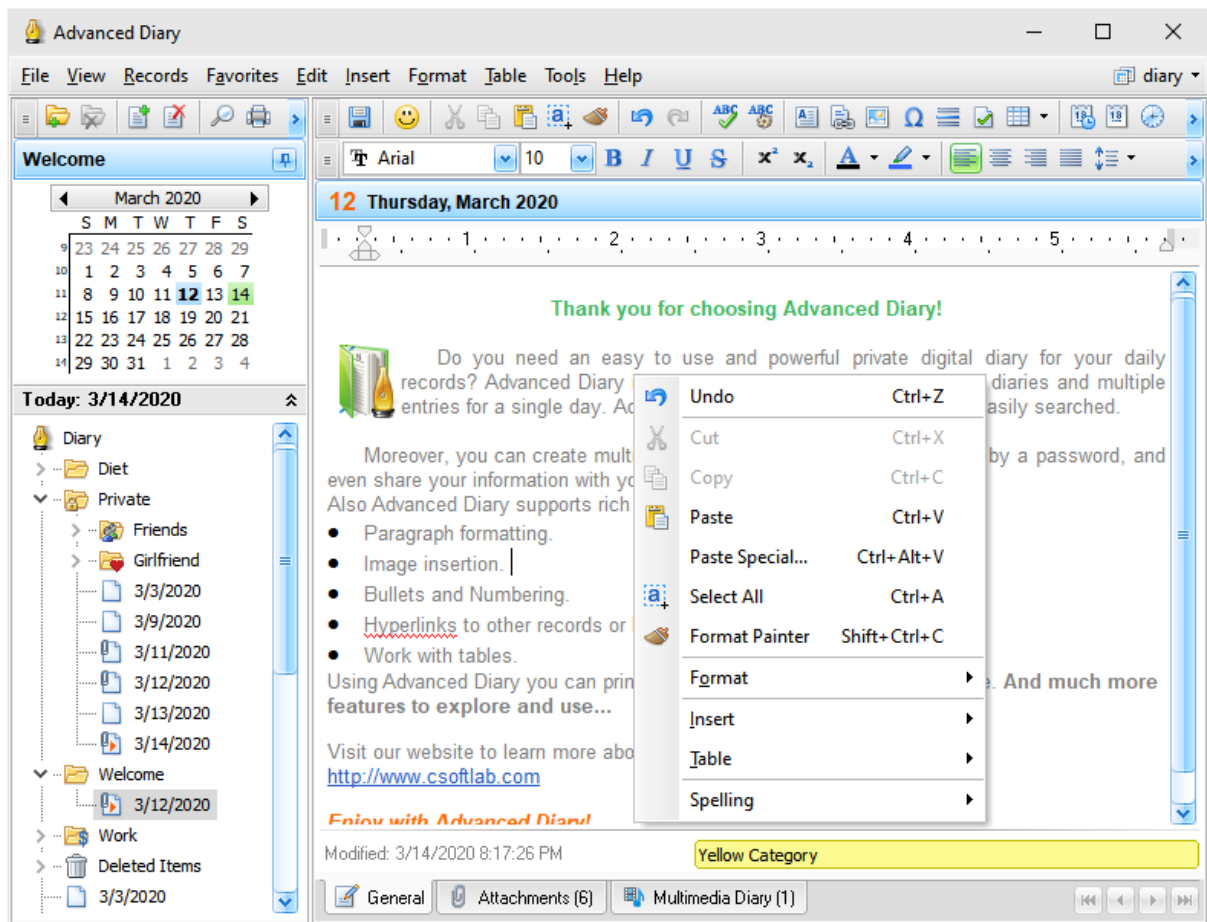
Here you can mark categories for which you want to apply filter. Click the **"Clear"** button to deselect all categories, if necessary. Then click the **"OK"** button. Now Advanced Diary will display only entries, which has at least one of selected categories.

To remove filter simply click the **"Records - Filter by Category"** program main menu item again.

## 2.10 Working with text

The text area in Advanced Diary supports **rich text formatting (RTF), images, tables and hyperlink insertion.**

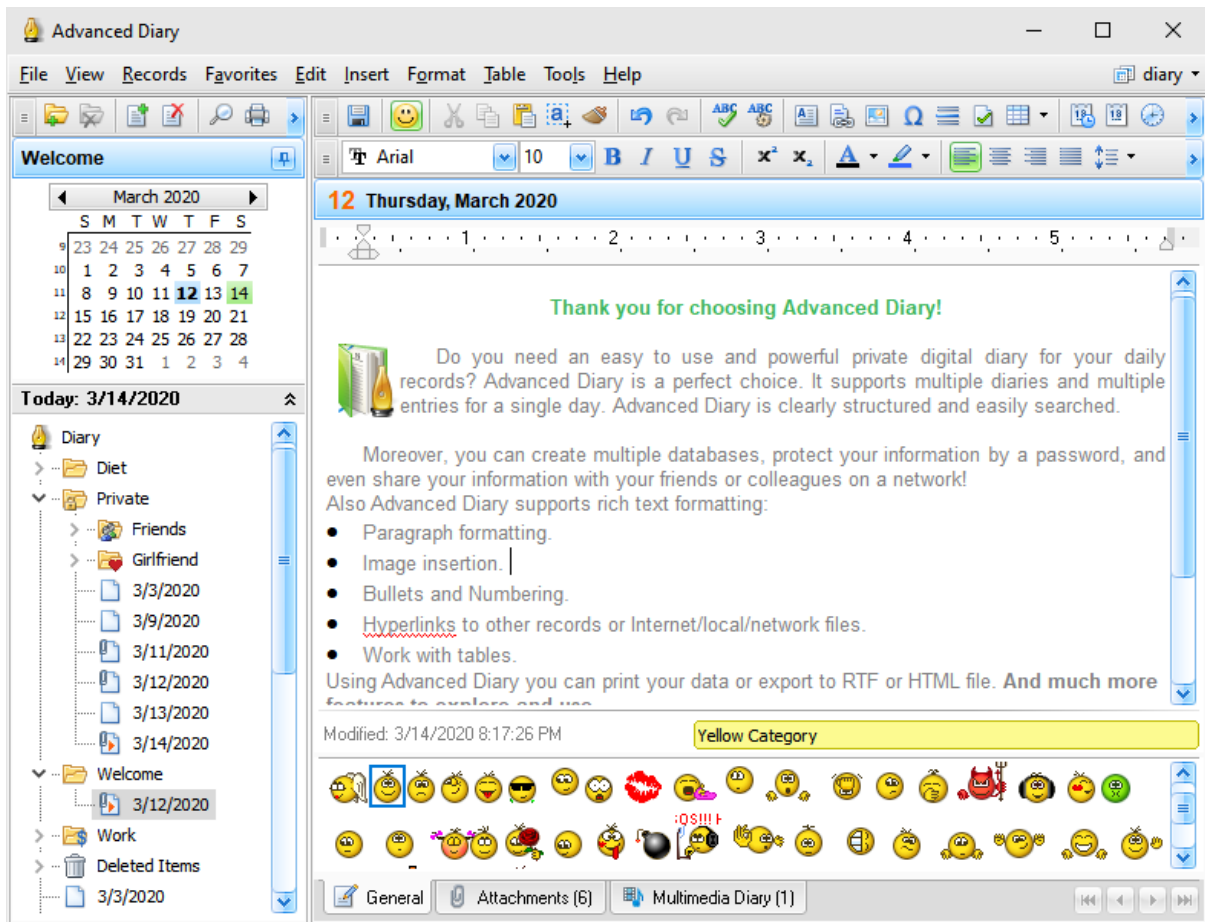
There is a main menu, a special toolbar, and a pop-up window that provide these options:



Here you can change fonts, paragraph formatting, add bullets and background etc. Text editor allows to insert text from file, images (even animated GIF files), special symbols, horizontal lines, tables etc.

## Emotions

To insert the emotions pictures, click the **Emotions** button and an emotions panel will be displayed:



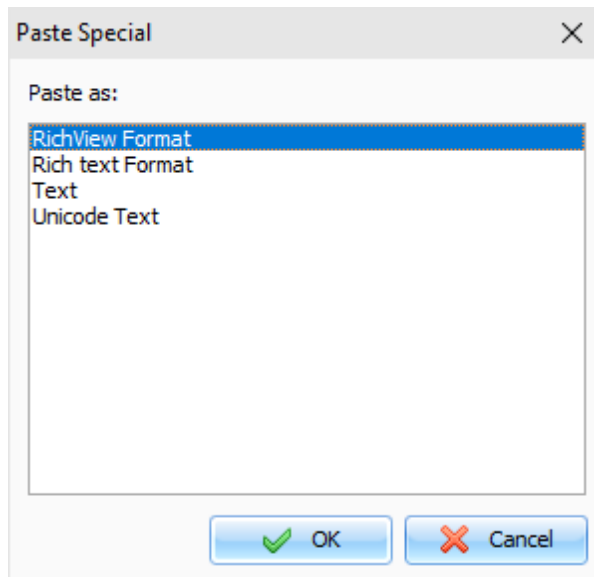
To insert any emotion picture, simply click it on the panel.

You can add any own emotion pictures. Just copy your pictures into the "...\Advanced Diary \Emotions" folder. Advanced Diary supports **animated images**.

To hide the emotions panel, simply click the **Emotions** button again.

### Paste special

You can paste contents of the clipboard into a description area in various ways using the "Paste Special" context menu item or **Ctrl+Alt+V** shortcut:

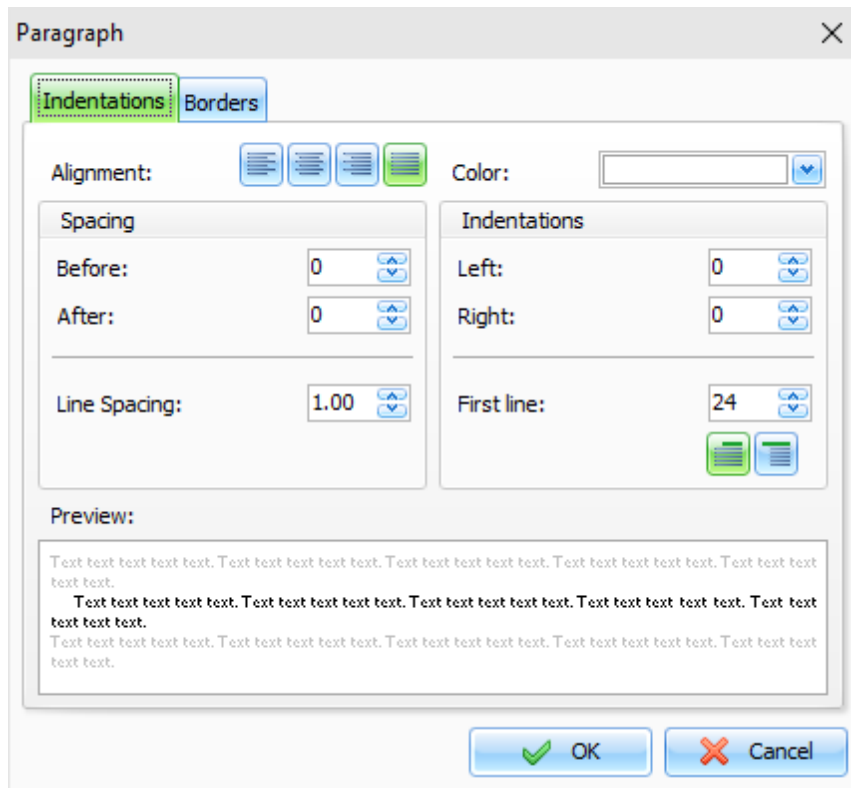


### Text Formatting

You can use standard functions (**Bold**, **Italic**, **Underline**) to change font style, highlight text, change text color etc. Also Advanced Diary supports "**Format Painter**" feature. You can simply select formatted text, press "**Format Painter**" button and select text, which you would like to format.

### Paragraph Formatting

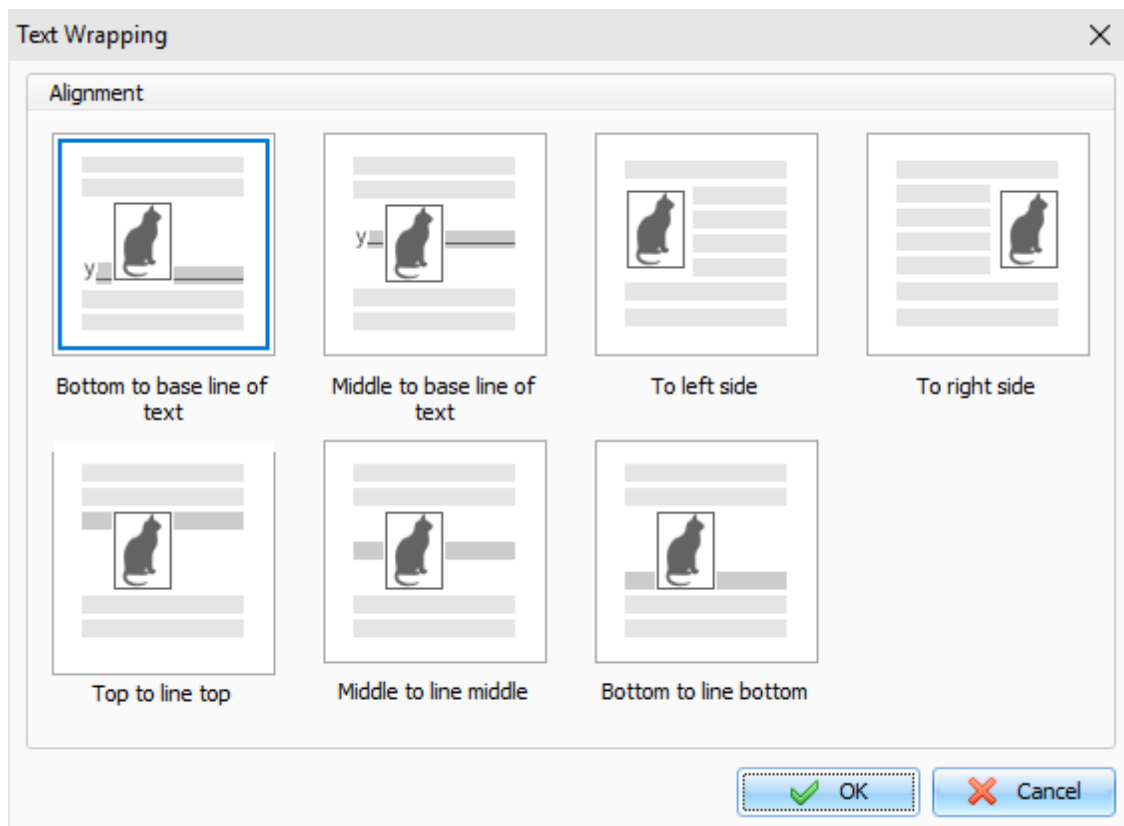
To open the **paragraph formatting** options, click the "**Paragraph**" button:



Here you can change paragraph alignment, colors, borders, indentations etc.

### Text Wrapping

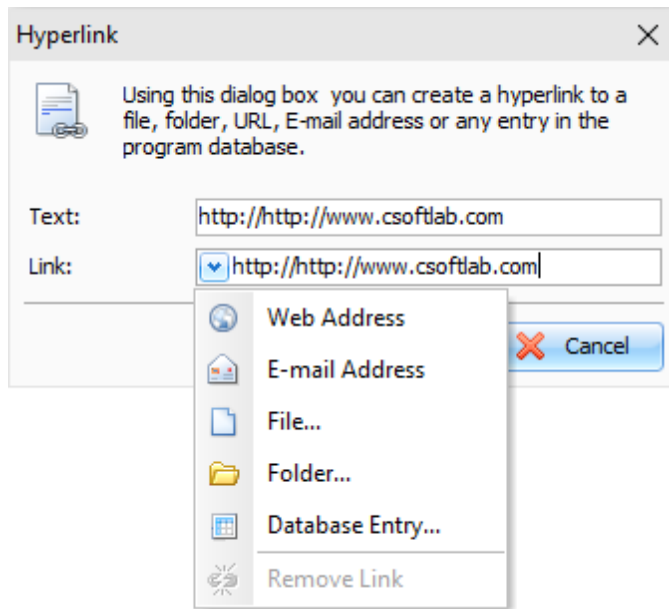
Advanced Diary supports various text wrapping types. To set up a text wrapping around the pictures, please select a picture, or put cursor after picture. Then click the "**Text Wrapping**" button. The "**Text Wrapping**" window will be opened:



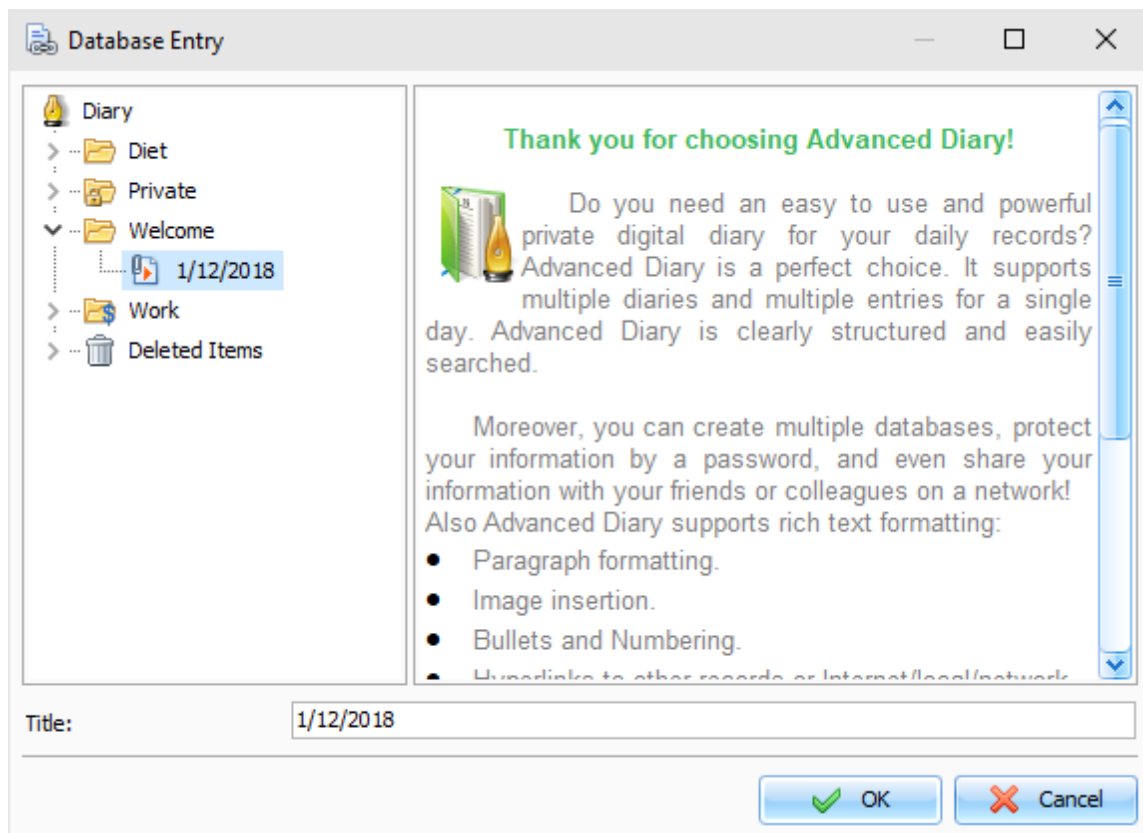
Just select any text wrapping type and click the "OK" button.

### Hyperlinks

To create a [hyperlink](#) inside a document, click the "Hyperlink" button. The dialog window that creates hyperlinks will appear. You can add a link to any URL, email address, any external file or folder, or any entry in the Advanced Diary database.



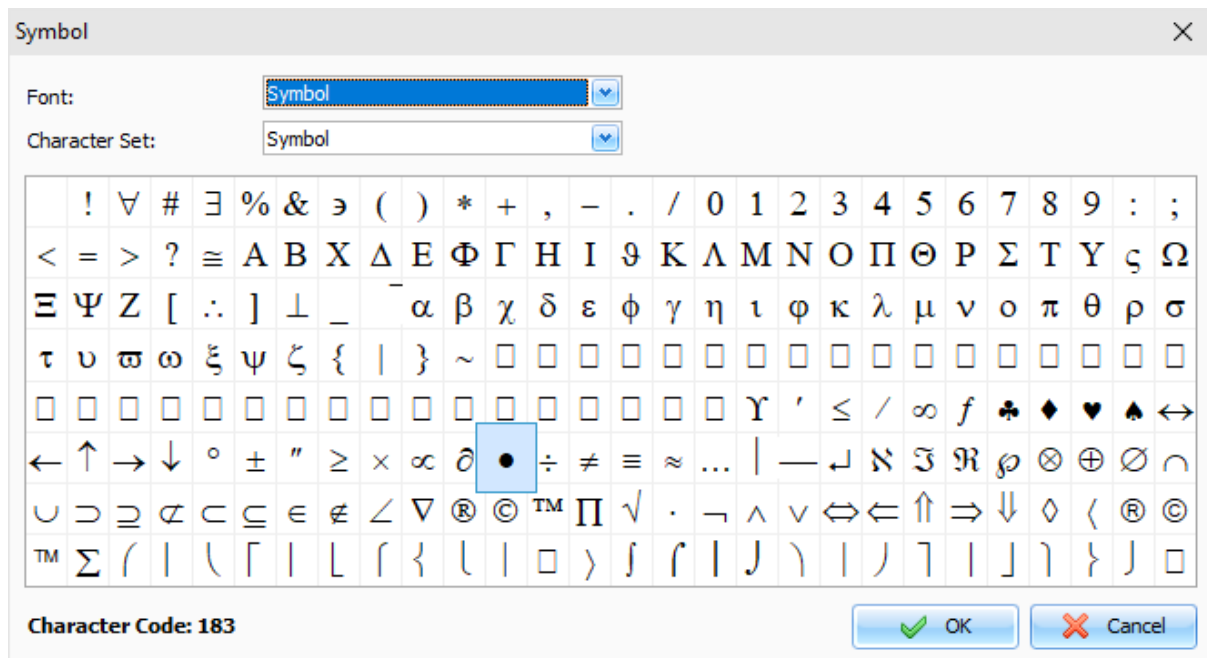
If you select the "Database Entry" link type, the new window will be opened:



In this window you can select any folder or database entry. Then click the "OK" button to create hyperlink to the selected entry.

### Special Symbols

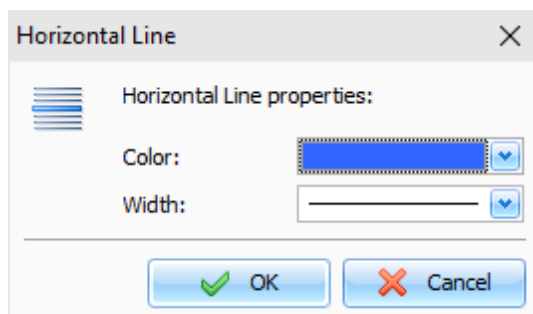
To insert a **special symbol**, click the "**Special Symbol**" button. A dialog box will appear:



Select Font and necessary Symbol and click the "**OK**" button.  
Please note, this window will remember last chosen settings for your convenience.

### Horizontal Line

To insert a **horizontal line**, click the "**Horizontal Line**" button. A dialog box for line insertion will appear:

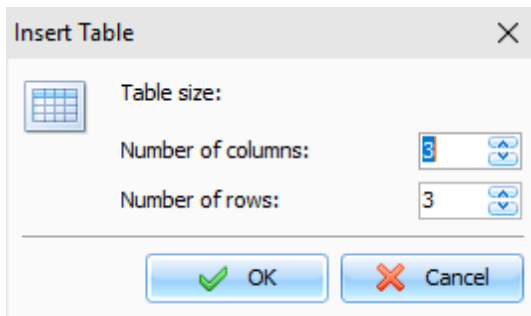


Select the Horizontal Line color and width, then click "**OK**".

### Table

To insert a **table**, click the "**Table**" button. A dialog box for table insertion will appear:

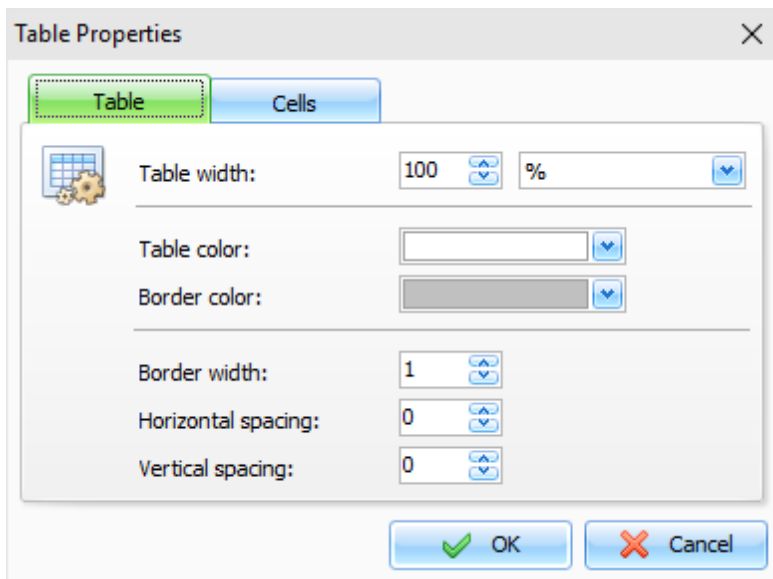




Select the number of rows and columns in the table and click "OK".

To change the cell colors in the table, select "Table - Cell Color" menu item. To change the table settings, use the pop-up menu with additional functions.

To change the table properties, click the "Table - Properties" menu item:



In this window you can change Table width, colors, spacing etc.

There are several types of table width:

**Automatic** - table width will fit current document with, and you will be **able to resize table by mouse**.

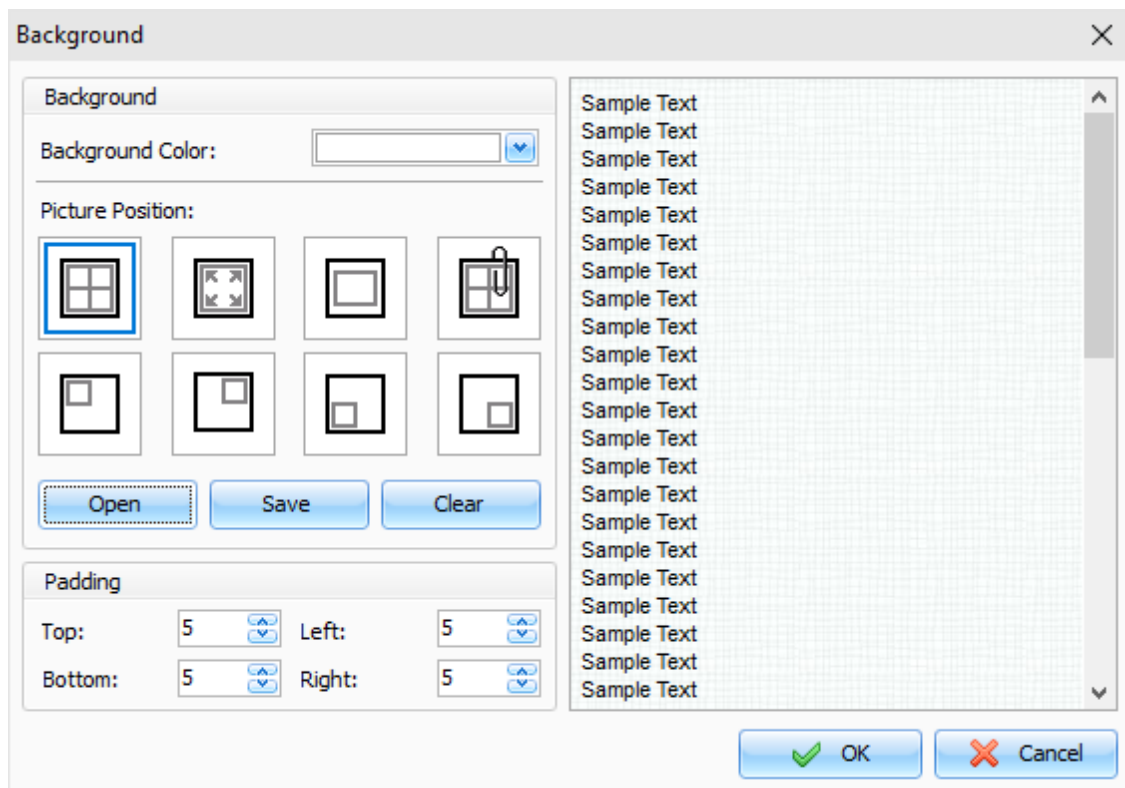
**% (percents)** - table width in percents from total document width (when you resize document, table will be resized automatically).

**Pixels** - fixed table width in pixels. Can be changed only in **Table Properties** window.

Last chosen width type will be saved and automatically applied to new tables, when you will add them in the future.

## Background

To add a **background** to a document, click the "**Background**" button. A dialog box will appear:



**Background Color** - here you can choose a color for background.

To add a picture, click the **"Open"** button and select desired picture file. Advanced Diary comes with some background pictures. You can find them in the "...\Advanced Diary\Backgrounds\" folder.

To save current background picture to a file, click the **"Save"** button.

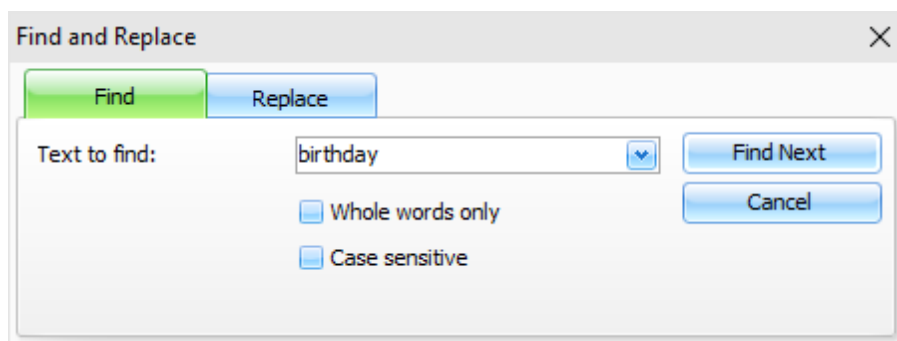
To remove picture from background, click the **"Clear"** button.

**Picture Position** - if the picture is selected, you can set up its position: **Tiles**, **Stretched**, **Center**, **Fixed Tiles**, **Top Left**, **Top Right**, **Bottom Left**, **Bottom Right**.

**Padding** - here you can choose the text editors padding.

### Search in texts

To find a string or word in the text, click the **"Find"** button. A dialog box will appear:



Using this dialog box you can find any words in the text and replace them with the new one if necessary.

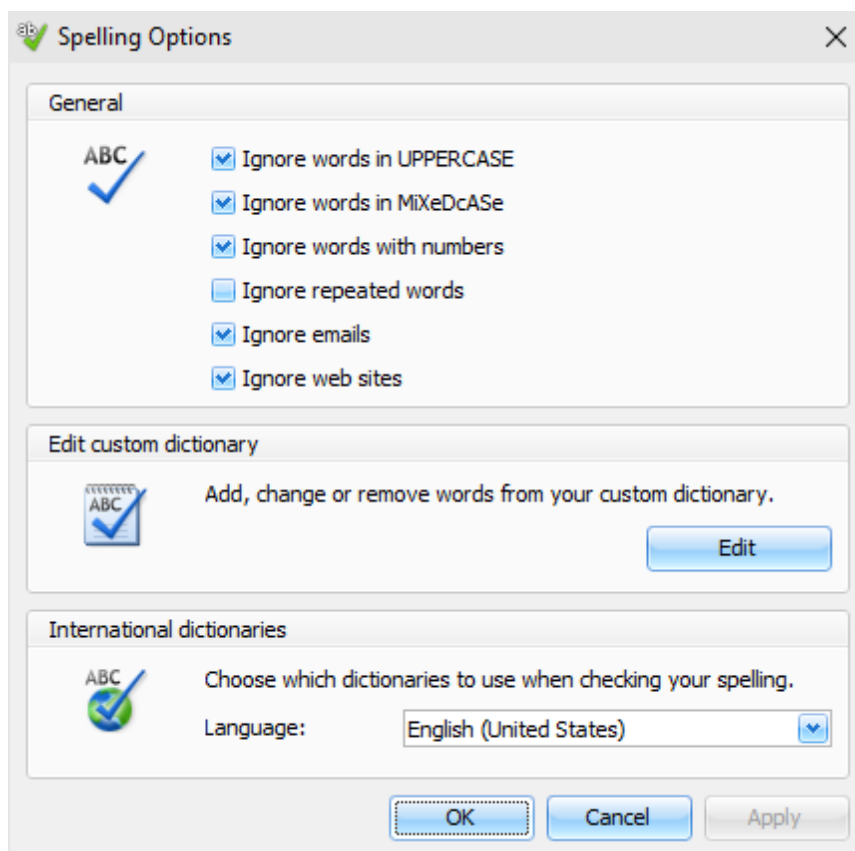
## 2.11 Spell-checking and autocorrection

Advanced Diary has a spell-checking feature. You can check spelling not only in the main text editor. This function will work and for any text box in the program if **"Tools - Automatic spell-checking"** option is turned on.

To run spell-checking manually click the **"Tools - Spell Checking"** main menu item or press **F7** button on your keyboard.

### Spelling Options

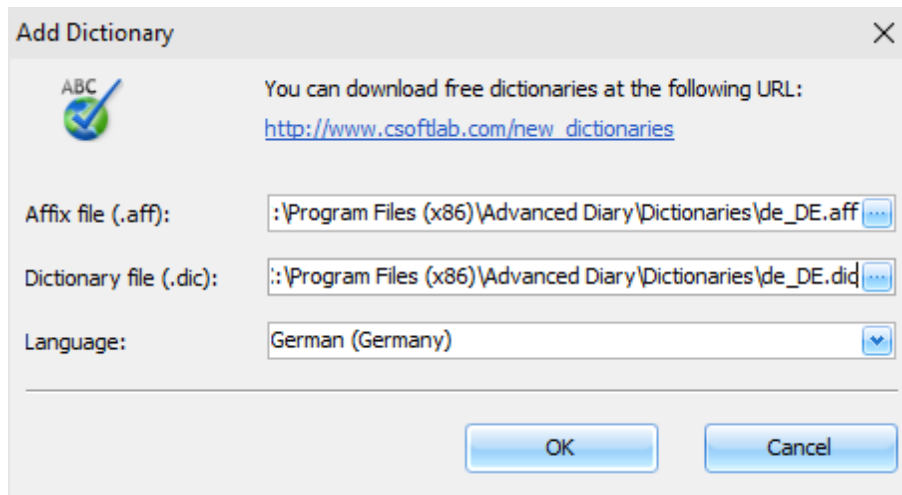
To access spelling options click the **"Tools - Spelling Options"** main menu item. You will see a dialog box:



Here you can change various spelling options, edit custom dictionary and manage added dictionaries.

### How to add a dictionary

To add a dictionary click the **"Tools - Add Dictionary"** main menu item. You will see a dialog box:

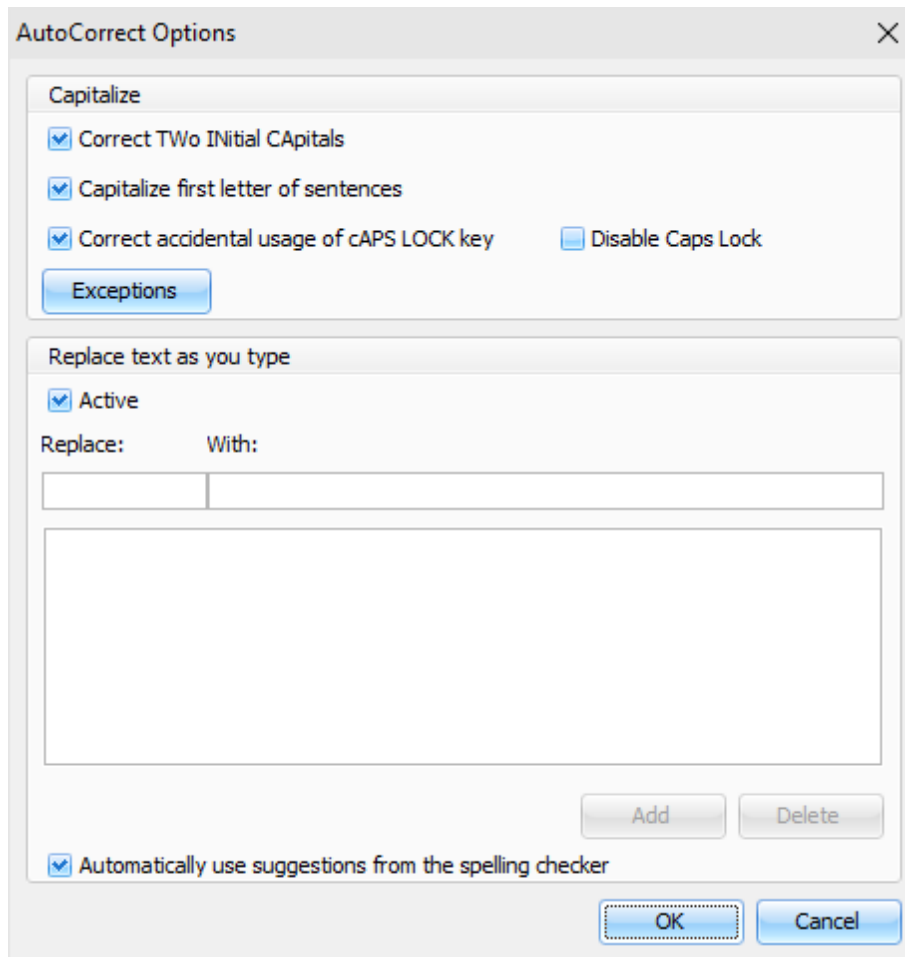


Advanced Diary supports Hunspell dictionaries. You can download them at our website. When you download the dictionary package, please unpack it into "...\Advanced Diary\Dictionaries" folder, add a path to .aff and .dic files into the "Add Dictionary" window and select language. When you click **OK**, the dictionary will be added and turned on.

If you not found a dictionary for your language at our website, please note that Hunspell is the spell checker of LibreOffice, OpenOffice.org, Mozilla Firefox 3 & Thunderbird, Google Chrome, and it is also used by proprietary software packages, like Mac OS X, InDesign, memoQ, Opera and SDL Trados. Try to find the necessary files in Internet.

### AutoCorrection Options

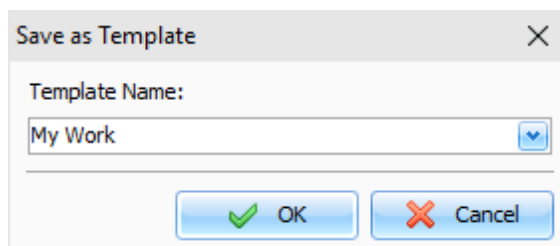
To access autocorrection options, click the "**Tools - AutoCorrect Options**" main menu item. You will see a dialog box:



Here you can turn autocorrection on and off (see the **Active** check box), add custom rules to replace text etc.

## 2.12 Working with diary templates

Advanced Diary supports documents templates. You can type any text, add pictures, tables etc and then save this document as a template. Just click the "**File - Templates - Save as Template**" program main menu item. A dialog box will appear:



Here you can enter a Template Name. Click the "**OK**" button and your template will be saved.

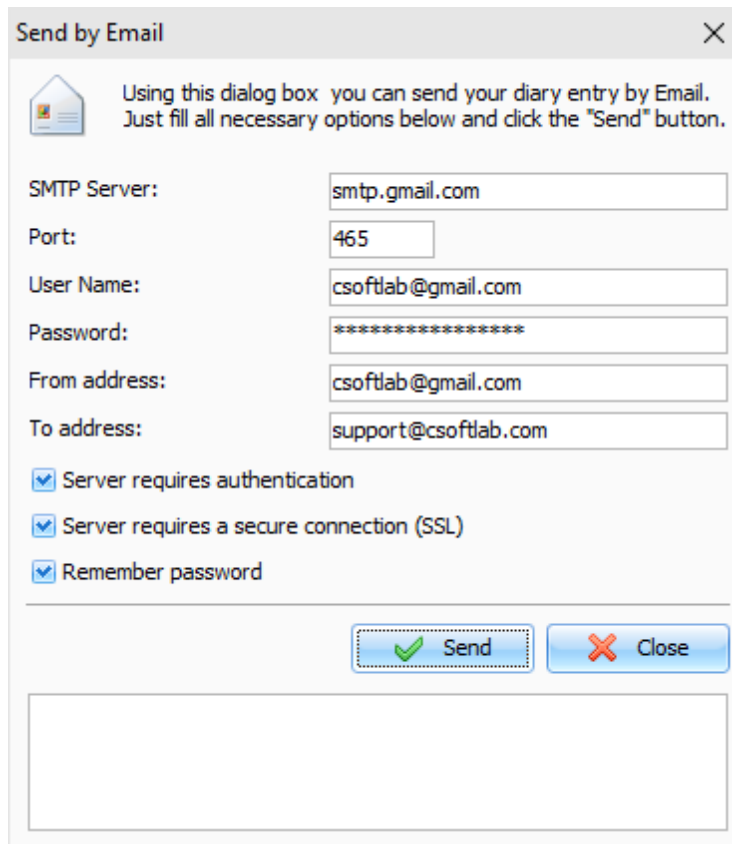
Then you can insert your templates into the entries. Click the "**File - Templates - Add from Template**" program main menu item and select necessary template.

To delete any template, please use the "**File - Templates - Delete Template**" program main menu item and select necessary template.

**Note:** Advanced Diary can insert templates automatically for each new entry. Just configure the program [options](#).

## 2.13 How to send an entry by email

You can send any entry by email. Just select an entry, which you want to send and click the "**Records - Send by Email**" program main menu item. A dialog box will be opened:



Send by Email

Using this dialog box you can send your diary entry by Email. Just fill all necessary options below and click the "Send" button.

SMTP Server: smtp.gmail.com

Port: 465

User Name: csoftlab@gmail.com

Password: \*\*\*\*\*

From address: csoftlab@gmail.com

To address: support@csoftlab.com

Server requires authentication

Server requires a secure connection (SSL)

Remember password

Here you should fill all necessary options:

**SMTP Server** - SMTP server, which sends out Email messages.

**Port** - default port for outgoing mail.

**User ID** - User name (to authorize access).

**User password** - password (to authorize access).

**From address** - the Email sender's address.

**To address** - Email recipients address. Advanced Diary supports multiple (comma separated) Email addresses.

**Server requires authentication** - mark this option, if authentication is required.

**Server requires authentication** - turn on this option, if secure connection is required.

**Remember password** - mark this option if you don't want to enter password next time, when you will send a message. Advanced Diary will remember it with another email options.

Then click the **Send** button and your diary entry will be sent as an attached to email message **RTF** document.

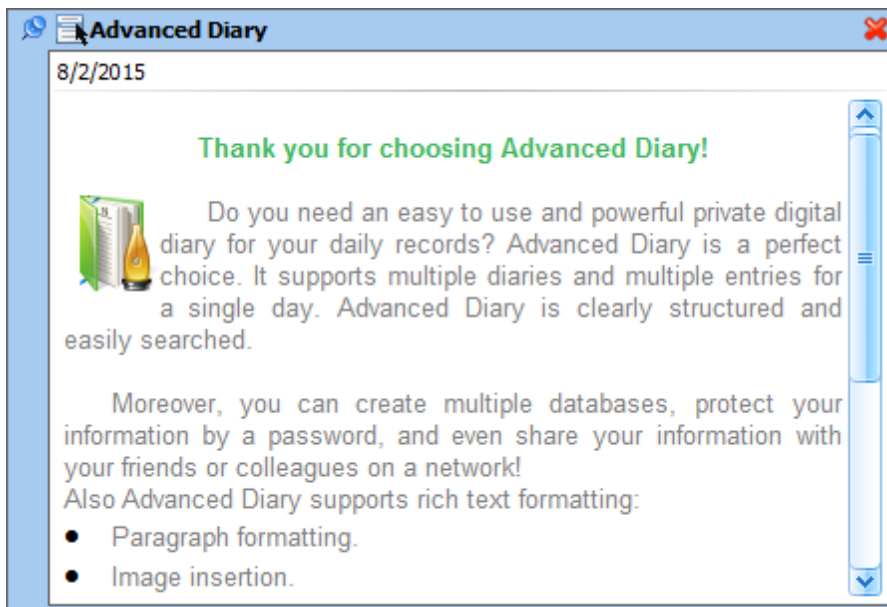
**Note:** to send the email messages, you need to have active Internet connection.

## 2.14 How to work with stickers

For your convenience Advanced Diary provides an opportunity to place and preview your records as electronic sticker notes on the monitor.

To display the record as a sticker note on your monitor, click the "**Records - Show as Sticker**" program main menu item.

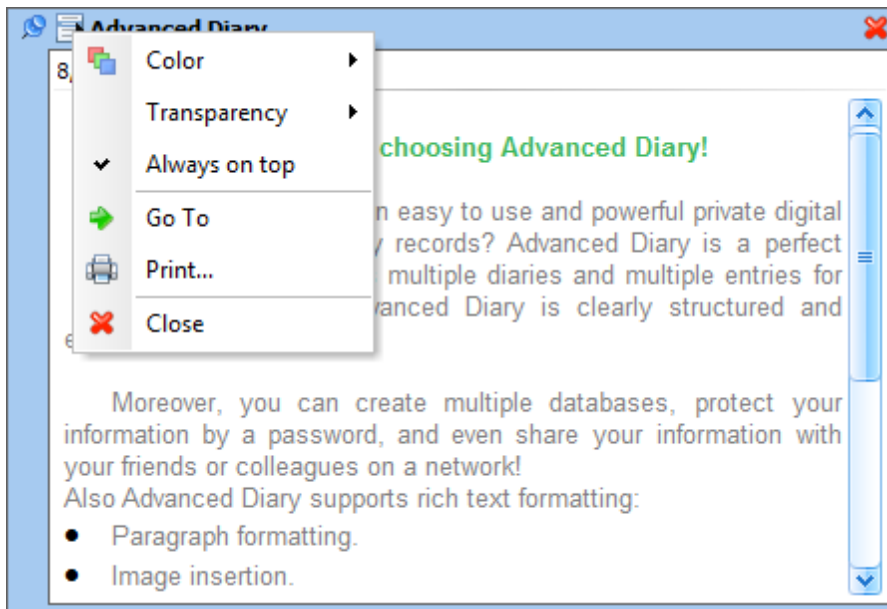
The **sticker** window looks as following:



You can change the stickers **window size**, **position**, **type** (always on top of all windows or no), **color** and **transparency level**.

To change the windows type use, the  button. By clicking the "**Close**" button you can close the sticker.

If you click the  button, the pop-up menu with the additional functions will appear:



**Color** - a stickers color change. You can chose between 15 preset colors given or select any custom color.

**Transparency** - sets the window transparency level.

**Always on top** - when this option is on, the sticker will be displayed on the top of all other windows.

**Go To** - opens the main program window and places cursor on the record.

**Edit** - opens the entry for editing.

**Print** - using this function you can print the sticker's content.

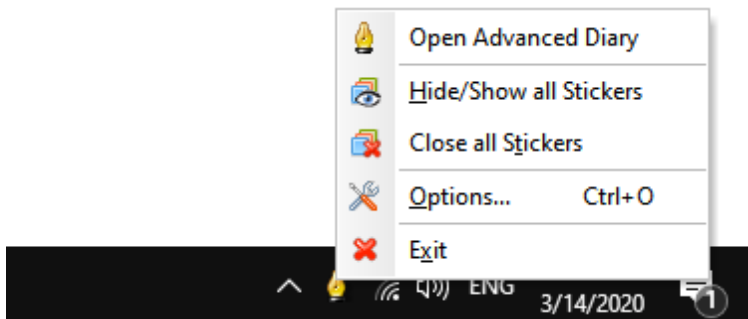
**Close** - closes the sticker window.

Besides, you can move to the record currently viewed as a sticker by clicking the mouse at the title inside the sticker.

You can hide, show or close all opened stickers, if necessary. You can find these functions in the program's main menu:

Click the "**Records - Hide/Show all stickers**" main menu item to hide or show opened stickers, or "**Records - Close all Stickers**" main menu item to close all opened stickers.

Also these functions are available in Advanced Diary menu in system tray:



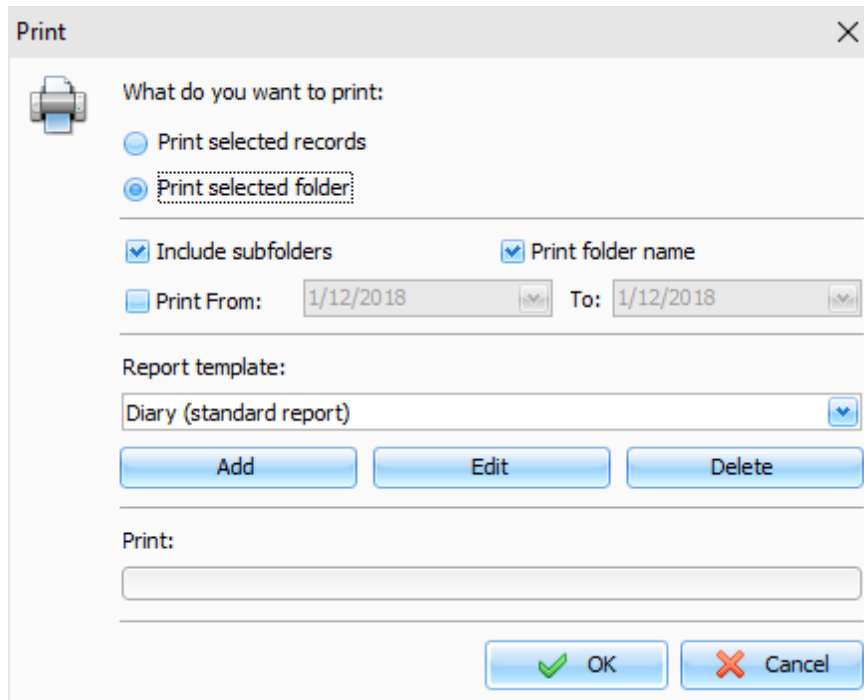
**Note:**

The stickers content is available only for reading.



## 2.15 Advanced Diary - Print

To print your entries, click the "Print" button or use the **Ctrl + P** shortcut. A print dialog box will appear:

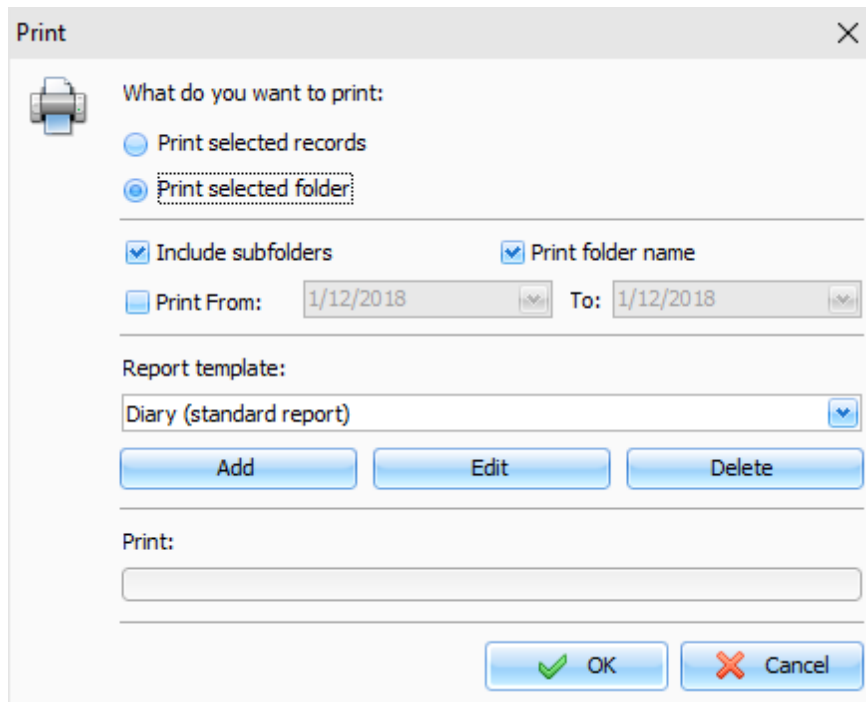


Select the information to be printed. Besides that, you can select a print template here. If you want to create or edit a print template, click an appropriate button below the templates list. Please, see the [Creating and editing print templates](#) topic for more information.

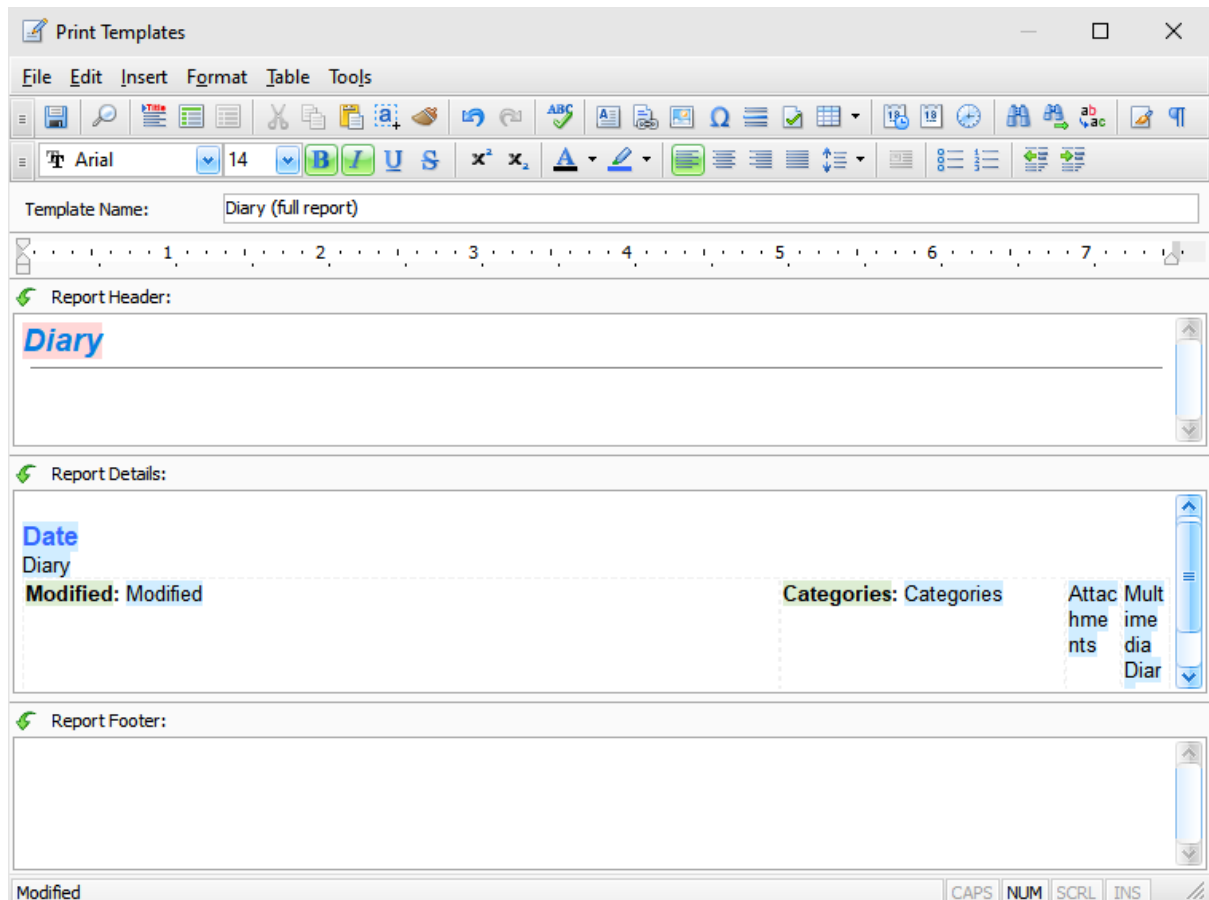
After setting all desired options, click the "OK" button. "[Print Preview](#)" window will be opened.

## 2.16 Creating and editing print templates

In order to create or edit a print template, select a desired template in the "Print" window and press the **Edit** button or the **Add** button below the templates list if you want to create a new template:



After you do that, the "Template Editor" window will open:



The upper part of the window contains buttons for working with text (selecting font, alignment, insertion and so on). To learn more about using these buttons, see the [Working with text](#) topic. In addition, some new options have been added. They are described below.

**Template Name:** Name of the template that will be displayed in the template list in the print window (required).

**Report Header:** This field is used to create report header, which will be located at the top of the first page. You cannot insert field values here, you can insert only field names.

The Report Header field may contain any information you would like to place in the beginning of the report. For example, report name, pictures or field names (in case you want to print a table record with column names on top and values below).

**Report Detail:** This field is used to select all records that contain information to be printed. Accordingly, during printing, information from this field will be repeated for each selected record. For example, if you print one record, the information from Report Detail will be included in the report only once; if there are 10 records, Report Details will be repeated 10 times.

This is where we recommend you place field values. Besides this, you can place here any information, like texts, images and so on. Just keep in mind that when the report is created, the field is repeated.

**Report Footer:** This field is used to create the bottom part of your report. It will be located at the bottom of the last page. As with Report Header, you cannot insert field values here, you can insert only field names.

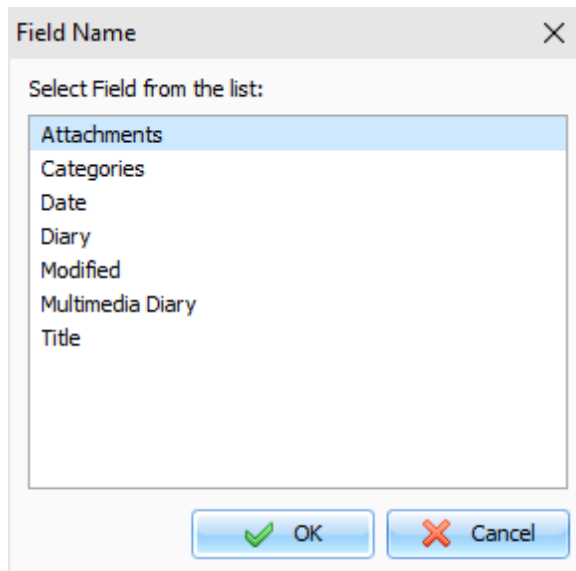
The Report Footer field can be used to place any information you would like to see at the bottom of the printed report text, images and so on.

#### How to add special information:

Button "**Report Title**" ("**Insert Report Title**" main menu item) is intended for quick insertion of the Report title. This feature is specially created for international users, because if the text is entered manually, another user who has different language settings won't be able to read it (the text won't be translated).

When the Report Title button is used to insert the report title, it is highlighted with pink. This is done to make the inserted title stand out from the rest of the text. This highlighting is not visible during printing. You can change the title parameters font size, color, etc. The only limit is that you can not edit the text of the title. If you try to do this, you will get error message when trying to save or preview the report.

Button "**Field Name**" ("**Insert Field Name**" main menu item) is used to insert database field name into report. When you press the button, you will see the dialog window, which contains all available field names:



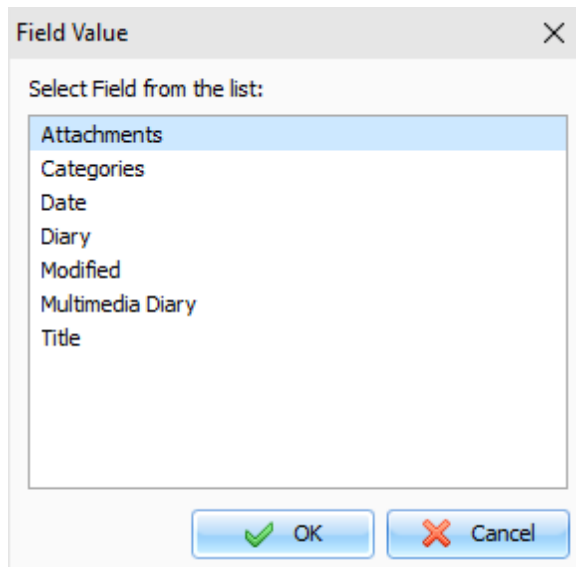
Select field name you would like to insert and press "**OK**".

Just like with the Report Title, you can enter the name manually, but it will not be translated when the default language of the program is changed. The inserted field name is highlighted with green to be visible in the surrounding text. This highlighting wont be visible after printing.

You can change the insertion parameters font size, color, etc. The only limit is that you can not edit the text of the inserted element. If you try to do this, you will get error message when trying to save or preview the report.

Button "**Field Value**" ("**Insert Field Value**" main menu item) is used to insert database field value into report.

When you press the button, you will see the dialog window that contains all available fields:



Select the name of the field, which value you would like to insert and press "**OK**".

You can not enter the value manually, because it wont be recognized during processing and the value from the corresponding field wont be inserted from the record.

The inserted field value is highlighted with blue to make it visible in the surrounding text.

You can change the insertion parameters font size, color, etc. The only limit is that you can not edit the text of the inserted element. If you try to do this, you will get error message when trying to save or preview the report.

### Some advice for creating print templates:

In order for your report to look good and be easy to read and comprehend, we recommend you to place field names and values in the table cells. This way the text in the report will be aligned. If you want the table not to be visible in the final report, you can alter table parameters, setting the width of table and cell borders to 0 or by selecting white color for them (see "[Working with text](#)").

When preparing a report, Advanced Diary automatically merges tables present in Report Header, Report Detail and Report Footer into one table (if the tables are present). This is done to make editing the report easier and to avoid double borders (if the tables are stacked on top of each other, the merging borders will be thicker, because two lines will merge into one).

**Important:** Advanced Diary will merge tables **ONLY** if the number of columns and their width is **IDENTICAL**.

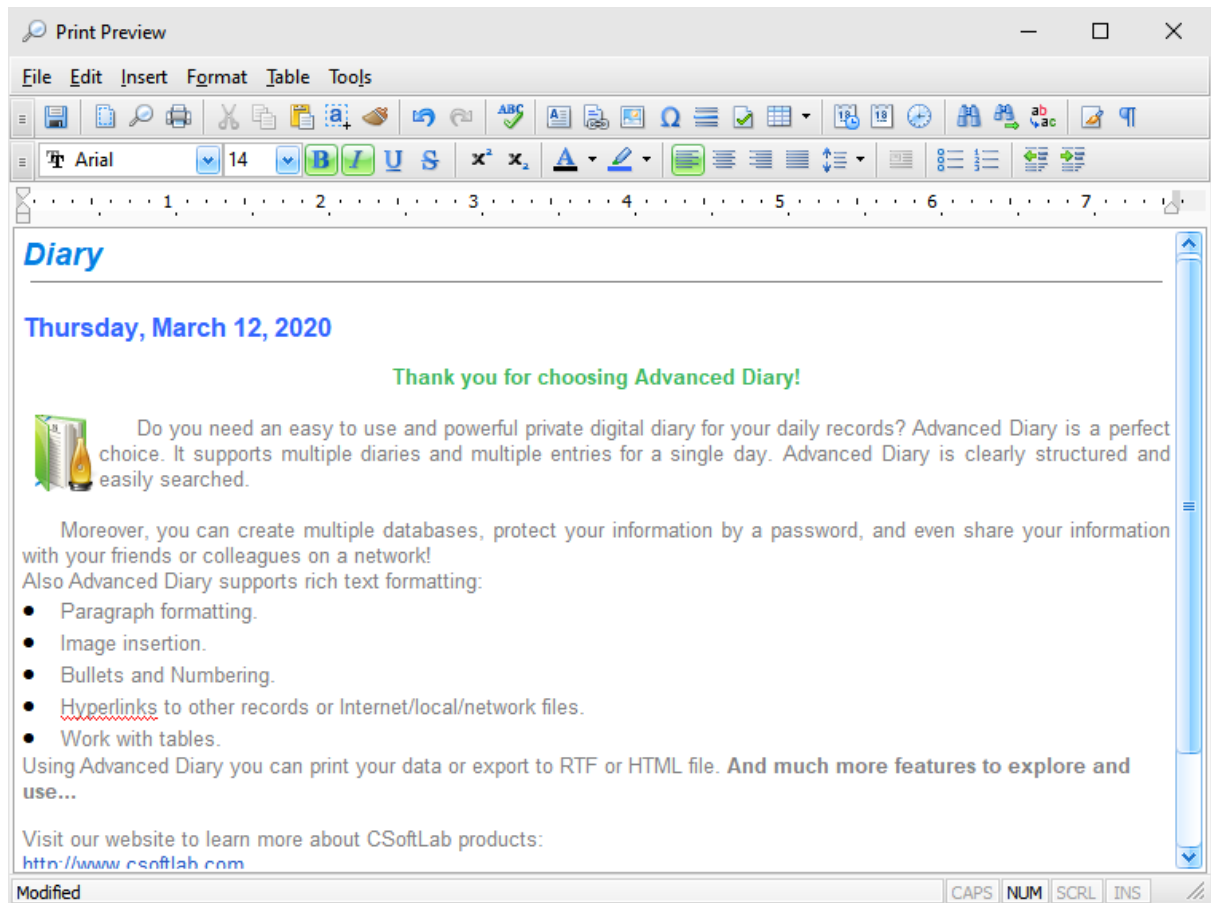
We recommend you create one table first (for example, in Report Header), and then copy it in other report parts. This way all tables will be absolutely identical. The color of tables, cell and borders are of no importance.

After creating a template, you can see what the report created with this template will look like. Simply press the "**Print Preview**" button ("**File - Print Preview**" main menu item). The preview window will be opened and you will see a report prepared for printing (see [Previewing and printing report](#) topic). The settings from the print window will be used for printing the report. If you selected one record only one record will be processed; if you selected a group of record, the entire group will be included into the report.

To save your print template, press the "**Save**" button ("**File - Save**" main menu item) and enter template name.

## 2.17 Previewing and printing report

Advanced Diary print preview window looks like this:

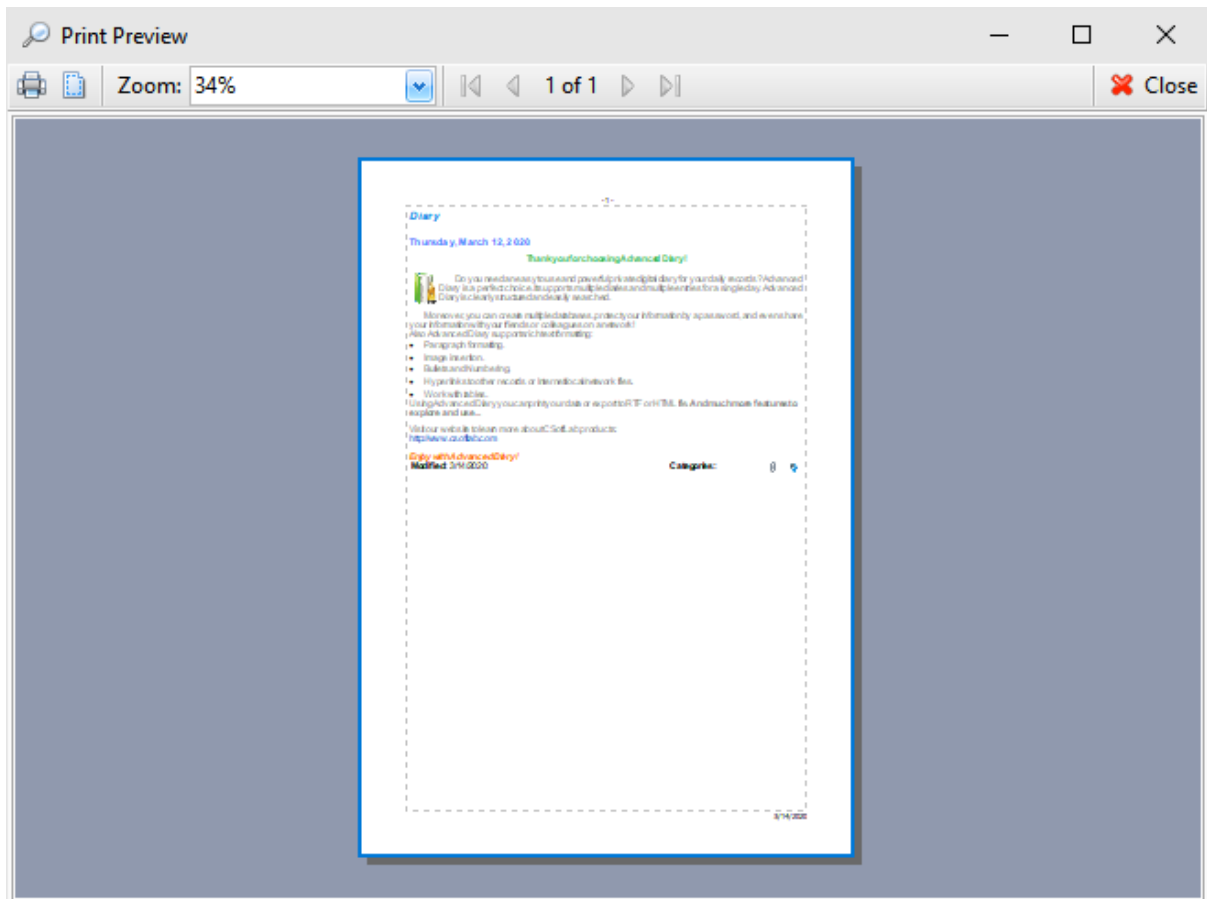


You can not only preview the report - you can **edit** the report that has already been created as well! To get detailed information about editing text, see the "[Working with text](#)" topic.

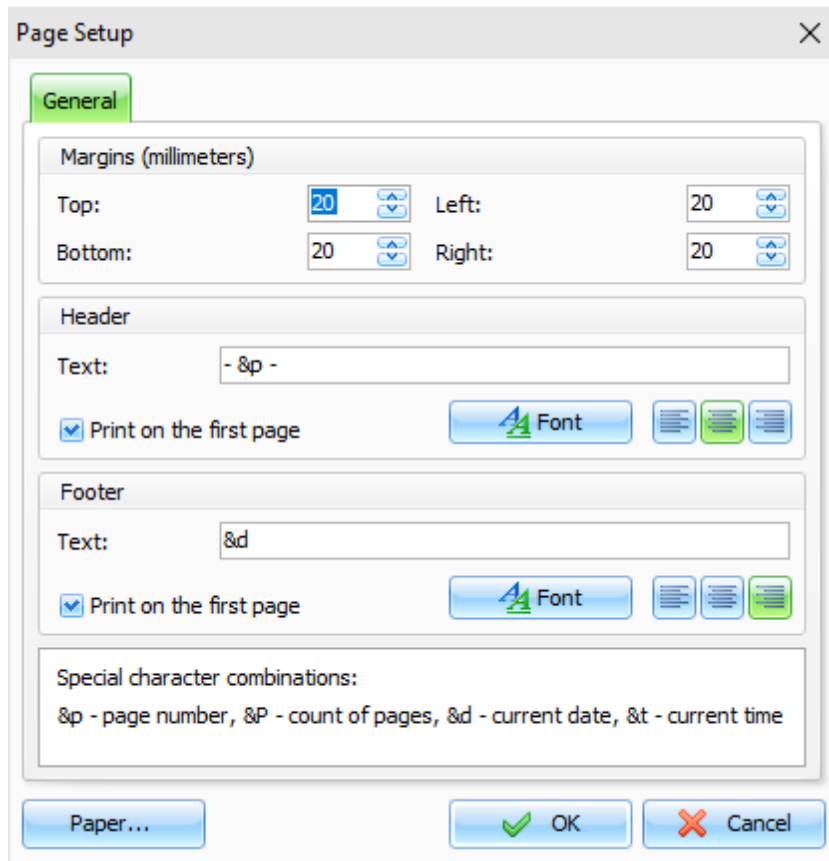
If you click the "**Save**" button ("**File - Save**" main menu item), you can save the report as **HTML** or **RTF** file.

To print the document, click the "**Print**" button ("**File Print**" main menu item).

To see how the printed report will look like, click the "**Print Preview**" button ("**File Print Preview**" main menu item).



To set the print page parameters, click the "Page Setup" button ("File Page Setup" main menu item). Page setup dialog window will appear:



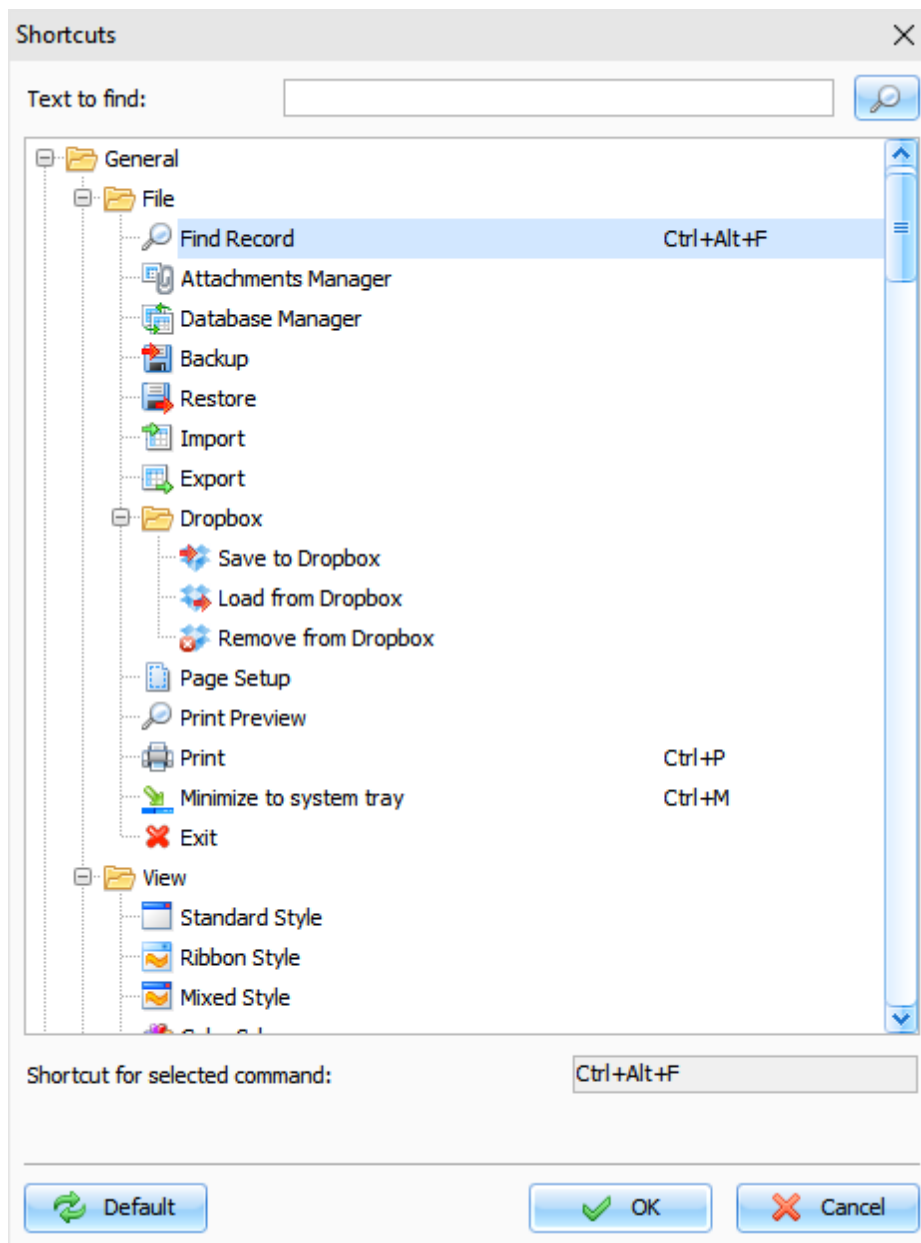
This window is used to set up margins for printing as well as to create header and footer. Color and alignment of headers and footers can be changed. To set paper orientation, press the **"Paper"** button.

## 2.18 Program's options

### 2.18.1 Keyboard Shortcuts

You can configure keyboard shortcuts for **any menu item** in the program. Click the **"Tools - Shortcuts"** main menu item and you will see a dialog box with shortcuts options:





To add or edit a shortcut, select it in the list, go to "**Shortcut for selected command**" area, and press new key combination. If this shortcut is already in use, you will see a notification below the key combination area.

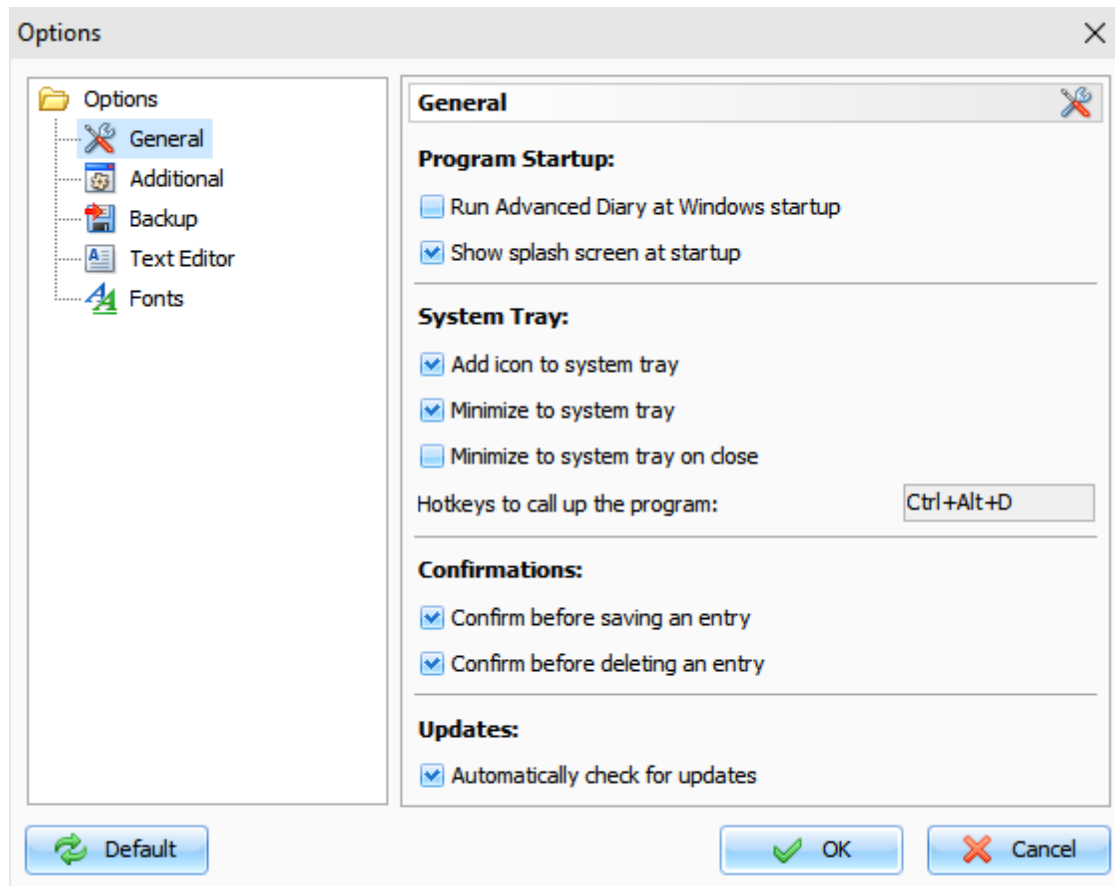
For your convenience, we've added a function to find menu items by caption. Just enter menu item name in the "**Text to find**" area and click the "**Find**" button.

All menu items are divided to 2 global categories: **General** (all program's commands) and **Text Editor** (all text editor commands).

To reset shortcuts to default predefined values, click "**Default**" button.

## 2.18.2 General options

The General Options window looks like this:



**Run Advanced Diary at Windows startup** - allows or forbids the automatic program launching upon Windows startup.

**Show splash screen at startup** - turns on/off the function of showing the splash screen at Advanced Diary startup.

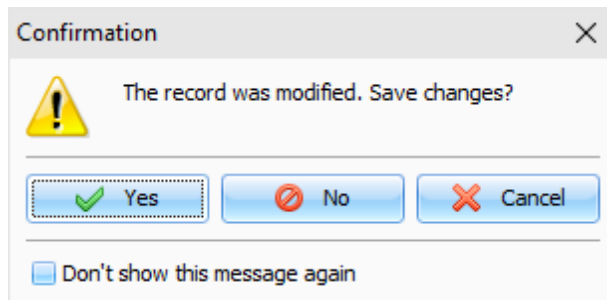
**Add icon to system tray** - if this option is active, the Advanced Diary icon will be added to system tray.

**Minimize to system tray** - when this option is on, Advanced Diary will minimize to system tray when you minimize the main window.

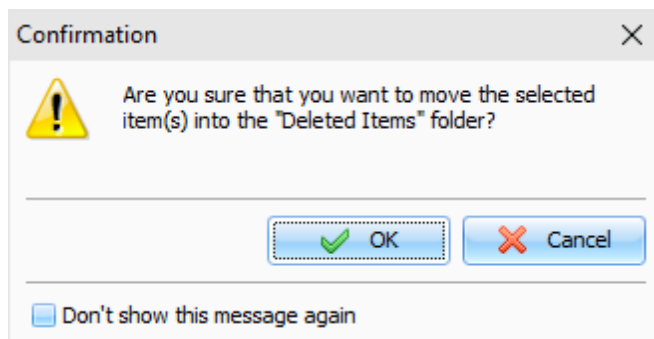
**Minimize to system tray on close** - when this option is turned on, Advanced Diary will minimize to system tray when you close the main window. Otherwise Advanced Diary will be closed if you close the main window.

**Hotkeys to call up the program** - here you can enter the keys which call up Advanced Diary from the system tray.

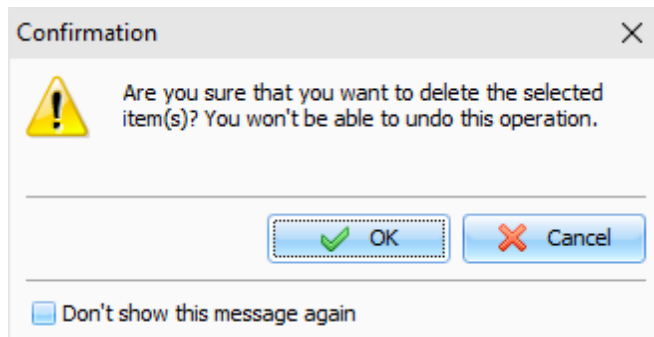
**Confirm before saving an entry** - if this option is active, a dialog box with the confirmation request will appear before saving changed entry.



**Confirm before deleting an entry** - if this option is active, a dialog box with the confirmation request will be shown before moving selected record into the "Deleted Items" folder:



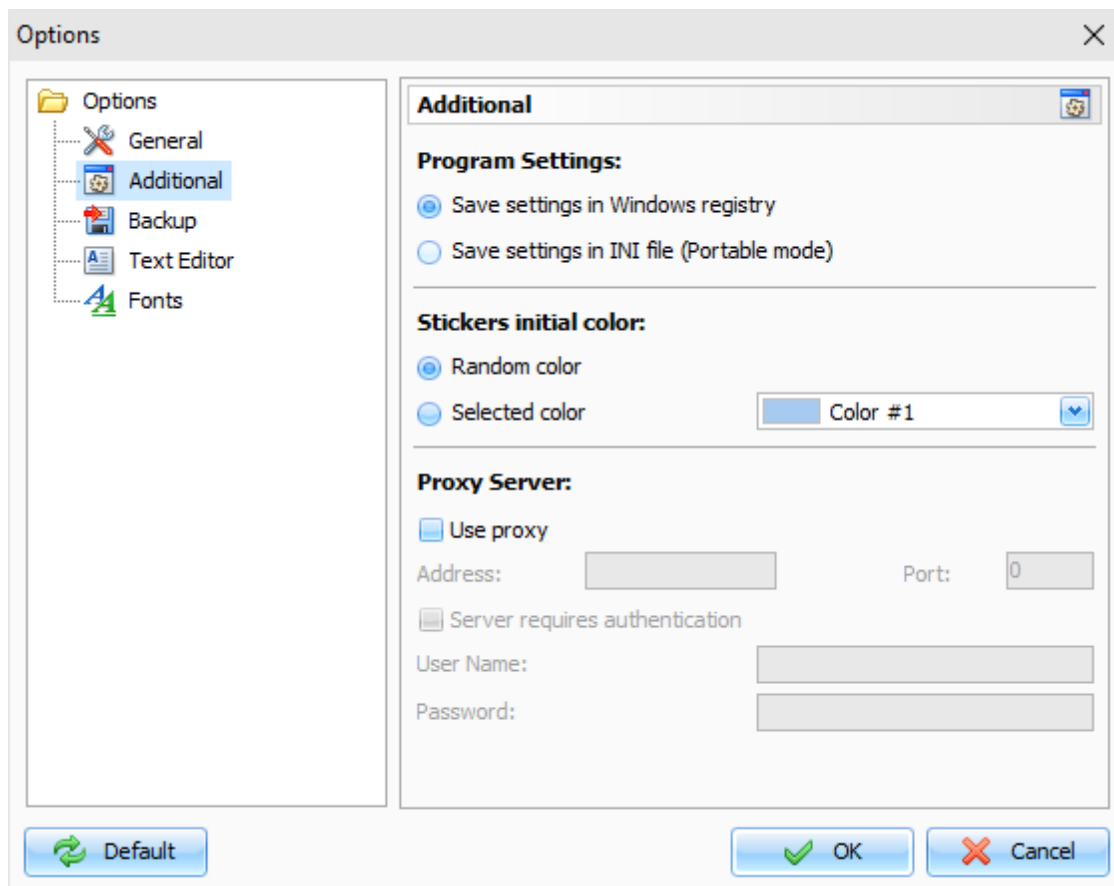
or before permanently delete it from the database:



**Automatically check for updates** - when this option is on, Advanced Diary will connect to <http://www.csoftlab.com> website and notify you, if the new version is available. You can also check for updates manually by clicking the "Help - Check for updates" main menu item.

### 2.18.3 Additional options

The Additional Options window looks as following:



The additional options mode allows to set up where Advanced Diary will keep the program settings. You can choose one of these options:

**Save settings in Windows registry** - all program settings will be stored in Windows registry.

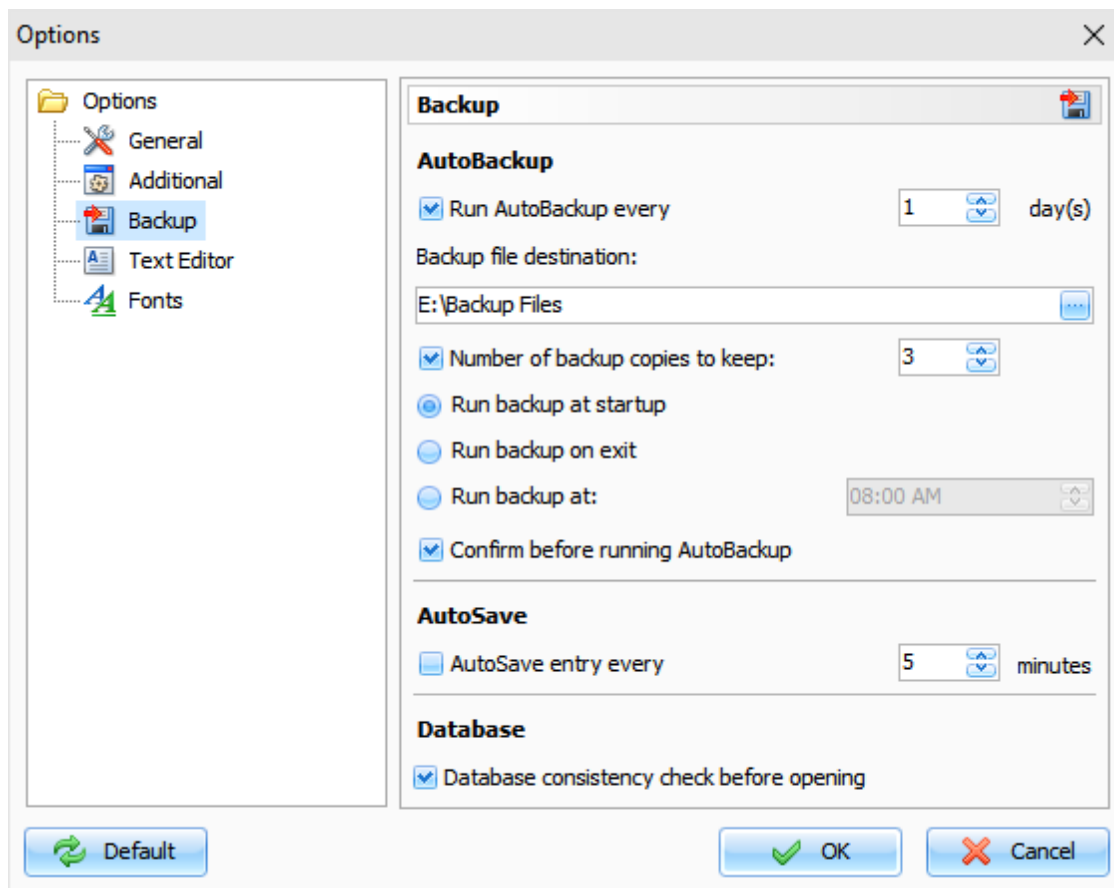
**Save settings in INI file** - when this options is on, Advanced Diary works in [portable mode](#). You can copy or install it on any removable storage device and then use on any computer.

Also in this window you can change the **Stickers initial color**. There are two options available: you can select Random color - in this case C-Organizer will use one of 15 predefined colors, or you can select one static color.

**Use proxy** - turn this option on and set up **Address** and **Port**, if you would like to use a proxy-server. This option will be used for Updates Checker. If necessary you can set up authorization credentials: **User Name** and **Password**.

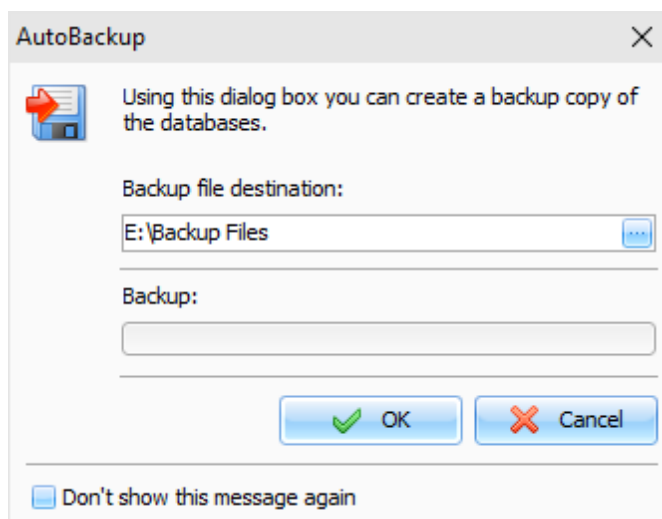
## 2.18.4 Backup options

The Backup Options window looks as following:

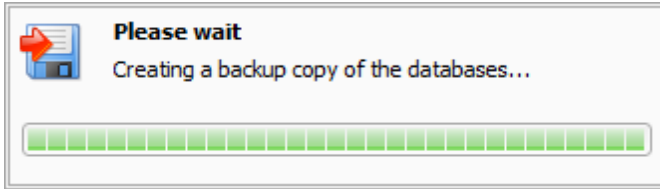


Using this window, you can activate an auto backup option, set up an interval of creating backup copies, specify the backup files location and number of copies to keep. Also you can set up when you would like to create backup copies: at the program's **startup**, on **exit**, or at a **specified time**.

If Auto Backup option is active, you will see the **Auto Backup** confirmation dialog box:



You can forbid showing this window by turning on the "Don't show this message again" option or by turning off an appropriate option in Backup options.  
In this case you will see only backup progress window:



This window will be closed automatically.

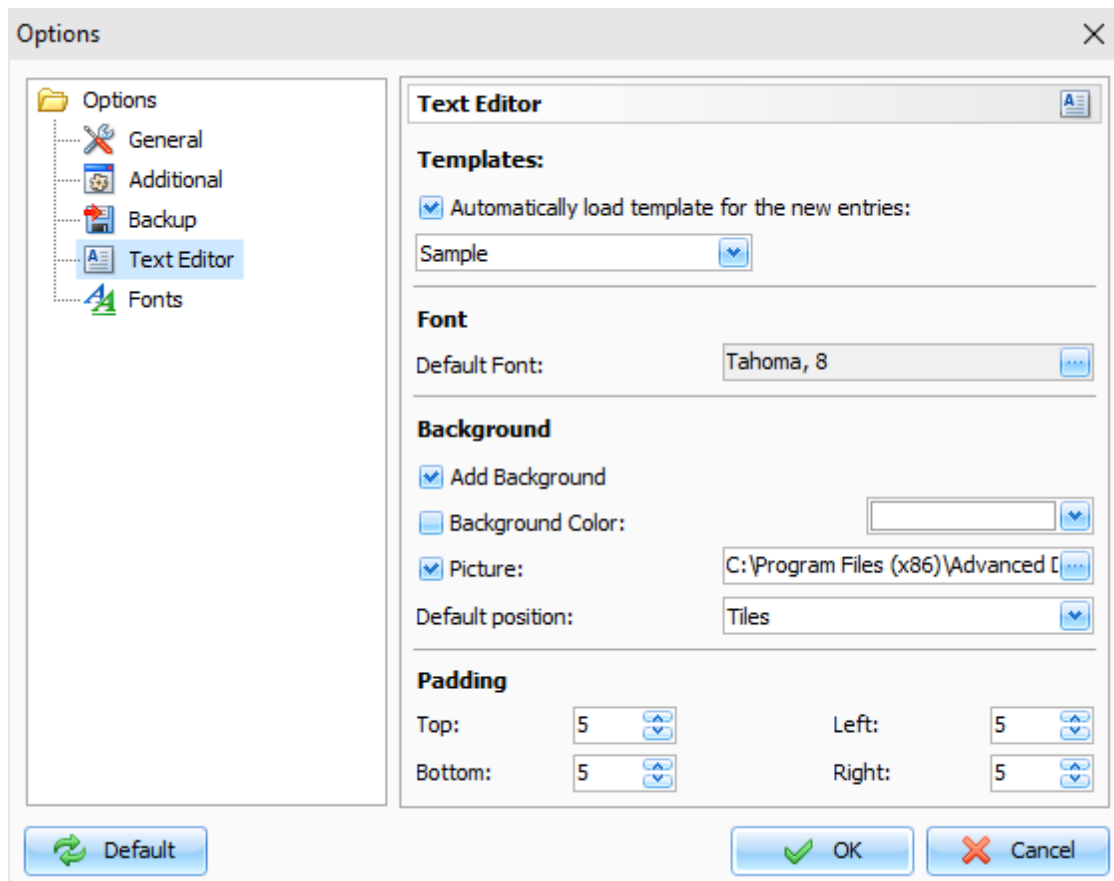
**Note:** when you connected to a server, AutoBackup function is disabled.

**AutoSave entry every** - if this option is active, the Advanced Diary will save changed records automatically every selected period of time.

**Database consistency check before opening** - if this option is active, Advanced Diary will check database file before open it. If file is damaged or contains any incorrect information, it will be repaired automatically.

### 2.18.5 Text Editor options

The Text Editor Options window looks as following:



These options will be applied to the **new** records descriptions (text editor will be initialized with these options).

**Templates** - Advanced Diary can **load templates for each new entry automatically**. Just turn on this option and select a template to load.

**Default Font** - here you can choose default font for the text editors.

**Add Background** - this options enables background for the documents.

**Background Color** - here you can choose a color for background.

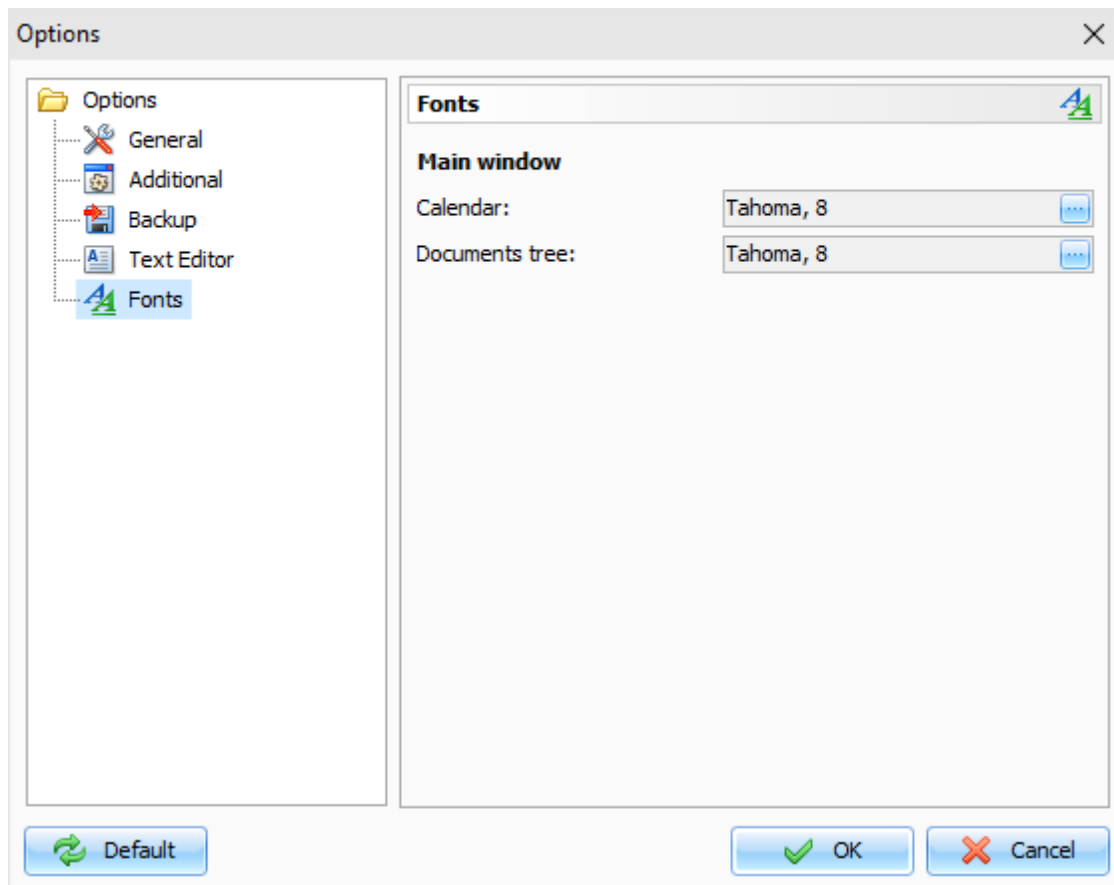
**Picture** - adds a background picture. C-Organizer comes with some background pictures. You can find them in the "...\Advanced Diary\Backgrounds\" folder.

**Default position** - if the picture is selected, you can set up its position: **Tiles**, **Stretched**, **Center**, **Fixed Tiles**, **Top Left**, **Top Right**, **Bottom Left**, **Bottom Right**.

**Padding** - here you can choose the text editors padding.

## 2.18.6 Fonts options

The Fonts Options window looks as following:



Using these options you can change default fonts for the following elements:

**Main window**

- Calendar
- Documents tree

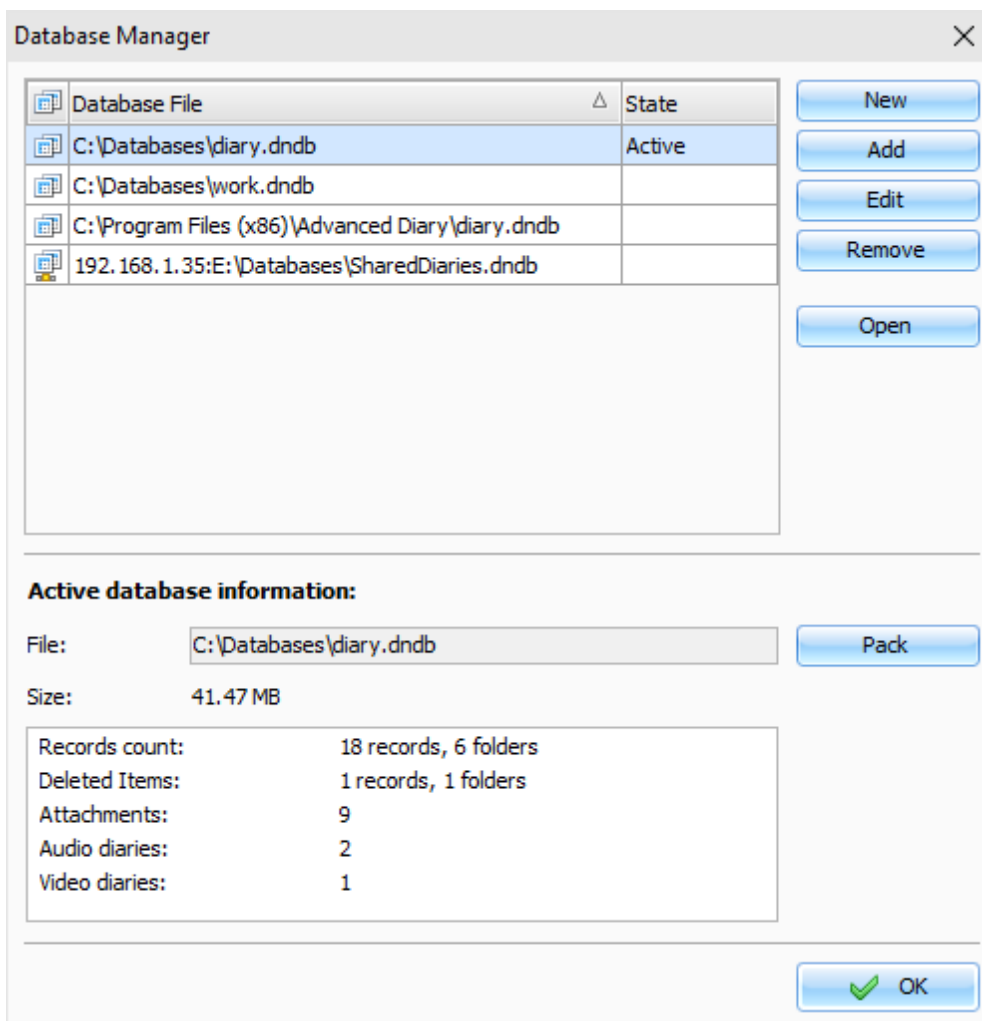
To change a font, click a button near the font name.

## 2.19 Working with databases

### 2.19.1 Database manager

Advanced Diary is capable of working with **multiple** databases. You can create new databases on your own and swap between them while you are working.

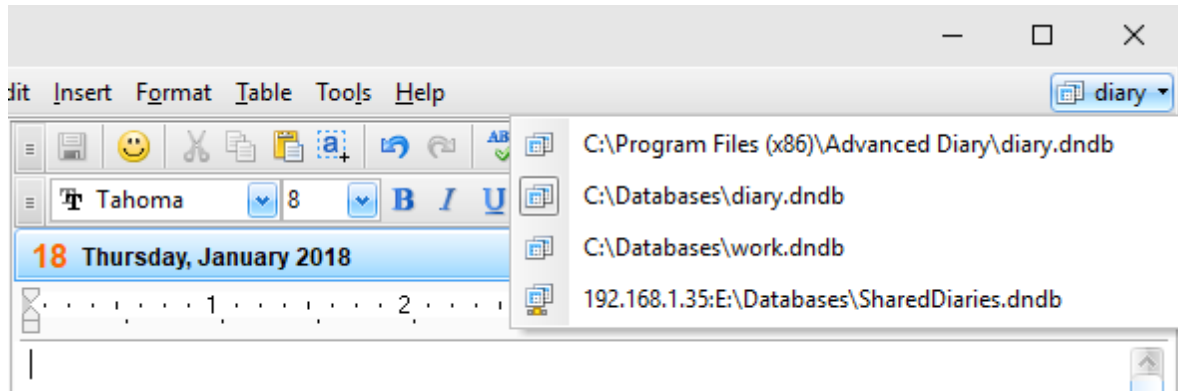
The Database manager window looks as following:



In the Database manager dialog box you can see your databases list. You can create new databases, add or edit connections or remove database from list by pressing an appropriate buttons (**New**, **Add**, **Edit** and **Remove**).

To open any of listed databases, please select this database and click the "**Open**" button. Also you can switch between databases and in the main window by clicking a button with active database name. You will see a list of available databases:



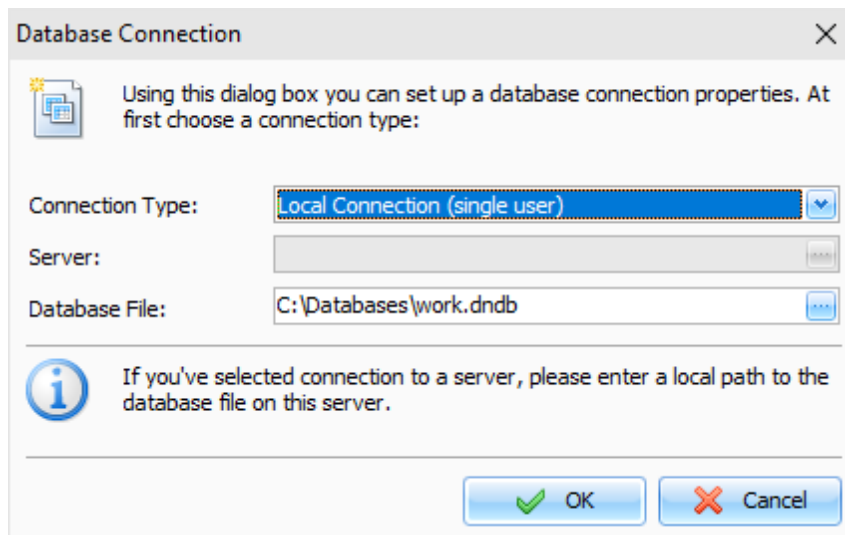


At the bottom of **Database manager** window you can see the **Active database information**: file path, database size, information about records and attachments count etc.

Here you can pack active database file by pressing "**Pack**" button. This will optimize the database size. We recommend pack database from time to time if you've deleted a large amount of data.

**Note:** when you connected to a server, Pack function is available for database administrator only.

When you create new database as well as add or edit existing connection, the "**Database Connection**" window will be opened:



If you are working with local connection (single user), please select an appropriate connection type and enter a full local path to the database file (as you see it from your computer). After this click the "**OK**" button.

Advanced Diary will create database file (if you choose new database) and add connection to the databases list.

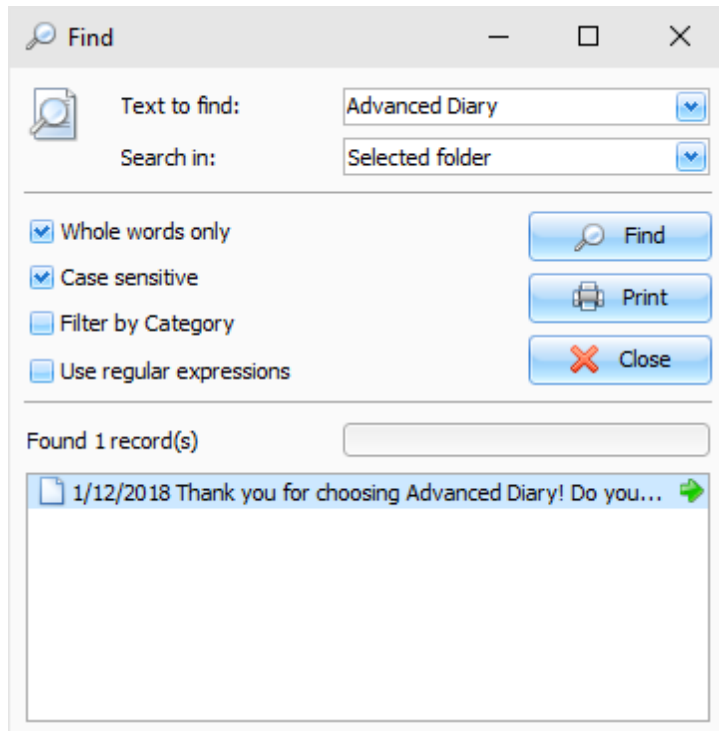
If you would like to share data in a network and connect to a server, please see this help topic for more details:

[Connection to a server](#)

## 2.19.2 Search in database

Advanced Diary has a powerful database **search function** with regular expressions support. To find any text in the database entries, click the "**File - Find**" main menu item or use the **Ctrl + Alt + F** shortcut.

You will see a dialog box:



Enter the text you wish to find and specify where to search in.  
For your convenience, the Advanced Diary "remembers" your last 10 search strings.

You can choose the additional options:

**Whole words only** - search only whole words, which match to search string.

**Case sensitive** - case sensitive search string.

**Filter by Category** - if your entries are filtered by category, this option will be enabled. You can use or remove filter for search results.

**User regular expressions** - you can add a special symbols to search string.

Click the "**Find**" button. The search result will be displayed in the lower part of the dialog box.

We've added an ability to print search results. Just click the "**Print**" button and a printable report with a list of found records will be created.

#### About regular expressions in short:

##### Wildcards

The known wildcards `_` and `%` match any single character and a string of any length, respectively:

'Birne' similar to 'B\_me' -- true

'Birne' similar to 'B\_ne' -- false

'Birne' similar to 'B%ne' -- true

'Birne' similar to 'Bir%ne%' -- true

'Birne' similar to 'Birr%ne' -- false

##### Character Classes

A bunch of characters enclosed in brackets define a character class. A character in the string matches a class in the pattern if the character is a member of the class:

```
'Citroen' similar to 'Cit[arju]oen' -- true
'Citroen' similar to 'Ci[tr]oen' -- false
'Citroen' similar to 'Ci[tr][tr]oen' -- true
```

As can be seen from the second line, the class only matches a single character, not a sequence. Within a class definition, two characters connected by a hyphen define a range. A range comprises the two

endpoints and all the characters that lie between them in the active collation. Ranges can be placed anywhere in the class definition without special delimiters to keep them apart from the other elements.

```
'Datte' similar to 'Dat[q-u]e' -- true
'Datte' similar to 'Dat[abq-uy]e' -- true
'Datte' similar to 'Dat[bcg-km-pwz]e' -- false
```

### Quantifiers

A question mark immediately following a character or class indicates that the preceding item may occur 0 or 1 times in order to match:

```
'Hallon' similar to 'Hal?on' -- false
'Hallon' similar to 'Hal?lon' -- true
'Hallon' similar to 'Hall?on' -- true
'Hallon' similar to 'Hall?lon' -- false
'Hallon' similar to 'Halx?lon' -- true
'Hallon' similar to 'H[a-c]?llon[x-z]?' -- true
```

An asterisk immediately following a character or class indicates that the preceding item may occur 0 or more times in order to match:

```
'lcaque' similar to 'lca*que' -- true
'lcaque' similar to 'lcar*que' -- true
'lcaque' similar to 'l[a-c]*que' -- true
'lcaque' similar to 'l_*' -- true
'lcaque' similar to '[:,ALPHA:]*' -- true
'lcaque' similar to 'lca[xyz]*e' -- false
```

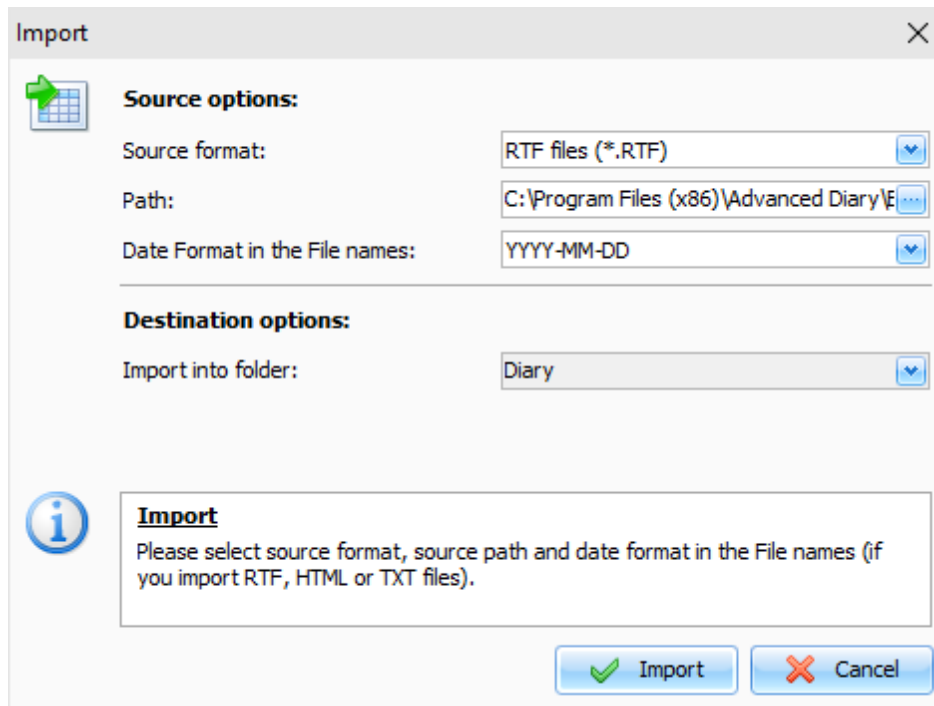
A plus sign immediately following a character or class indicates that the preceding item must occur 1 or more times in order to match:

```
'Jujube' similar to 'Ju_+' -- true
'Jujube' similar to 'Ju+jube' -- true
'Jujube' similar to 'Jujuber+' -- false
'Jujube' similar to 'J[jux]+be' -- true
'Jujube' similar to 'J[:,DIGIT:]+ujube' -- false
```

## 2.19.3 Import

Use the **Import** function to transfer information from various sources to the Advanced Diary database. To open the Import dialog box, click the "**File - Import**" program's main menu item.

The Import process consists of a few simple steps.



Choose the source format. Advanced Diary supports the following formats:

**Rich text files** (\*.RTF)

**HTML files** (\*.HTM)

**Text files** (\*.TXT)

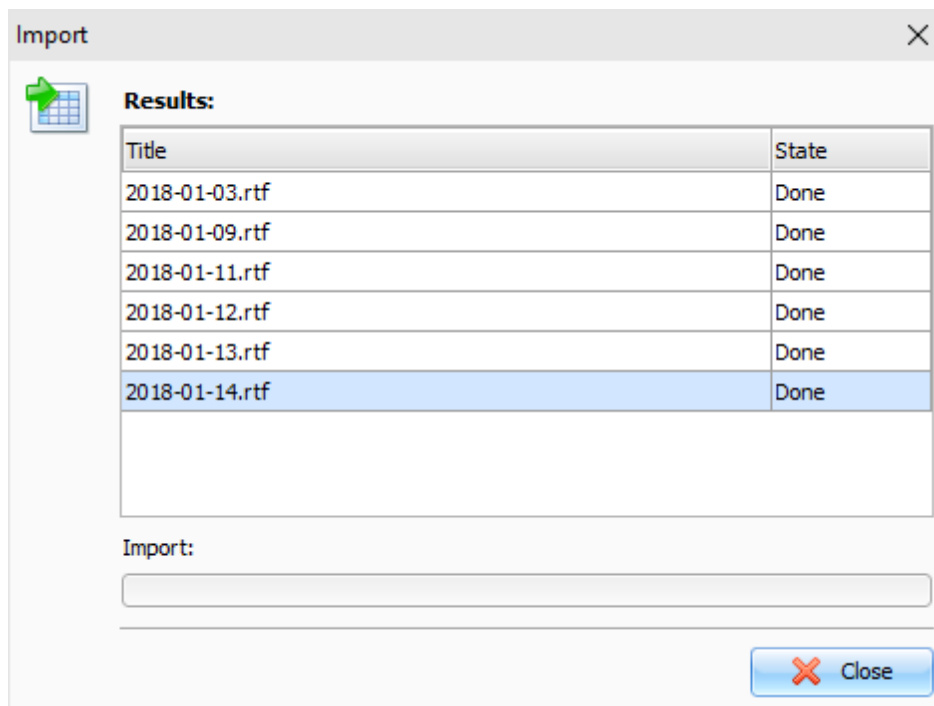
**Advanced Diary Databases** (\*.DNDB and \*.DDB)

Choose source files location.

Choose Date Format in the File names (**not necessary if you import database file**). For example: if you select "YYYY-MM-DD" format, Advanced Diary will accept "2010-03-12.RTF" or "2010-03-12.TXT" or similar file names.

**Note:** If you select the "Do not detect date" option, all your entries will be imported into a **current date**.

Select **Destination folder** (into which you would import information) and click the "**Import**" button. You will see a next window with the import results:



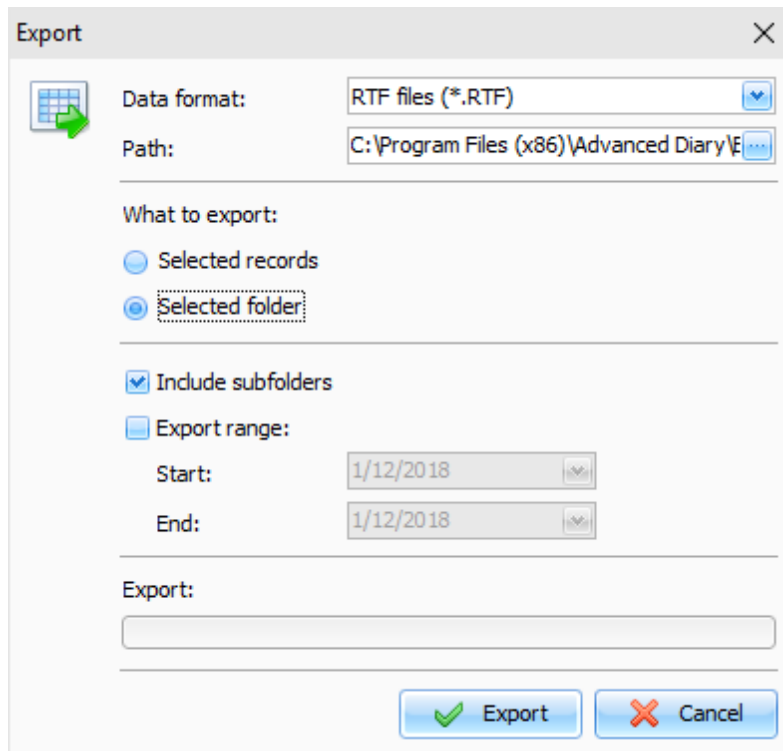
You will get a notification message when the action is complete.

#### 2.19.4 Export

The **Export** function allows you convert Advanced Diary database information into other formats and then share this information with other programs.

To use this function, choose **File Export** in the main program's menu item.

Export dialog box will be opened:



Set up a format to which you would like to convert the information.

The following formats are supported:

**Rich text files (\*.RTF)**

**HTML files (\*.HTM)**

**Text files (\*.TXT)**

**Advanced Diary databases (\*.DNDB)**

Specify a destination folder (or a destination file if you export into the database) to which you want to export information.

Choose which information you would like to export, using **What to export** options.

Then click the **Export** button.

You will see the Export process indicator in the lower part of the dialog box. A notification message will appear when export process completed.

## 2.19.5 Backup

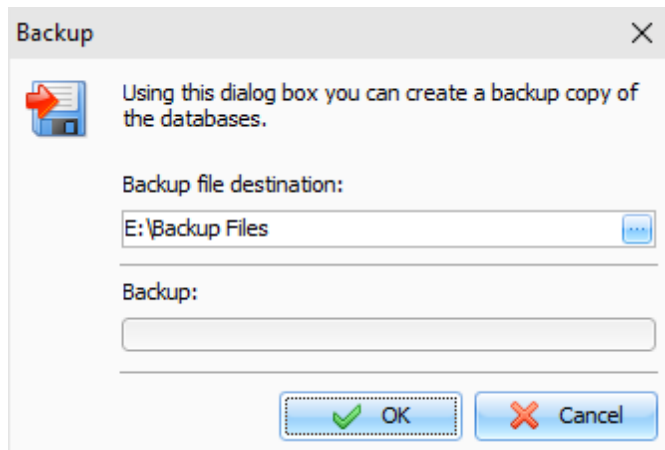
**Backup** function is used to create backup copies of Advanced Diary databases. **Active** database will be saved into a single file. This file name will contain a database name and backup date.

For example: if you are working with **diary.dndb** file, backup copy of this file will be named **diaryYYYY-MM-DD.dndb.backup**, where **YYYY** - year, **MM** - month and **DD** - day of backup operation..

You can use this file to [restore](#) database if it will be necessary.

To make a backup copy, click the "**File - Backup**" Advanced Diary main menu item.

After that you will see **Backup** dialog box:



Specify the backup files location and press the "OK" button.

You will see a progress indicator of the backup at the bottom of the window.

Before create a backup copy, Advanced Diary will pack the database file automatically. When backup is completed, you will receive an appropriate message.

**Note:** Advanced Diary can create the backup copies automatically. See the [Backup options](#) help topic for more details.

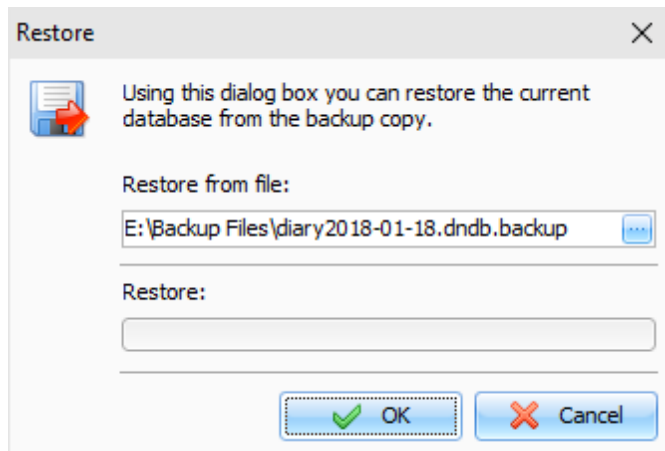
When you connected to a server, this function is available for database administrator only.

### 2.19.6 Restore

Use **Restore** function to restore Advanced Diary databases from the previously created [backup copies](#).

To restore Advanced Diary database, click the "**File - Restore**" main menu item.

After that you will see the **Restore** dialog box.



Specify the file name from which you will restore information.

After that, press "OK" button.

You will see a progress indicator at the bottom of the window.

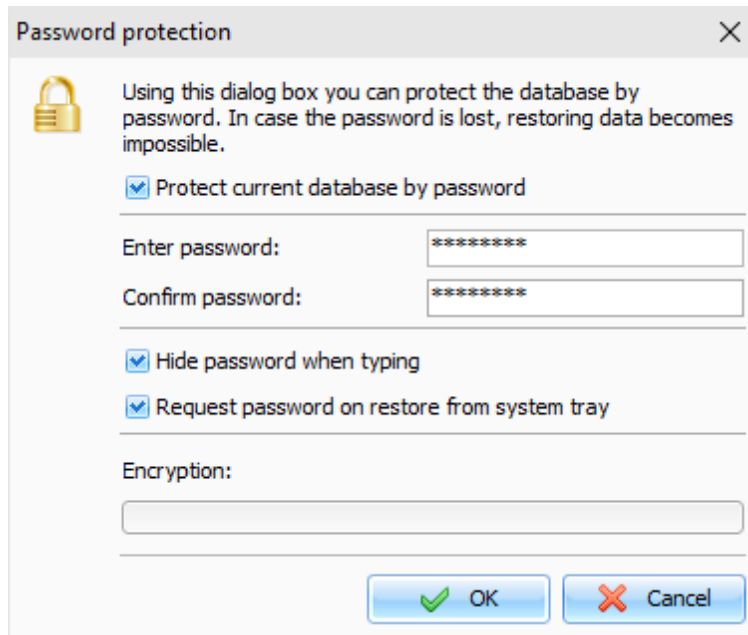
When restore is completed, you will receive an appropriate message.

**Note:** when you connected to a server, this function is available for database administrator only.

## 2.19.7 How to protect your information by password

Advanced Diary lets you protect your data with a password. To activate the password protection function, click the "**Tools - Password protection**" program's main menu item.

You will see a dialog box, where you will need to mark the "**Protect current database by password**" option, then enter and confirm your current database password.

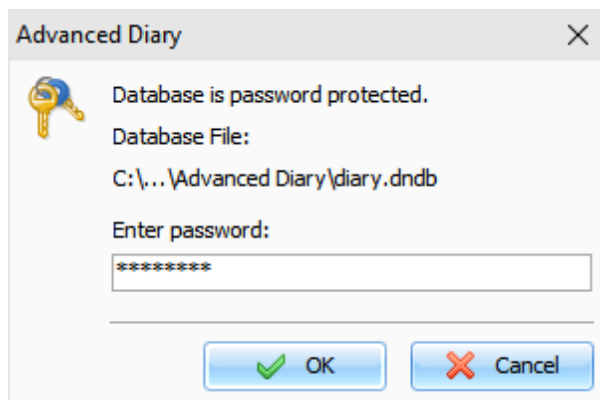


If you select option **Request password on restore from system tray**, the program will request password each time user tries to access main window from the system tray.

Click "**OK**" button and wait while encryption will be completed.

From now on, the program will request a password for accessing data.

**Warning:** When you protect a database with a password, all information will be encrypted using very strong AES encryption algorithms. Be careful, if you forget your password, you will not be able to access your information.



To deactivate password protection, click the "**Tools - Password protection**" program's main menu item. If the function is active, Advanced Diary will request a password before open the "Password protection"



window.

Unmark the "Protect current database by password" option in this window and the password protection will be deactivated.

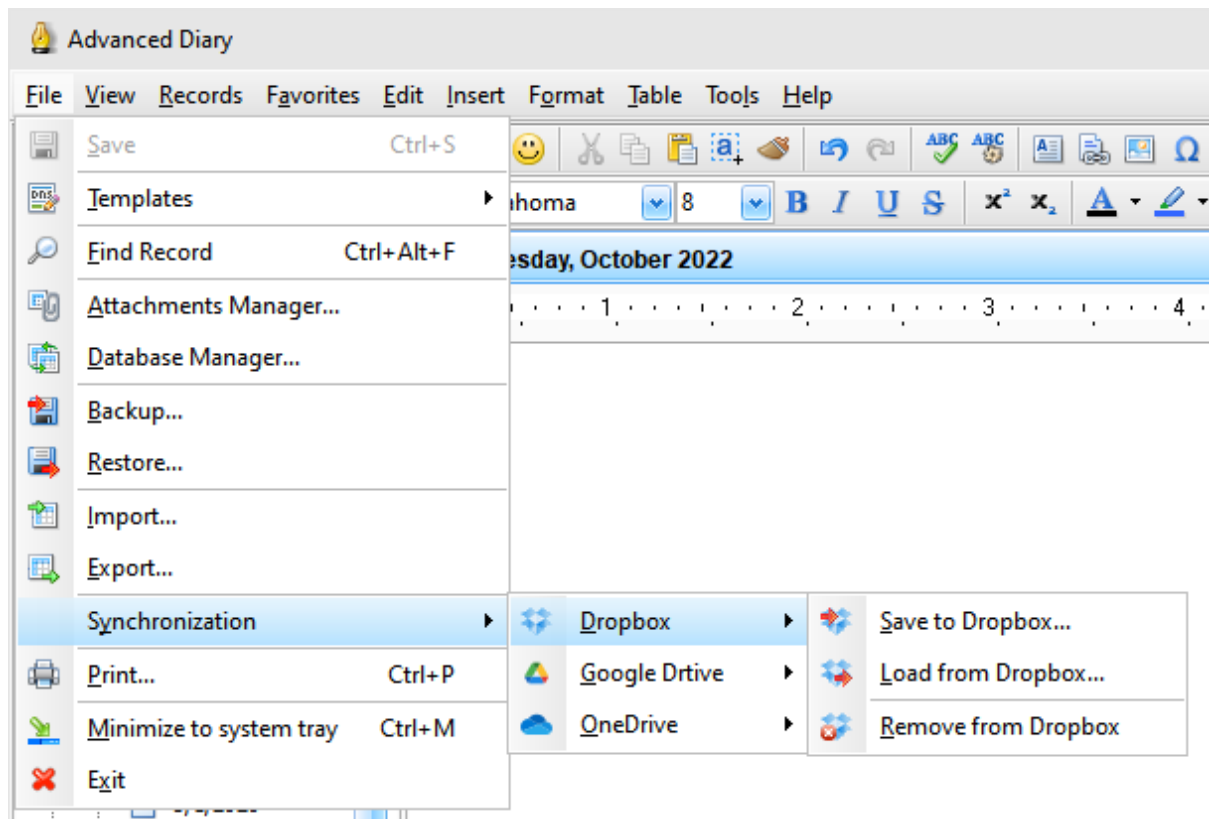
Click "OK" button and wait while decryption will be completed.

**Note:** when you connected to a server, this function is available for database administrator only.

## 2.19.8 Working with Dropbox

Advanced Diary has a full Dropbox support. You can save a copy of your database into Dropbox and then load it on another computer just with one mouse click!

All features to work with Dropbox are available under the "File - Dropbox" main menu item:



To use these functions you should have the Dropbox client application installed on your computer.

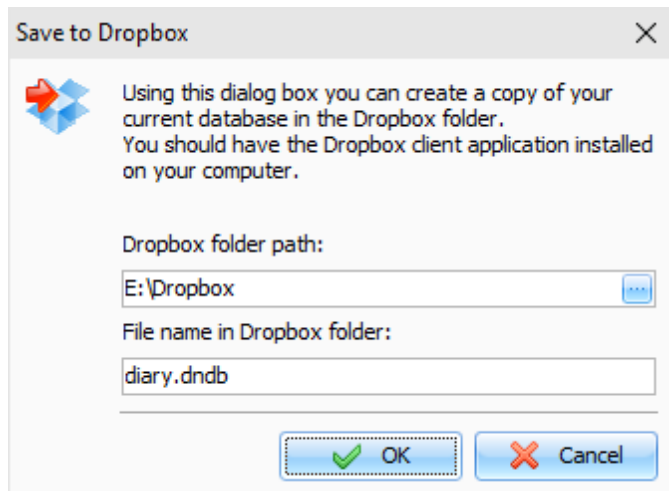
### Important:

As alternate way, you can simply install Advanced Diary into Dropbox folder. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with Dropbox cloud storage.

If you use same Dropbox account on another computer, please wait while Dropbox will complete synchronization with cloud storage before open Advanced Diary.

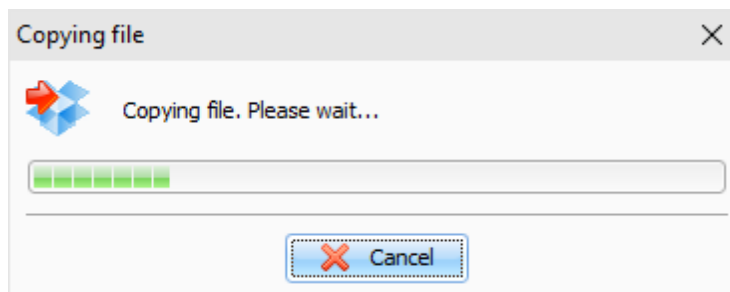
### Save to Dropbox

If you never loaded or saved your current database in Dropbox, when you click this menu item, the dialog window "Save to Dropbox" will be shown:



In this window please select a path to "Dropbox" folder on your computer. File name in Dropbox folder will be inserted automatically, but you can change it, if necessary.

When you click "OK", your current database will be copied to Dropbox, and Advanced Diary will remember database file association with the file in Dropbox for the future use.



Advanced Diary will create the "...\Dropbox\Advanced Diary databases\" folder for your database files.

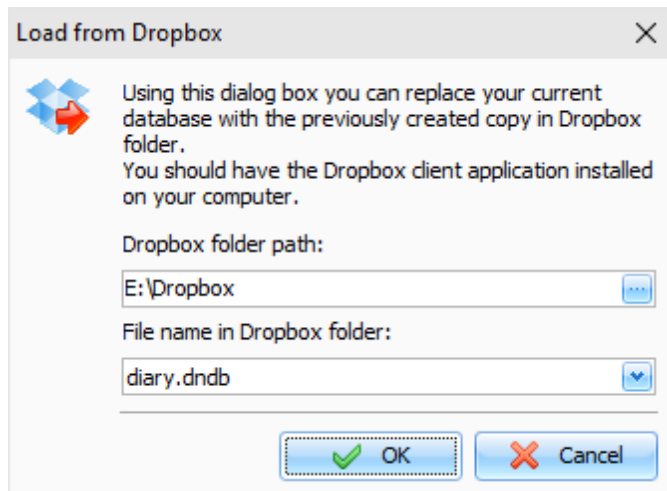
Please do not delete any files in this folder manually.

When you click the "Save to Dropbox" menu item next time, associated file will be copied to Dropbox without any confirmations.

When database file is copied, Dropbox will synchronize it with cloud storage and it can be loaded from other computers.

### Load from Dropbox

If Advanced Diary does not have any information about associated files in Dropbox with the current database, or the path to Dropbox folder is incorrect (or empty), it will open the "Load from Dropbox" dialog window:



In this window you can set up a path to Dropbox folder on your computer and select one of available databases in this folder.

When you click "OK", Advanced Diary will **replace** current database with the selected file and remember database file association with the file in Dropbox for the future use.

When you click the "Load from Dropbox" menu item next time, associated file will be loaded from Dropbox without any confirmations.

**Warning:**

Be careful, when use this feature. Please note that your active database will be replaced with the database file from Dropbox folder.

Please make sure, that file in Dropbox is completely synchronized and up to date.

**Remove from Dropbox**

When you click this menu item, Advanced Diary will delete file, associated with active database, in Dropbox folder, and remove all associations for this file.

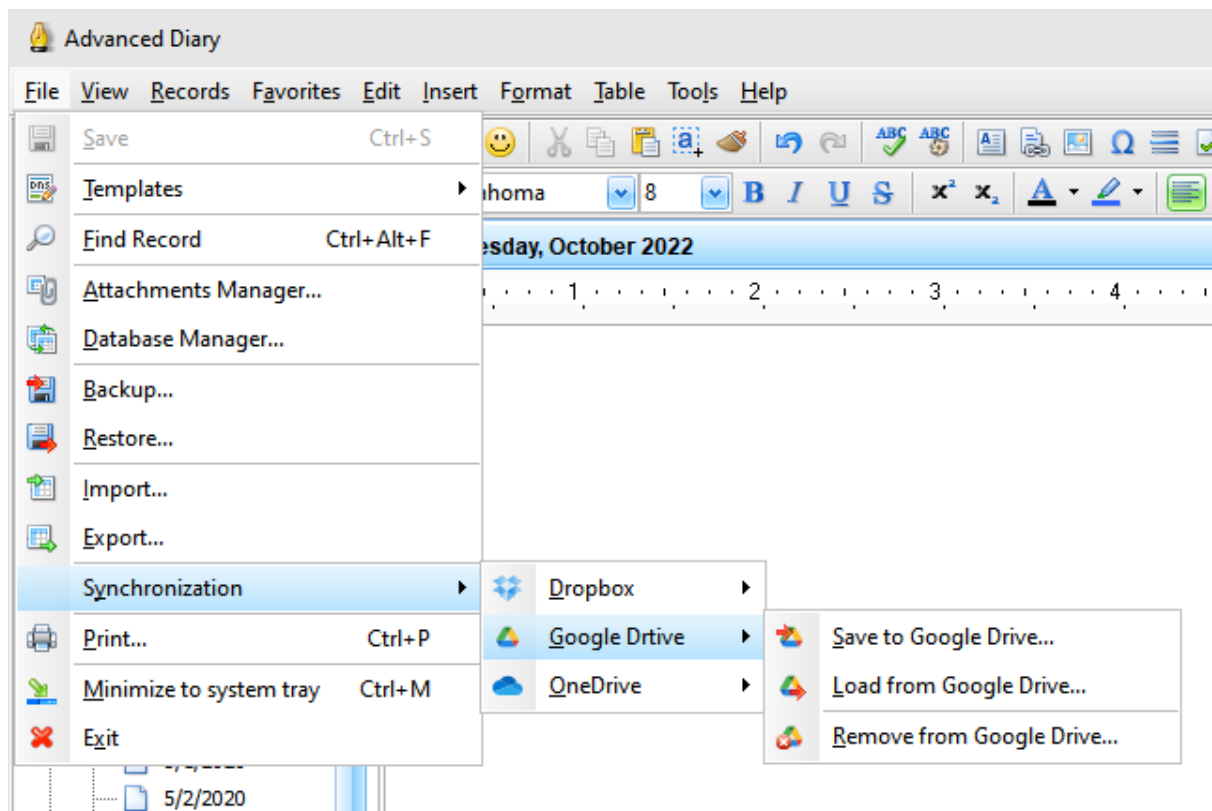
This menu item is disabled, if your active database does not have associated file in Dropbox folder.

**Note:** when you connected to a server, these functions are available for database administrator only.

## 2.19.9 Working with Google Drive

Advanced Diary supports synchronization with Google Drive. You can save a copy of your database into Google Drive and then load it on another computer just with one mouse click!

All features to work with Google Drive are available under the "File - Synchronization - Google Drive" main menu item:



To use these functions you should have the Google Drive client application installed on your computer.

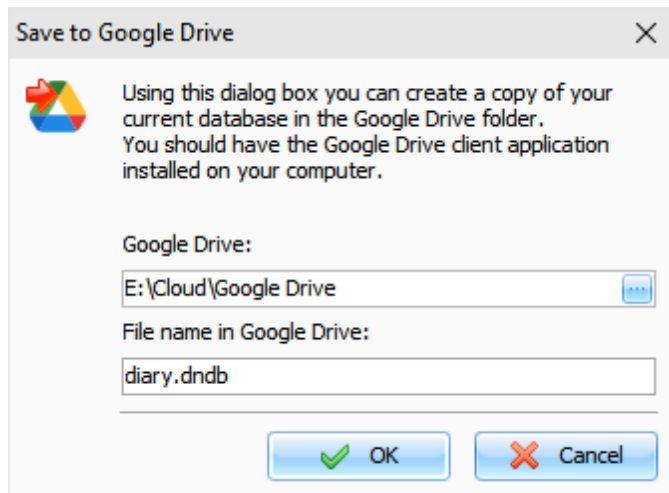
**Important:**

As alternate way, you can simply install Advanced Diary into a folder, which synchronizing with Google Drive. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with Google Drive cloud storage.

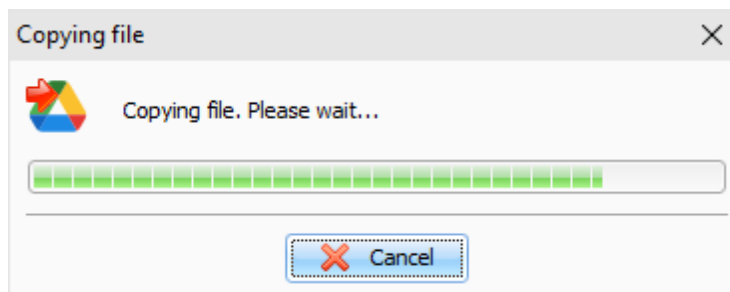
If you use same Google Drive account on another computer, please wait while Google Drive will complete synchronization with cloud storage before open Advanced Diary.

**Save to Google Drive**

If you never loaded or saved your current database into Google Drive, when you click this menu item, the dialog window "Save to Google Drive" will be shown:



In this window please select a path to a folder on your computer, which synchronizing with Google Drive. File name in this folder will be inserted automatically, but you can change it, if necessary. When you click "OK", your current database will be copied to Google Drive, and Advanced Diary will remember database file association with the file in Google Drive for the future use.

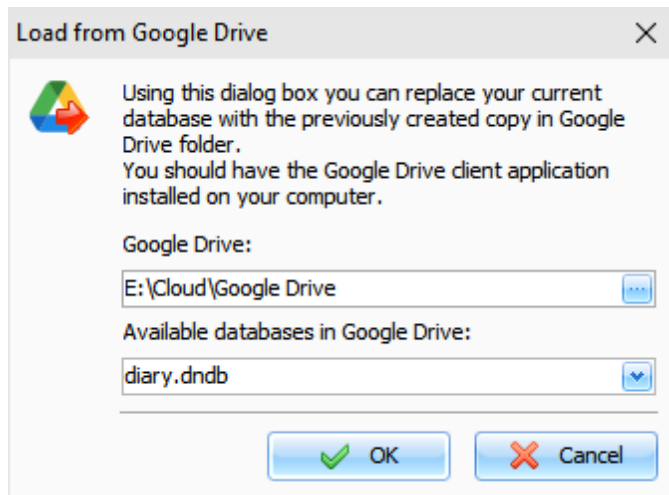


Please do not delete copied database file file in Google Drive folder manually.

When you click the "Save to Google Drive" menu item next time, associated file will be copied to Google Drive without any confirmations. When database file is copied, Google Drive client application will synchronize it with cloud storage and it can be loaded from other computers.

### Load from Google Drive

If Advanced Diary does not have any information about associated files in Google Drive with the current database, or the path to Google Drive folder is incorrect (or empty), it will open the "Load from Google Drive" dialog window:



In this window you can set up a path to a folder on your computer, which synchronizing with Google Drive, and select one of available databases in this folder.

When you click "OK", Advanced Diary will **replace** current database with the selected file and remember database file association with the file in Google Drive for the future use.

When you click the "Load from Google Drive" menu item next time, associated file will be loaded from Google Drive without any confirmations.

**Warning:**

Be careful, when use this feature. Please note that your active database will be **replaced** with the database file from Google Drive folder.

Please make sure, that file in Google Drive is completely synchronized and up to date.

**Remove from Google Drive**

When you click this menu item, Advanced Diary will delete file, associated with active database, in Google Drive folder, and remove all associations for this file.

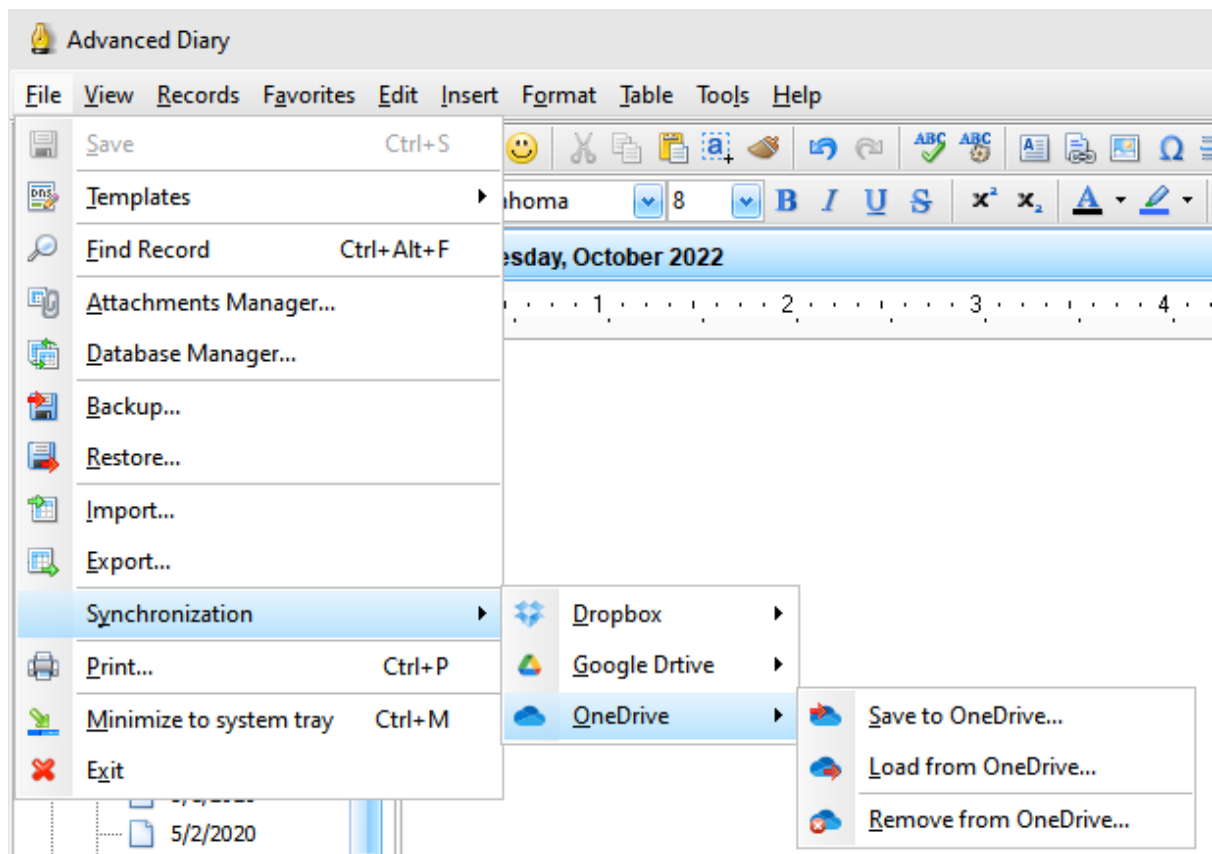
This menu item is disabled, if your active database does not have associated file in Google Drive folder.

**Note:** when you connected to a server, these functions are available for database administrator only.

### 2.19.10 Working with OneDrive

Advanced Diary supports synchronization with OneDrive. You can save a copy of your database into OneDrive and then load it on another computer just with one mouse click!

All features to work with OneDrive are available under the "File - Synchronization - OneDrive" main menu item:



To use these functions you should have the OneDrive client application installed on your computer.

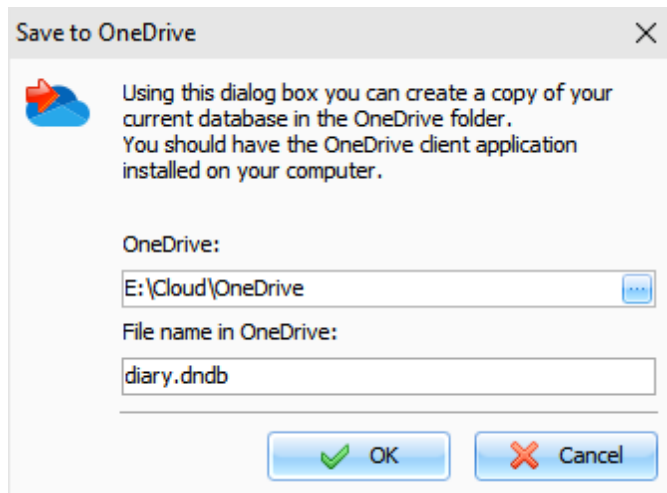
**Important:**

As alternate way, you can simply install Advanced Diary into a folder, which synchronizing with OneDrive. In this case, when you complete your work and exit the program, all your information will be automatically synchronized with OneDrive cloud storage.

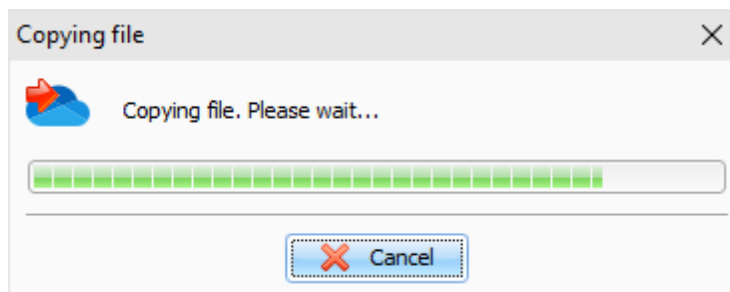
If you use same OneDrive account on another computer, please wait while OneDrive will complete synchronization with cloud storage before open Advanced Diary.

**Save to OneDrive**

If you never loaded or saved your current database into OneDrive, when you click this menu item, the dialog window "Save to OneDrive" will be shown:



In this window please select a path to a folder on your computer, which synchronizing with OneDrive. File name in this folder will be inserted automatically, but you can change it, if necessary. When you click "OK", your current database will be copied to OneDrive, and Advanced Diary will remember database file association with the file in OneDrive for the future use.



Please do not delete copied database file file in OneDrive folder manually.

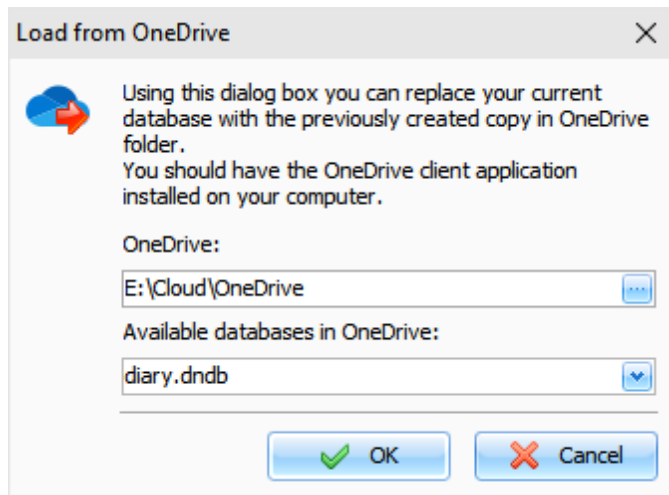
When you click the "Save to OneDrive" menu item next time, associated file will be copied to OneDrive without any confirmations.

When database file is copied, OneDrive client application will synchronize it with cloud storage and it can be loaded from other computers.

### Load from OneDrive

If Advanced Diary does not have any information about associated files in OneDrive with the current database, or the path to OneDrive folder is incorrect (or empty), it will open the "Load from OneDrive" dialog window:





In this window you can set up a path to a folder on your computer, which synchronizing with OneDrive, and select one of available databases in this folder.

When you click "OK", Advanced Diary will **replace** current database with the selected file and remember database file association with the file in OneDrive for the future use.

When you click the "Load from OneDrive" menu item next time, associated file will be loaded from OneDrive without any confirmations.

**Warning:**

Be careful, when use this feature. Please note that your active database will be **replaced** with the database file from OneDrive folder.

Please make sure, that file in OneDrive is completely synchronized and up to date.

**Remove from OneDrive**

When you click this menu item, Advanced Diary will delete file, associated with active database, in OneDrive folder, and remove all associations for this file.

This menu item is disabled, if your active database does not have associated file in One Drive folder.

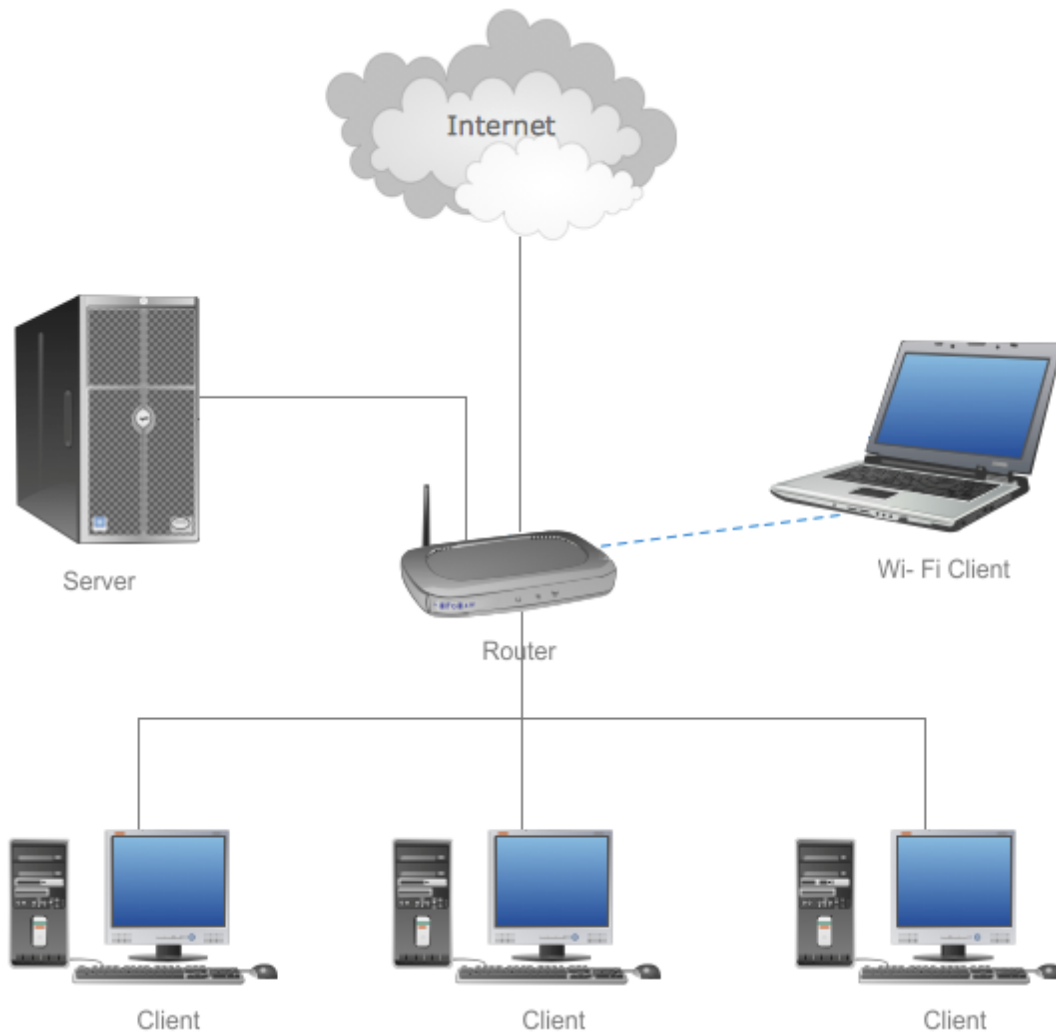
**Note:** when you connected to a server, these functions are available for database administrator only.

## 2.20 Working in a network

### 2.20.1 Network features overview

**Advanced Diary** offers extended data sharing capabilities for various network groups. You can share your data in a small networks at home or in large work groups for your business purposes. This program allows simultaneous multi-user access to all information in one common database file. Database administrator can grant access to the database file for any users (various access rights are supported). Each user can create public and private entries, or grant access for selected users only. All changes made by one user are available for other users immediately, in real time.

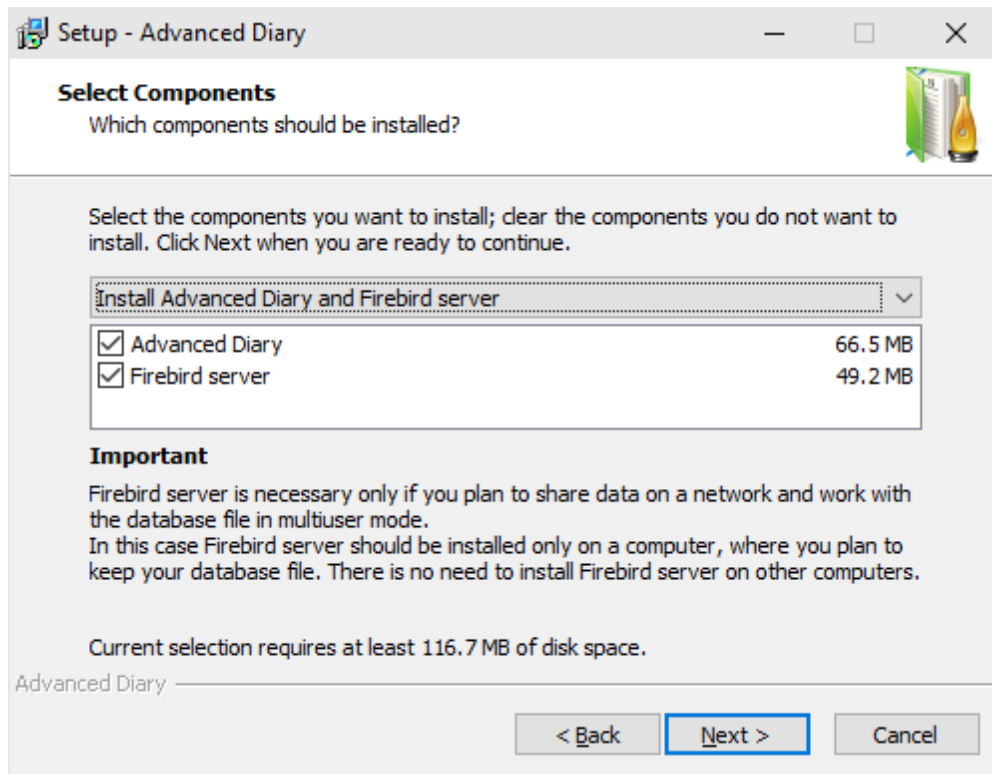
Here is an example network diagram:



Common database file should be stored on a server. Advanced Diary clients should connect to this server. We also recommend to install Advanced Diary onto a server for administration purposes: create backup copies using built-in Advanced Diary functions, pack database file etc. You can use as a server any client computer. It is not necessary to install server onto a separate computer. Connection to the database is possible through LAN or Internet.

### 2.20.2 Server installation

Advanced Diary installation package comes with Firebird server part. Server should be installed only on a computer, where you plan to keep common database file. There is no need to install Firebird server on other computers.



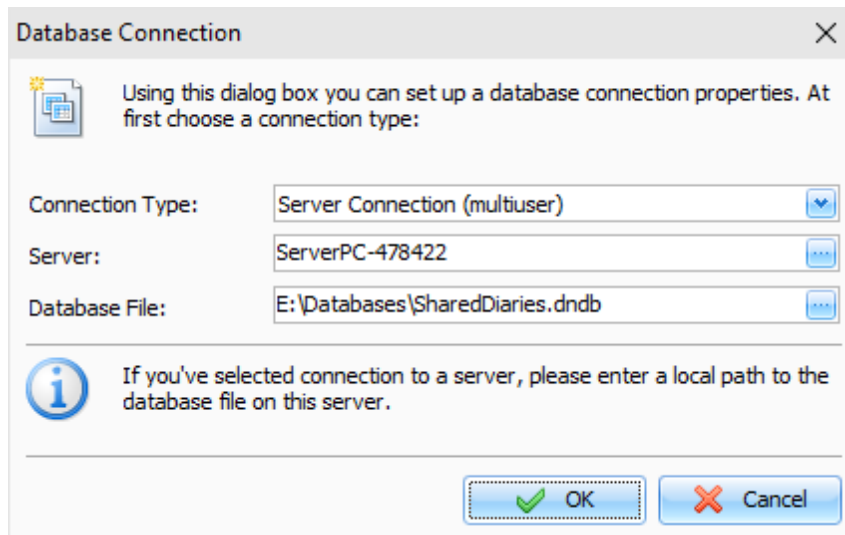
We've customized Firebird server installation package. It includes Firebird server v3.0.4, our plugins for database encryption, and already preconfigured to work with these plugins. Firebird version is very important. If you already have Firebird server installed, please make sure that you have version 3.0.4. Otherwise you should install this version. If you would like to use existing server, please follow these steps:

- Copy encryption plugins (**CSCrypt.dll** and **CSHolder.dll** files) into "...\\Firebird\\plugins" folder. You can find these files in "...\\Advanced Diary\\fbclient" folder.
- Add **KeyHolderPlugin = CSHolder** string into "firebird.conf" file and make sure that Firebird works in Super Server mode (**ServerMode = Super**).
- Restart Firebird server.

If you use our installation package, these steps are not necessary.

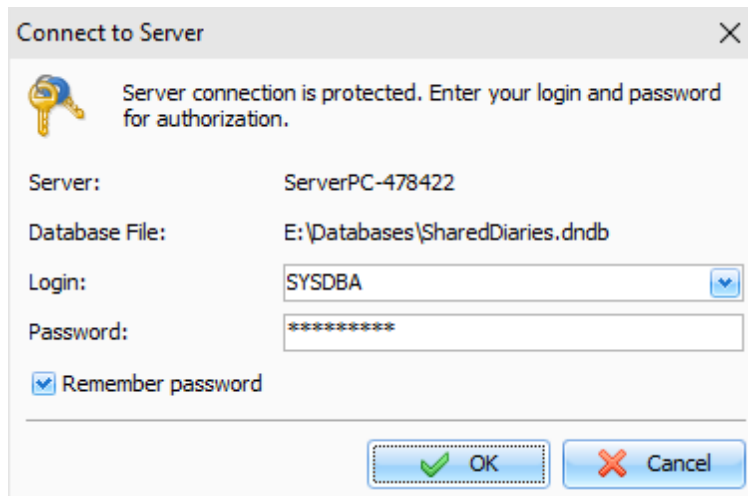
### 2.20.3 Connection to a server

After you've installed a Firebird server, you need to create a database on this server using the "**Database manager**". function, or simply copy any existing database onto a server PC. Since version 5.0 local and shared databases have absolutely identical structure, so you can use any database file for multi-user access. In this case you should add a server database into the "**Database manager**" window:



Here you need enter a server name or server IP address and a full path to the database file on server. Please note that this is a **local path** to the database. You should not enter a server name or a network drive here. For example, if your database in the "**E:\Databases\diary.dndb**" folder on your server, you should enter this path when create or add a database connection.

Now you are ready to connect to a server. Just select your new connection in the "**Database manager**" and click the "**Open**" button (if you create database, it will be opened automatically). You will see "**Connect to a server**" window:



Here you see a server name and database path. Enter user login and password. When connecting for the first time you should log in using the default administrator account:

login - **SYSDBA**, password - **masterkey**.

You can change default password for SYSDBA account in the "[Users manager](#)" window.

Click **OK** and you will be connected to the database.

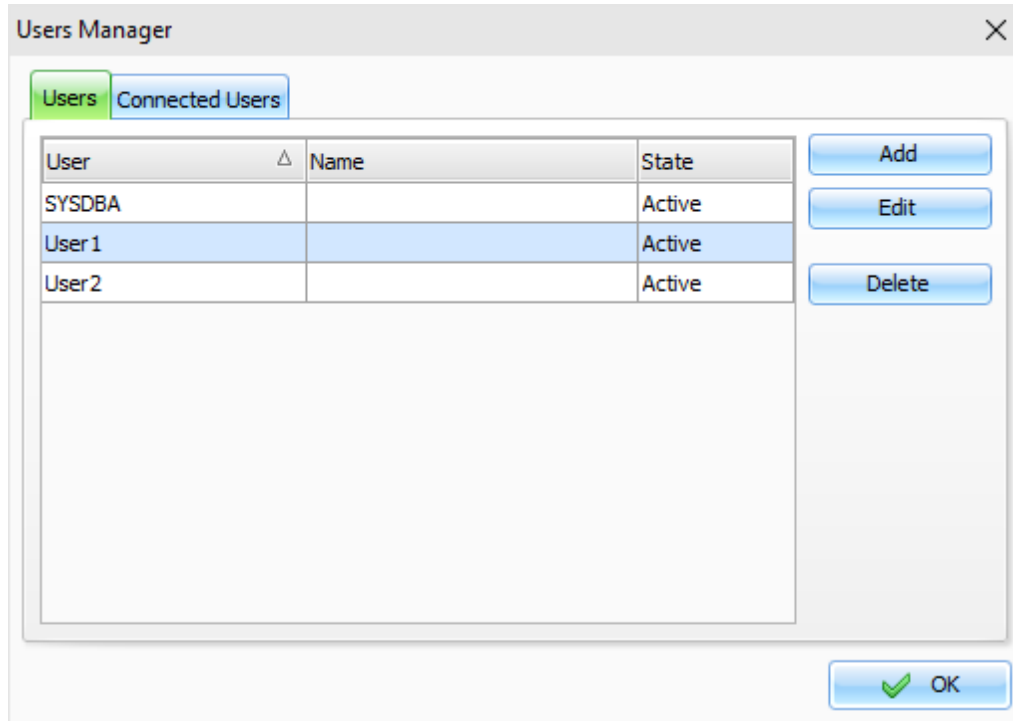
Now you can add users in the "[Users manager](#)" window. This function is available only for SYSDBA account.

After this you are ready to work. Just add a server database into the "Database manager" window on all client computers and connect to this database.

#### 2.20.4 Managing users

Users can be managed only under administrator account (**SYSDBA**). If you connected to a database using any other account (even with administrator rights) this feature won't be available.

Click the "File - Users manager" main menu item. In the opened window you can create, edit or delete database users:



Also in this window you can see a list of **connected users** and disconnect from database any user (excluding your connection).

When you adding or editing users, you will see the "User" window:

**User**

Using this dialog box you can set up a user account for the currently opened database.

Account state: Active

Login: User1

Password: \*\*\*\*\*

Confirm password: \*\*\*\*\*

Name: John

---

Access level: Standard access

Read-Only

Can change Categories

OK Cancel

In this window you can change **Account state** (**Active** or **Disabled**). When create a new user, enter Login, Password (Confirm password) and user Name (optionally).

**Access level** has two options:

**Standard access** - user can access only own, public and assigned entries.

**Access to all users data** - user can access any entries.

Also there are two additional options:

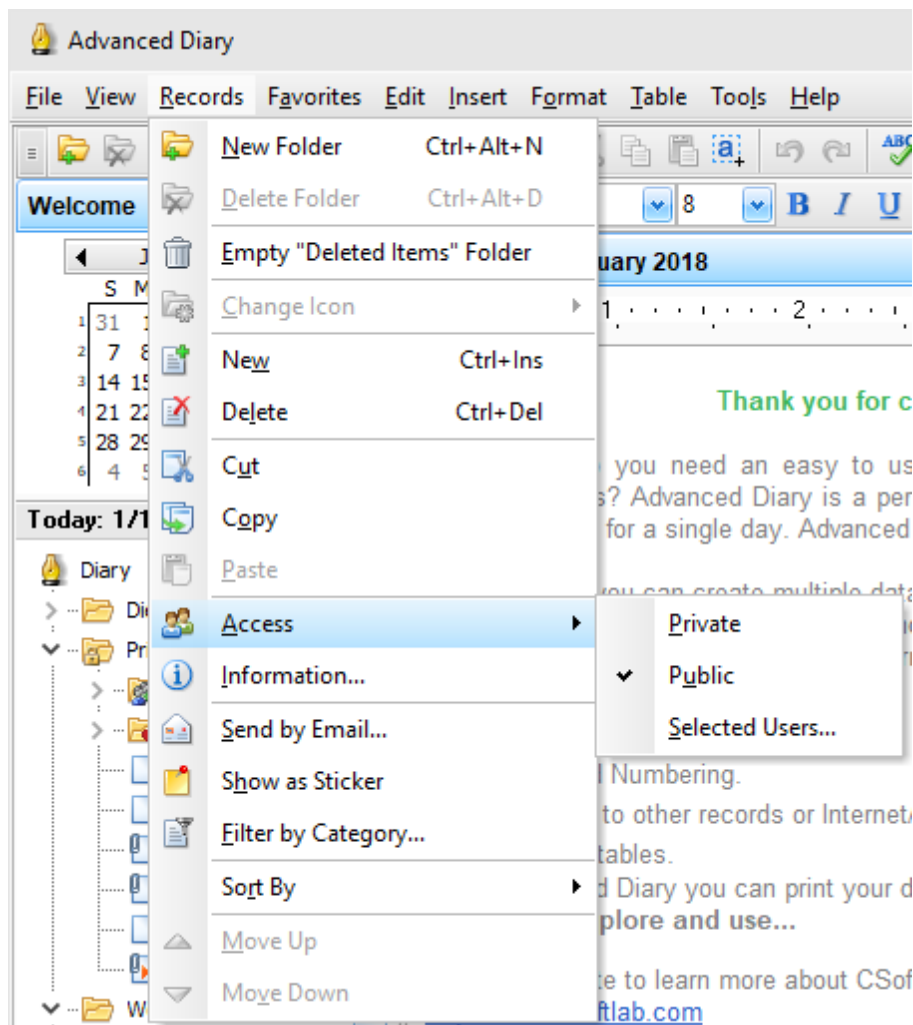
**Read-Only** - limits user rights to read only. User will be able to see the entries, but cannot create own or edit them.

**Can change Categories** - allows user modify existing or create new categories.

### 2.20.5 Assigning entries

When you are working with network database, you can create public and private records, or assign records to particular users. This will help to effective exchange data between team members. Also you can even use Advanced Diary as a family journal: family members can create private or public entries, and share data with selected members.

To set up access to any entry or folder in Advanced Diary, select it in the documents tree and click the "**Records - Access**" main menu item:

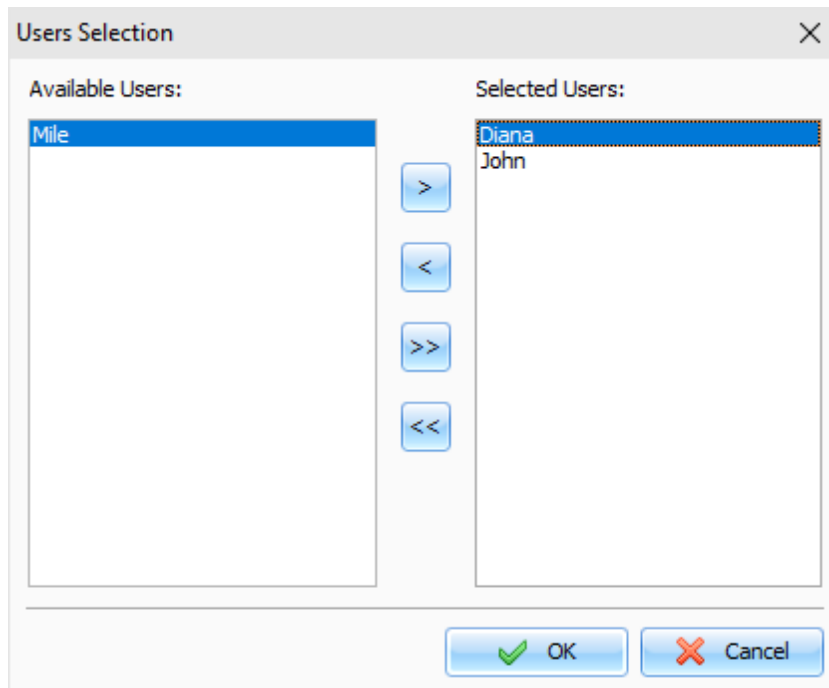


You can choose **Private**, **Public**, or **Selected Users** access type.

**Private** - entry will be available to you only;

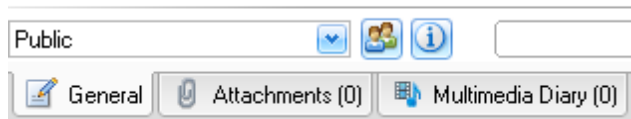
**Public** - entry will be available to all users;

**Selected users** - entries will be available only to selected users. When you click this menu item, users selection window will be opened:



Here you can choose which users will have access to your entry.

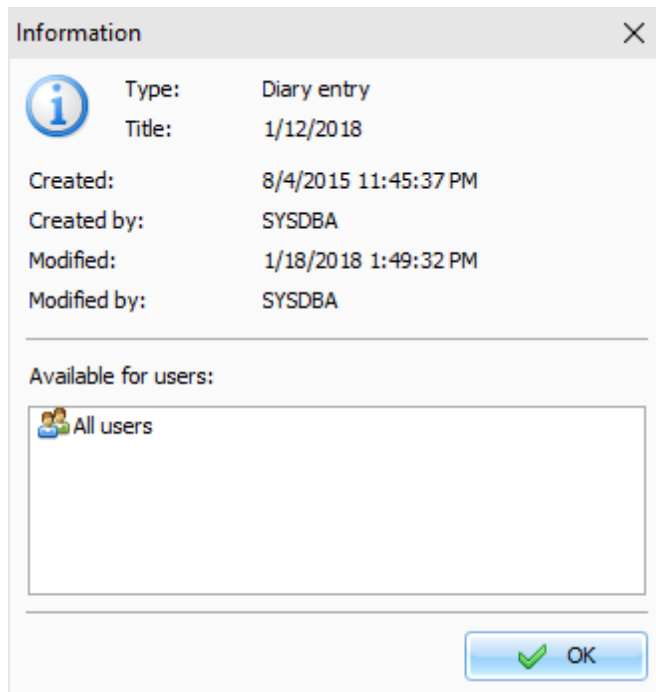
Also you can set up access to a selected entry in the main window below the diary text:



**Note:** administrator rights override all restrictions. Database administrator can access to all users entries.

By clicking the "**Records - Information**" you can get summary information about selected entry or folder: who has created and modified this entry, date of creation and modification etc.





### 2.20.6 Server database maintenance

Please note that you should have a copy of Advanced Diary installed on your server for the database maintenance purposes. This is necessary for built-in database Backup, Restore and Pack functions. These features are available only for database administrator (**SYSDBA**) account.

Do not connect to a shared database locally. Use server connection, even if Advanced Diary installed on the server.

As alternate way you can use one of the many free or commercial utilities for Firebird databases maintenance.

## 3 Copyright and License

### 3.1 Copyright and License

The Advanced Diary is "try-before-you-buy" software. This means:

- CSoftLab exclusively owns all copyrights to Advanced Diary.
- Anyone may use this software during a test period of 30 days. Following this test period of 30 days or less, if you wish to continue to use Advanced Diary, you MUST [register](#).
- Once registered, the user is granted a non-exclusive license to use Advanced Diary on one computer (i.e. a single CPU), for any legal purpose, at a time. The registered Advanced Diary software may not be rented or leased.
- The license for product will never expire for the purchased version and versions, released within one year after purchase date. To use any versions, released after this period, you must purchase an upgrade.
- The Advanced Diary unregistered evaluation version may be freely distributed, if the distribution package is not modified. No person or company may charge a fee for the distribution of Advanced Diary without written permission from the copyright holder.
- Advanced Diary IS DISTRIBUTED "AS IS". NO WARRANTY OF ANY KIND IS EXPRESSED OR IMPLIED. YOU USE AT YOUR OWN RISK. THE AUTHOR WILL NOT BE LIABLE FOR DATA LOSS, DAMAGES, LOSS OF PROFITS OR ANY OTHER KIND OF LOSS WHILE USING OR MISUSING THIS SOFTWARE.

You may not use, copy, emulate, clone, rent, lease, sell, modify, decompile, disassemble, otherwise reverse engineer, or transfer the licensed program, or any subset of the licensed program, except as provided for in this agreement. Any such unauthorized use shall result in immediate and automatic termination of this license and may result in criminal and/or civil prosecution.

CSoftLab reserves all rights not expressly granted here.

Installing and using Advanced Diary signifies acceptance of these terms and conditions of the license.

If you do not agree with the terms of this license, you must remove Advanced Diary files from your storage devices and cease to use the product.

 Email: [support@CSoftLab.com](mailto:support@CSoftLab.com)

 Web: <http://www.CSoftLab.com>

## 4 Registration

### 4.1 How to order Advanced Diary

You can purchase our products either online or by using one of the alternative ordering methods, such as phone, mail, via fax, by check, cash, or bank/wire transfer.

For Registration, go to this page: <http://www.csoftlab.com/shop>, find the product you'd like to buy in the table and press the **Buy now** link under the product title.

Our products are delivered electronically. Online orders are fulfilled within 24 hours.  
The registration key is sent by Email.

If you've made a payment, but haven't got a confirmation letter with your serial number (registration code) within a reasonable amount of time (one business day for credit card payments or two weeks for other payments), please notify us about that!

 [sales@CSoftLab.com](mailto:sales@CSoftLab.com)

#### Our registration services:

**ShareIt!**, the authorized online retailer and most respected software registration service in US and Europe.

 ShareIt! Element 5 AG Vogelsanger Str. 48, 50823 Koeln, GERMANY

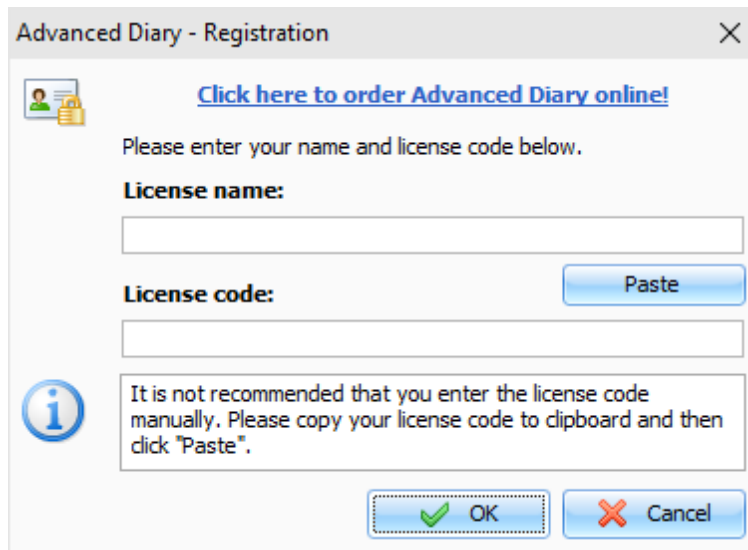
**PayPro Global**, is the most convenient secure software registration service on the Internet.

 PAYPRO GLOBAL PayPro Global 225 The East Mall, Suite 1117, Toronto, ON, M9B 0A9, Canada

#### How to enter your license information

After receiving of your license information, click the "Help Registration" Advanced Diary main menu item.

After that you will see the "Registration" dialog box.



Advanced Diary - Registration

[Click here to order Advanced Diary online!](#)

Please enter your name and license code below.

**License name:**

**License code:**

**i** It is not recommended that you enter the license code manually. Please copy your license code to clipboard and then click "Paste".

Please fill your License name and License code in the appropriate boxes and click the "OK" button. Advanced Diary will be closed to complete the registration. Please run the program again.

## 4.2 Limitations of evaluation version

The evaluation version of Advanced Diary is almost fully functional. However, it can be used during **30 days** after installation.

We can also provide only **limited support** (and with low priority) to unregistered users. After the [registration](#), you'll get the registration key (serial number), which will remove a time limitation.

To become a [registered](#) user, you need to purchase the program.

**During a year from the moment of the purchase you are able to:**

- Receive free-of-charge technical support via e-mail.
- Update program free of any charge.

You can use the purchased version of the program as long as you need, including all new versions released within the above specified period.

## 5 Technical Support

### 5.1 Technical Support

We are always ready to help our customers. If you are experiencing any difficulties with Advanced Diary, don't hesitate to email support service at:

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

You can also send a message to us, using the web form at our website:

<http://www.csoftlab.com/support>

#### **Feedback:**

Your suggestions, ideas, comments are of great importance to us. We want our software to meet your needs, and the most wanted features will be included in future versions. You are welcome to email your suggestions, comments, and ideas to:

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

#### **When submitting a bug report, try to follow these rules:**

- Provide the software title and version.
- Provide your Windows version and system configuration.
- Describe the bug, using as many details as possible.
- Describe the sequence of actions that leads to the bug.

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