

Jarte™
PLUS

Jarte Plus 6.2

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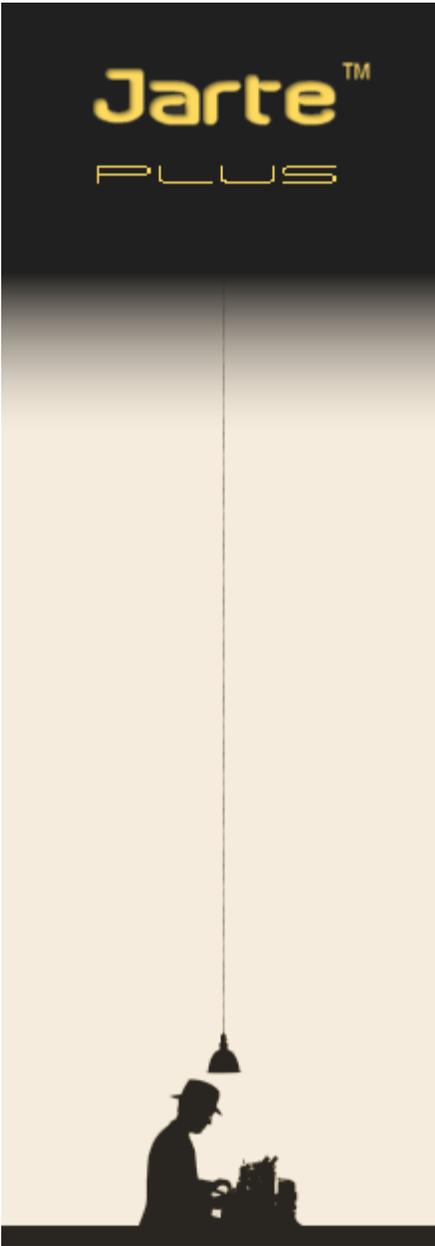


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1 Introduction

Jarte is a unique word processor based on Microsoft's WordPad word processing engine. The WordPad engine is already built into every copy of the Windows operating system. Jarte wraps itself around the WordPad engine and adds many more features than provided by the WordPad program. In effect, Jarte is a major upgrade to Microsoft's WordPad. However, Jarte does not replace or disturb your existing WordPad program. In fact, you can run both Jarte and WordPad at the same time.

A few of the many features Jarte adds beyond WordPad's capabilities are spell checking, tabbed multiple document access, and USB flash drive portability. Jarte relies on standard word processing file formats RTF, DOC, and TXT. Since Jarte is based on the WordPad engine, the documents it produces are perfectly compatible with Microsoft Word as well as other word processors. Of course, Jarte can also open documents created with WordPad or Word.

If you appreciate WordPad's reliability, fast start up, and small window size, but you have wished it had more features, then Jarte may be exactly what you are looking for!

2 Interface Layouts

Main menu: View
 Compact layout^[141]: View
 Classic layout^[142]: View

Layouts

Jarte's **View** button controls which basic interface layout is in use: minimal, compact, or classic. It is also provides control over which of Jarte's individual panels are hidden or displayed.

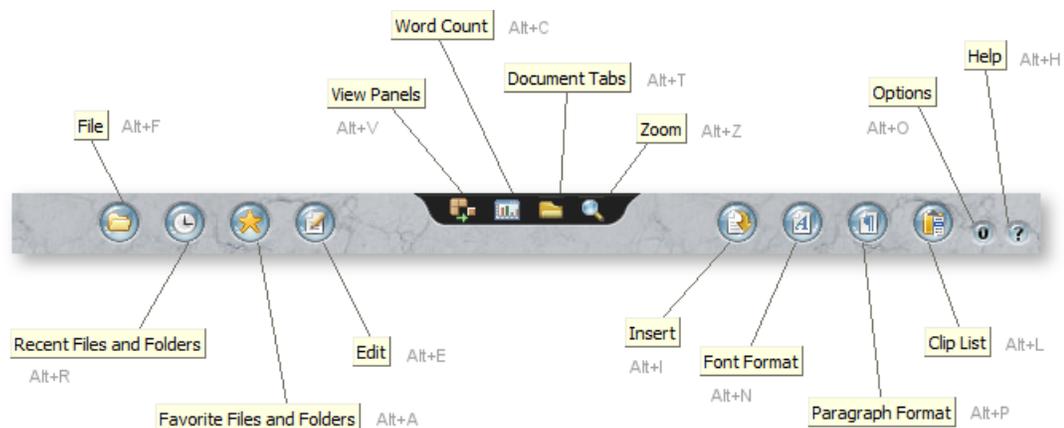
Minimal Layout

File Edit View Insert Format Tools Window Help

The **Minimal Layout**'s interface is nothing more than the main menu. Other panels can be displayed as needed by selecting them in the *View* menu.

Note that an alternate main menu can be specified using the [Use Alternate Main Menu](#)^[143] option in the **Options** menu.

Compact Layout

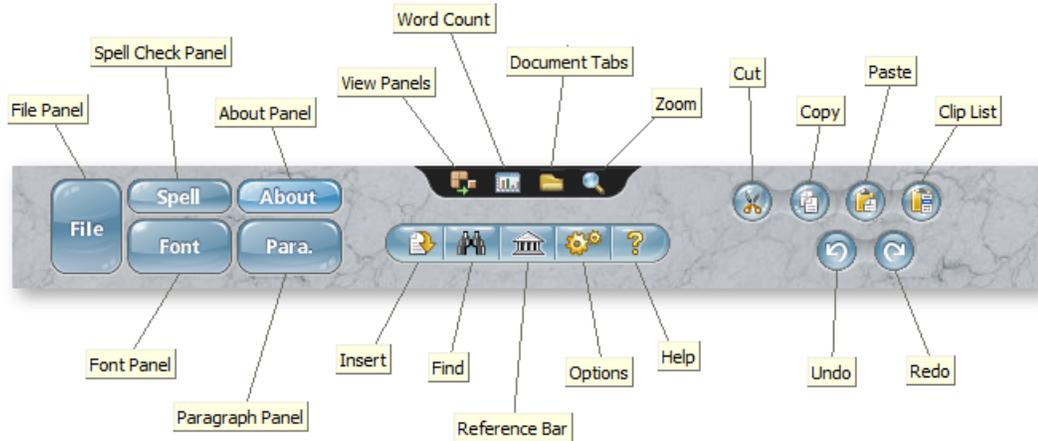


Jarte's **Compact Layout** is a menu driven layout designed to maximize the accessibility of Jarte's features while occupying a minimum of screen space. Each button displays a popup menu.

If the main menu is not displayed then, in addition to using the mouse, the buttons can also

be activated using the **Alt** key shortcuts shown in the illustration above. If the **Alt** key is momentarily held down then Jarte will display the **Alt** key button assignments.

Classic Layout



Jarte's **Classic Layout** was Jarte's original layout scheme. It features a main control panel which includes five buttons (the five leftmost buttons) used to select between five side tool panels that occupy space to the left of the editing pane.

Docking

Jarte's top and side tool panels can be undocked by dragging them away from the main program window with the mouse. The panels can be redocked by dragging them back to the edge of the main program window. This feature can be disabled via use of advanced setting [Dockable Panels](#)²¹¹.

3 Frequently Asked Questions

❑ Can Word open documents created with Jarte?

Yes. Jarte uses the WordPad word processing engine to create files. Files created with the WordPad engine are compatible with all versions of Word.

❑ Can Jarte open documents created with Word?

Yes. Jarte can open files created with Word, including files created with Word 2007. However, the WordPad word processing engine Jarte is based on does not support the full range of fancy formatting available in Word. Therefore, some Word documents may appear without some of the fancier formatting that they might appear with in Word.

❑ I corrupted/deleted a file I was working on. Is there any way to recover it?

First, check to see if the file is in the Windows Recycle Bin, if so, then you can restore it from there. If Jarte's [document backup feature](#)^[25] is turned on then you should be able to recover the document from Jarte's backup folder. If all else fails try the [Pandora Recovery](#) tool (they have a free version).

❑ How do I associate RTF, DOC, DOCX, and TXT files to Jarte so those files always open in Jarte whenever I double click them?

See Jarte's [file association settings](#)^[148].

❑ Jarte's text looks fuzzy. How do I fix that?

If your computer has a high resolution monitor then text may appear slightly fuzzy in Jarte's editing pane when running on Windows 8 or above. You can fix that by following these steps:

- Use the Windows File Explorer to navigate to the Jarte program folder (usually at *C:\Program Files (x86)\Jarte*)
- Right click the Jarte program file and select *Properties* from the pop-up menu
- Select the *Compatibility* tab
- Enable setting *Override high DPI scaling behavior*
- Ensure *Scaling performed by* is set to *Application*
- Restart Jarte

Note that Jarte's interface controls will likely appear smaller after making this change, but the text in the editing pane will be nice and crisp.

❑ Can I use Jarte to print envelopes and labels?

Yes. Ready made envelope and label sheet templates can be found on the [Jarte templates page](#). You can also create your own envelope document by following these steps:

- Start a new document for the envelope.
- Enter the "return" and "to" addresses as you would like them to appear on the envelope. You will probably want to use [paragraph indent](#)^[65] to properly position the "to" address.
- Bring up the [Print window](#)^[51] and select the appropriate envelope size using the *Printer Settings* button. You may also want to reduce the [left and top print margins](#)^[54] to better fit the "from" address into the upper left corner of the envelope.
- Use [Print Preview](#)^[60] to ensure everything is properly positioned.
- You may want to save your envelope file as a [template](#)^[31] to make subsequent envelope printing quick and easy.

If you are creating a mailing list:

- You can enter more addresses into the document by copying the first to/from address set and pasting it at the end. Simply change the "to" portion of each new address as required. Be sure to insert a [page break](#)^[112] between each set of addresses so they will print on separate envelopes when the list is printed.
- Any future changes to the return address can be easily made using Jarte's [Replace All](#)^[108] function.

❑ How can I reopen a document so that it automatically positions the text caret at its last known point?

The easiest way to do this is to simply [set a bookmark](#)^[69] at the point you wish to return to before closing the file. When you reopen the file later just click the *Next Bookmark* button, or press the F2 key, to jump to the desired position.

Jarte Plus can automatically jump to the first or last bookmark in a document when you open it. See advanced setting [Open to Bookmark](#)^[235] for more information.

Note that plain text files can not record bookmark information. However, Jarte will remember the bookmarks for a plain text file as long as the file remains in the [Recent Files](#)^[21] list or the [Favorite Files](#)^[22] list.

If the [Always Reopen Last Session](#)^[21] option is turned on in the Recent Files list then Jarte automatically reopens the open files from your previous Jarte session. In addition, Jarte scrolls to where the text cursor was located at the time the file was closed in the previous session.

▣ **How can I create a horizontal line?**

An easy method for creating a horizontal line is to start with a new blank line, select the *Font > More Font Styles > Strikeout* font style, and use the Tab key to create a line of the desired width. The tab character is invisible but the strikeout line is still displayed, so the result is a nice, solid horizontal line. It may also be desirable to select *Paragraph > Center* to center the line's horizontal position on the page.

For another idea on creating a divider line that is a little fancier than a simple line, take a look at the divider line used in Jarte's "About" file (go to *Help > About*).

▣ **How do I export a document as PDF?**

Jarte can [export to PDF](#)^[27] with the help of a PDF creator utility program. [PrimoPDF](#) is a popular, free PDF creator recommended for this purpose.

▣ **How do I change Jarte's default font?**

Click [here](#)^[61] for more information.

▣ **How do I specify the initial folder Jarte uses for "Open"?**

See advanced setting [Default Initial Folder](#)^[202].

▣ **How can I print my document with page numbers?**

You can define a [header or footer line](#)^[56] that will appear on your document when it is printed. The header or footer line can include a page number.

▣ **How do I apply a watermark to my printed documents?**

It is sometimes desirable to watermark the pages of a document as "Draft", "Confidential", etc. Although Jarte does not provide direct support for watermarking, many printers supply this feature as part of their printer properties. Click on the *Printer Settings* button in Jarte's [Print window](#)^[51]. The Properties window that appears varies depending on your brand and model of printer. Look through the available options in the printer's Properties window

and you may see a watermarking option you can use for your documents.

❑ **How do I convert my WordPerfect, Microsoft Works, or other document so Jarte can open it?**

If you still have the word processor that was used to create the document then open the document in the word processor and use *Save As* to save the document in RTF format. You will then be able to open the RTF document in Jarte.

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

You can change a new or existing rich text document to [plain text](#)^[147] simply clicking the [Format Indicator](#)^[130] button in the status bar. A pop-up menu will appear that allows you to decide whether the current document is rich text or plain text.

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

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

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

Wintertree Software sells spelling dictionaries in additional languages, however, they are very expensive. Hopefully, Jarte will include a larger selection of spelling dictionaries in the future.

Alternatively, you may be able to find a DIC word list file for your language on the Internet. If so, download the file and then drag-n-drop it on the Jarte program. Jarte will then treat the DIC file as a [supplementary spelling dictionary](#)^[92]. More information can be found [here](#)^[91].

❑ **Why are the Print, Print Preview, and Page Count features disabled?**

Jarte was unable to find a default printer on your computer. More information can be found [here](#).

❑ **Why are most of Jarte's text formatting tools disabled?**

You are probably editing a [plain text](#)^[147] document. Plain text documents can not record text formatting. The status bar's [format indicator](#)^[130] displays a  when a plain text document is being edited.

❑ Why Are My Settings Changes Sometimes Not Saved?

Jarte saves any settings changes you've made when you close Jarte. However, if you have multiple instances of Jarte running then only the settings changes of the last running instance will be saved. See [Multiple Instances of Jarte and Settings Changes](#) for more information, including how to disable multiple instances.

❑ Does Jarte support footnotes?

Jarte does not support footnotes at this time, but the feature is planned for a future release. Meanwhile, the workaround is to use endnotes instead. Use a [superscript](#)^[61] number to denote a reference to an endnote in the text. Append endnotes to the end of the document. Insert a [page break](#)^[112] before the first endnote to ensure the document's endnote section always begins on a new page when printed.

❑ Does Jarte support multiple columns?

Jarte does not support multiple columns because the WordPad engine Jarte is based on does not currently provide a method implementing that feature. A workaround for the use of columns is to create a [table](#)^[33] with a single tall row and the desired number of columns. The table borders can be hidden by coloring them white. This workaround is not the same as true columns and is best suited for one page documents.

❑ Does Jarte support the full Unicode character set?

No, Jarte only supports ANSI characters.

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

Go to *Help > Check for Updates*, or click the version number in Jarte's About panel. The best way to stay notified of the availability of new versions of Jarte is to enable Jarte's [Automatically Check for Updates](#)^[143] option. You can also [subscribe](#) to the [Jarte news page's RSS feed](#).

❑ Can I download this Help document to my computer?

Yes, you can [download](#) this Help document as a standard Microsoft Help file. If you place the Help file in the Jarte program folder than Jarte will automatically use the Help file instead of the online Help.

▣ **How do I export my Jarte settings and import them into a new computer?**

First, start Jarte on the old computer and go to *Help > System Information > Data Folder*. Copy folder *Data* and all of its contents to a USB flash drive or cloud drive. Ensure Jarte is not running on the new computer. Access the flash drive or cloud drive on the new computer and copy the *Data* folder and its contents to the location corresponding to its location on the old computer.

4 Creating New Documents

Create a New Document

Main menu: File > New
Compact layout^[11]: File > New
Classic layout^[12]: File Tools Panel > New

Use **New** to start a new, empty document based the [default document format](#)^[147].

A new document can also be started by double clicking an empty section of the [Tabs bar](#)^[135].

Create a New Document from a Template

Main menu: File > Favorite Files > Templates
Compact layout^[11]: File > Favorite Files > Templates
Classic layout^[12]: File Tools Panel > Favorites > Templates

You can create a new document by opening a document that has been previously saved as a template. See topic [Working with Templates](#)^[31] for more information on creating template documents.

5 Opening and Closing Files

Open a File

Main menu: File > Open
 Compact layout^[17]: File > Open
 Classic layout^[12]: File Tools Panel > Open

Use **Open** to open a document file stored on your computer.

Tip: You can open more than one file at a time by pressing the Ctrl key as you select additional files in the Open window. You can also open a range of files by pressing the Shift key to select the last file in a range.

Tip: Go to *File > File Options > Set Open/Save Default Folder* to set the default folder used by **Open**.

Open a Recent File or Folder

Main menu: File > Recent Files
 Compact layout^[17]: Recent Files
 Classic layout^[12]: File Tools Panel > Recent Files

Jarte maintains a **Recent Files** list of your ten most recently opened document files. Selecting a file from the list immediately reopens that file.

Jarte also maintains a list of the ten most recently accessed folders. Selecting a folder from the list displays the Open window directly to that folder.

The Recent Files list also includes option **Always Reopen Last Session**. When you start Jarte, the option directs Jarte to automatically reopen whatever files were open when you last exited the program. In addition, the text cursor will automatically be moved to the first bookmark in the file if a bookmark is present. This can be a handy way to pick up your previous editing session exactly where you left off. See advanced setting [Force Last Session](#)^[221] also.

Use **Clear List** to remove all files and folders from the Recent Files list.

Tips:

- The limit on the number of files and folders displayed in the **Recent Files** list can be controlled using advanced settings [Recent File Limit](#)^[246] and [Recent Folder Limit](#)^[247].
- Pressing the Control key while selecting a folder from the Recent Files list opens a Windows Explorer window positioned on that folder.

- Jarte Plus allows you to easily open all of the files in a folder by pressing the Shift key when you select a folder from the Recent Files list.
- Advanced setting [Privacy Guard](#)^[245] can be used to prevent Jarte from remembering the list of recently opened files from one editing session to the next.

Open a Favorite File or Folder

Main menu: File > Favorite Files
 Compact layout^[11]: Favorite Files
 Classic layout^[12]: File Tools Panel > Favorite Files

Jarte provides instant access to any files or folders you designate as favorites in the **Favorite Files** list. A file is designated as a favorite by checking the **Favorite File** check box when the file is open in the currently active tab. A folder is designated as a favorite by checking the **Favorite Folder** check box when any file from that folder is open in the currently active tab.

The Favorite Files list can be reorganized at any time by using **Organize** to display the *Organize Favorites* window. The window allows file and folder entries in the Favorite Files list to added, deleted, and reordered.

Clear List can be used to remove all of the files and folders from the Favorite Files list.

Tips:

- The limit on the number of files and folders displayed in the **Favorite Files** list can be controlled using advanced settings [Favorite File Limit](#)^[217] and [Favorite Folder Limit](#)^[218].
- Pressing the Control key while selecting a folder from the Favorite Files list opens a Windows Explorer window positioned on that folder.
- Jarte Plus allows you to easily open all of the files in a folder by pressing the Shift key when you select a folder from the Favorite Files list.

Open a Favorite File at Startup

Jarte will automatically open a file when Jarte starts if the file has been designated for that treatment using option **Open This File at Startup**. Check the option's check box when the file to be automatically opened is open in the currently active tab.

Close a File

Main menu: File > Close/Close All/Close and Delete
 Compact layout^[11]: File > Close/Close All/Close and Delete
 Classic layout^[12]: File Tools Panel > Close/Close All/Close and Delete

Close closes the file in the active tab. **Close All** closes all open files.

Close and Delete closes the file in the active tab and then deletes it to the Windows Recycle Bin. If **Close and Delete** is selected while pressing the Shift key Jarte will permanently delete the file (i.e., the file will not be sent to the Recycle Bin).

Tip: A "Do you want to save?" prompt is displayed whenever you close a file with unsaved changes. Multiple prompts may be displayed when performing a **Close All** or when exiting the Jarte program. If the **Shift** key is pressed when answering "Yes" or "No" then the answer will automatically be applied to any remaining prompts.

6 Saving and Exporting Files

Saving Files

Main menu: File > Save/Save As/Save Other > Save All
Compact layout^[147]: File > Save/Save As/Save Other > Save All
Classic layout^[12]: File Tools Panel > Save/Save As/Save All

Save saves changes made to the document in the current tab to its associated file. If the document has no associated file a Save window is displayed so a file name and location can be chosen. **Save** is disabled if the current document contains no unsaved modifications.

Documents can be saved using a number of different file formats. See the section on [file formats](#)^[147] to learn more about which format is best suited for your document.

Save As allows a document to be saved with a different file name, location, or file format.

Save All saves any changes made to any of Jarte's open files.

Document changes can also be saved by clicking the [Unsaved Changes Indicator](#)^[130] in Jarte's status bar.

Tip: Go to *File > File Options > Set Open/Save Default Folder* to set the default folder used by **Save**.

Tip: Advanced setting [Default Save Filter Index](#)^[206] can be used to set the default document format used by **Save**.

Auto Save

Main menu: File > File Options > Auto Save
Compact layout^[147]: File > File Options > Auto Save
Classic layout^[12]: File Tools Panel > Options > Auto Save

Auto Save automatically saves changes to open files on a periodic basis. This limits the loss of any work done to an open file if a computer crash occurs while editing the file. Note that a new document can not be auto saved until after it has been manually saved to a file for the first time. Also, **Auto Save** automatically saves any unsaved changes a document may have when the document is closed.

Document Backups

Main menu:	File > File Options > Create Document Backups File > File Options > Explore Document Backup Folder
Compact layout ^[17] :	File > File Options > Create Document Backups File > File Options > Explore Document Backup Folder
Classic layout ^[12] :	File Tools Panel > Options > Create Document Backups File Tools Panel > Options > Explore Document Backup Folder

It is a good practice to always keep backup copies of your documents! Jarte creates a backup file the first time an open document is saved during an editing session. The backup file is a copy of what the file looked like before the changes made in the current editing session. The presence of a backup copy guards against accidental loss of work due to a saved mistake made in the most recent editing session.

Jarte keeps all backup files in a special folder created for that purpose. The backup folder can be accessed at any time using **Explore Document Backup Folder**. Advanced setting [Backup Folder Path](#)^[194] can be used to specify the location of the backup folder. Backup files older than 30 days are automatically deleted.

Tip: It is also a good practice a keep another backup copy of your important documents on a separate storage device than the one used for the original file. For example, if your documents are stored on your computer's primary hard drive then it is desirable to store a separate copy of those documents on a different hard drive or on a USB flash drive. This practice guards against the loss of files due to a failure of your primary storage device. Another easy way to backup your important files is to use a cloud storage service such as [DropBox](#). DropBox backs up your files automatically and it even keeps 30 days worth of older versions of your files in case you ever need them.

Crash Guard

The Crash Guard feature automatically protects against lost work in case of a hardware crash or software crash. If a crash occurs while you have unsaved work in your open documents then Jarte will notify you of the situation the next it is started. In that case, Jarte will direct you to its *Crash Recovery Files* folder (a subfolder of the *Document Backups* folder) where you will find copies of the files you were working on that include the changes that were not saved in the original files at the time of the crash. The file copies in the *Crash Recovery Folder* are read-only and may not be modified. Use **Save As** to save these files to their original files, or to new files.

Note that Crash Guard is always enabled unless the **Auto Save** feature is enabled. If **Auto Save** is enabled then Crash Guard does not protect documents that are associated with files (i.e., documents that are not new and unsaved) since it would be redundant with the **Auto Save** feature. However, Crash Guard *does* protect new, unsaved documents, even when **Auto Save** is enabled, since **Auto Save** can not protect new documents with no associated file. Files in the *Crash Recovery Files* folder are saved for 30 days.

Saving Files to a Favorite Folder

Main menu: File > Save Other
 Compact layout^[11]: File > Save Other
 Classic layout^[12]: File Tools Panel > Save As

Jarte makes it convenient to save files to favorite folders by presenting a list of your [favorite folders](#)^[22] in the **Save Other** submenu. Selecting a favorite folder from the Save Other menu displays the Save As window open to the specified folder.

Saving a File as a Template

Main menu: File > Save Other > Save as Template
 Compact layout^[11]: File > Save Other > Save as Template
 Classic layout^[12]: File Tools Panel > Save Other > Save as Template

See [Working with Templates](#)^[31].

Saving a File Session as a Project

Main menu: File > Save Other > Save Session as Project
 Compact layout^[11]: File > Save Other > Save Session as Project
 Classic layout^[12]: File Tools Panel > Save Other > Save Session as Project

Save Session as a Project creates a [project file](#)^[29] composed of the files currently open in Jarte. This provides a quick method of creating a project from existing files. Opening the resulting project file instantly opens all of the files from the saved file session.

Export as PDF

Main menu: File > Save Other > Export as PDF
 Compact layout^[11]: File > Save Other > Export as PDF
 Classic layout^[12]: File Tools Panel > Save As > Export as PDF

Export as PDF exports the current document to a PDF file. Jarte does not perform the PDF export itself. **Export as PDF** simply makes use of whatever PDF software program you have installed on your computer for this purpose. If you do not already have a PDF program installed on your computer then you may be interested in this [recommended PDF program](#).

Tip: If Jarte does not automatically recognize your installed PDF software, or if there is a conflict between multiple PDF programs, then advanced setting [PDF Printer Name](#)^[244] can be used to resolve the problem.

Export as HTML

Main menu: File > Save Other > Export as HTML
Compact layout¹¹: File > Save Other > Export as HTML
Classic layout¹²: File Tools Panel > Save As > Export as HTML

Export as HTML exports the current document to an HTML file.

7 Working with Project Files

What is a Project File?

Project files are files used to organize, and automatically open, other files via use of [file hyperlinks](#)^[113]. For example, a writer may create a project file representing work on his latest novel which consists of separate files for each chapter plus additional files for notes, character sketches, etc. The writer can organize hyperlinks to those files in the project file. When he opens the project file Jarte automatically opens the files pointed to by those hyperlinks.

Support for project files is exclusive to Jarte Plus.

Anatomy of a Project File

The lines of a project file for a novel might look something like the following example:

```
The Mystery of Phantom Hill
Notes
Main Characters      (needs to be updated)
  Chapter 1          (submitted to editor)
  Chapter 2
  Chapter 3

To Do List:
• Meet with editor about first draft
• Develop deeper background for the plot

Jarte Project File
```

Project File Declaration

The first thing to note is the last line in the example. "Jarte Project File" must appear as either the first line of a file or the last line of a file in order for Jarte to recognize that file as a project file.

File Hyperlinks

Jarte automatically opens any file hyperlinks contained in a project file when the project file is opened. However, in order for a hyperlink to be automatically opened, it must appear at the beginning of a line. The example contains five file hyperlinks, but only the three hyperlinks placed at the beginning of their respective lines are opened automatically. The writer in our example is working primarily on chapter 3 and has therefore deliberately placed spaces in front of the hyperlinks pointing to the first two chapters in order to prevent those files from being opened automatically. Of course, he can still open those files at any time by clicking on their respective hyperlinks.

Note that non-file hyperlinks can be automatically opened by project files as well. For example, a project file might include hyperlinks to web sites or PDF files.

Other Text

A project file is much like any other file and can contain any information you wish. The example starts with a title line and has some notes at the bottom. Text can be placed next to the file hyperlinks as well. In this example, the writer has made notes to himself about the status of the files pointed to by *Main Characters* and *Chapter 1*.

File Sessions

A project file can be created automatically using the [Save Session as Project](#)^[25] feature. That feature creates a project file consisting of all of the open files in Jarte's current editing session.

8 Working with Templates

What is a Template?

A template is a special document meant to be used as a starting point for creating new documents. For example, a business letter template might include company address, company logo, the current date, salutation, and signature. When you open a template file you are actually starting a new document with content already in place. After opening a business letter template you would only need to add the letter body and any recipient information.

A number of ready made templates such as envelopes and label sheets can be found on the [Jarte templates page](#).

Creating Templates

Main menu: File > Save Other > Save As Template
Compact layout^[11]: File > Save Other > Save As Template
Classic layout^[12]: File Tools Panel > Save As Template

Templates are created just as you would create any other file. Any file in Jarte's Templates folder is automatically treated as a template. Additionally, rich text files saved using **Save As Template** are treated as templates regardless of what folder they reside in. **Save As Template** defaults to Jarte's Templates folder. Note that Jarte supports both rich text and plain text templates, but plain text templates must reside in Jarte's Templates folder. Advanced setting [Templates Folder](#)^[259] can be used to change the Jarte's templates folder location.

Jarte supports the use of special tags in template files. When a new file is started from a template the special tags are replaced with appropriate text as described below:

{{SHORT_DATE}} - This tag is replaced with the current calendar date using the [short date format](#)^[199].

{{LONG_DATE}} - This tag is replaced with the current calendar date using the [long date format](#)^[199].

{{CLIPBOARD}} - This tag is replaced by the current contents of the Windows clipboard.

{{CURSOR}} - This tag is removed from the new document and the text cursor is placed at the location in the text where the tag was positioned. Note that this tag should not appear more than once in a template file.

{{AHK_SCRIPT=<script name>}} - This tag behaves the same as the **{{CURSOR}}** tag, but in addition it runs the specified [AutoHotkey](#) script file. *<script name>* must be the script's file name in Jarte's "Scripts" folder. For example, if you have a script file named *My Special*

Script.ahk in Jarte's Scripts folder, and you want to execute that script from a template, then the appropriate template tag would be `{{AHK_SCRIPT=My Special Script}}`. Go to *Help > System Information > Data Folder* to see the location of Jarte's Scripts folder.

A script can be used to easily insert any text at the position of the tag, and you can use as many script tags as desired in the template file. Note that this template tag is only supported in Jarte Plus. See [Working with Scripts](#)^[37] for more information about creating scripts for use with Jarte.

Modifying Templates

Main menu: File > Save Other > Save As Template
Compact layout^[11]: File > Save Other > Save As Template
Classic layout^[12]: File Tools Panel > Save As Template

In order to modify a template file it must be opened while pressing the Shift key. Otherwise, Jarte will create a new file based on the template rather than opening the original template file itself. After changes are made to the template it must be saved using **Save As Template**.

Creating New Documents from Templates

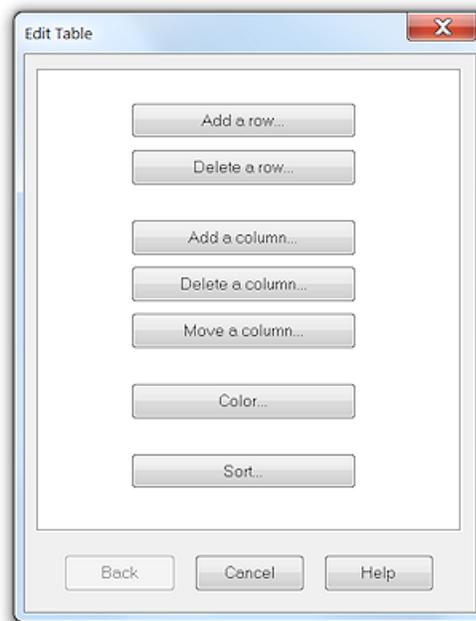
Main menu: File > Favorite Files > Templates
Compact layout^[11]: Favorite Files > Templates
Classic layout^[12]: File Tools Panel > Favorite Files > Templates

A new document can be started from a template simply by opening the desired template. Jarte includes its *Templates* folder in the **Favorite Files** list by default. If you keep your templates in the *Templates* folder then a document can be started from a template by selecting the *Templates* folder in Favorite Files list and then selecting the desired template.

9 Working with Tables

Main menu: File > Insert > Insert/Edit Table
Compact layout¹¹⁷: File > Insert > Insert/Edit Table
Classic layout¹²: Insert > Insert/Edit Table

Whenever a table is to be modified the document's text cursor must first be moved to a position within the table (i.e., click the mouse anywhere inside the table). The **Insert Table** menu item becomes **Edit Table** when the text cursor is inside a table.



Creating a Table

New tables are created using [Insert Table](#)¹¹⁷.

Modifying Rows and Columns

Rows and columns can be easily added and removed using **Edit Table**.

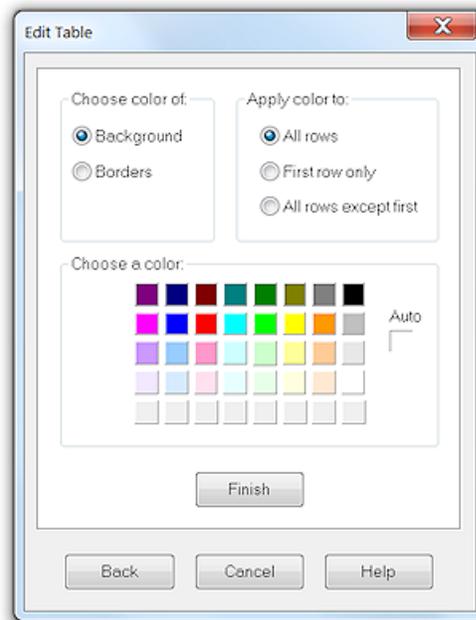
The width of a column can be changed by grabbing the right edge of the column with the mouse and dragging the edge until the desired column width is obtained. When the mouse is moved over a column's right edge the mouse cursor changes to $\left\| \right\leftarrow$ to indicate the mouse is in position to grab the edge by pressing the left mouse button. Note: The column width can

not be changed unless the document's text cursor is within the table.

A row can be moved as follows:

1. Select the row to be moved by clicking to the left of the row.
2. Cut (Ctrl+X) the row to the Windows clipboard.
3. Add a new empty row at the desired table position.
4. Select the new row by clicking to the left of the row.
5. Paste the target row (Ctrl+V) from the clipboard.

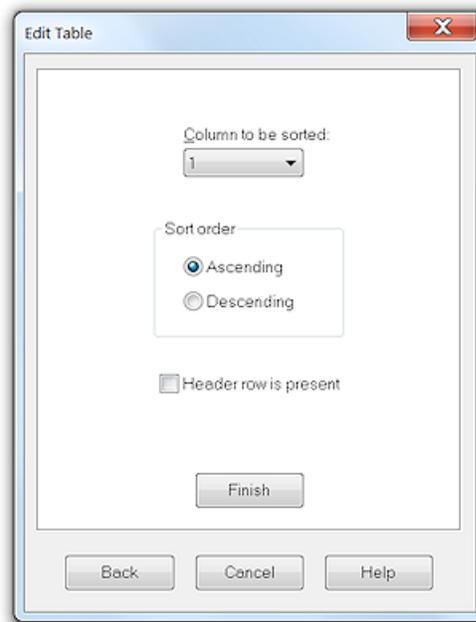
Table Colors



Both the table background color and table border color can be changed as desired. The first row can have different background and border color from the rest of the table to better distinguish it as a table header row.

A table's border can effectively be made invisible by changing its color to white.

Table Sorting



A table's rows can be sorted based on the text of any chosen column in the table. Table rows can be sorted in ascending or descending order. If the **Header row is present** check box is checked then the first row of the table is excluded from sorting so that it remains as the top row in the table.

10 Working with Scripts

What is a Script?

A script is a special file used to automate a task on a computer. In essence, a script is a simplified computer program. Jarte integrates with the popular (and free) [AutoHotkey](#) program to allow automation of tasks within Jarte via AutoHotkey script files created by the user.

Scripts are great for automating tasks that involve a set of manual steps that are always the same and that you find yourself performing frequently. For example, suppose you frequently need to apply yellow highlighting to every occurrence of a particular phrase in a document. Doing this manually would be tedious and time consuming. But you can create a script that will do the same task instantly and then assign that script to a [custom shortcut key](#)^[171] or [Quick Bar](#)^[97] button.

Scripting with Jarte vs Jarte Plus

AutoHotkey is general purpose scripting tool and can be used with any Windows program, including both Jarte and Jarte Plus. However, Jarte Plus provides special features that allow you integrate your AutoHotkey scripts seamlessly into Jarte Plus. Specifically, Jarte Plus allows you to do the following:

- AutoHotkey scripts can be assigned to [custom shortcut keys](#)^[171].
- AutoHotkey scripts can be assigned to custom [Quick Bar](#)^[97] buttons.
- Jarte [templates](#)^[31] can include special tags that automatically run scripts when a new document is started from a template.
- Jarte Plus provides special Jarte script helper functions that make it easier to write scripts for performing tasks in Jarte.

AutoHotkey Installation

AutoHotkey needs to be installed (but not necessarily running) in order to run Jarte scripts. Normally, Jarte can find the AutoHotkey program on your computer automatically. However, if AutoHotkey is installed as a portable program then you may need to assign AutoHotkey's program file path to advanced setting [AutoHotkey Path](#)^[192] to help Jarte find it.

How to Write a Script

This quickest way to learn how to write scripts is to walk through some simple example scripts. However, you will also want to refer to the [AutoHotkey documentation](#) which provides far more information and detail about AutoHotkey scripts than can be provided in the few basic examples shown here.

Example 1: Enter Simple Text

For our first example, we will write a script that enters the simple phrase "Hello World!" wherever the text cursor is currently positioned in the currently open document. Start by creating a new document and switch its format to plain text (go to *File > File Options > Document Format > Plain Format*, or just click the format indicator in the status bar). Now, enter the following text in the document:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

SendRaw Hello World!

JarteScriptEnd()
```

Anatomy of a script

First, let's look at the two top lines. Those two lines should always appear at the top of any Jarte script file. They provide your script with access to special Jarte helper functions that allow you to easily use Jarte's built-in scripting API. Later examples will demonstrate use of the helper functions. The top two lines allow Jarte to recognize the document as being a Jarte script file.

The [SendRaw](#) line is where the real action occurs. The script will enter whatever text appears after the `SendRaw` command into the current Jarte document. The text is entered as a series of keystrokes just as if they were being typed from the keyboard.

The `JarteScriptEnd` line lets Jarte know the script has completed its run. This should always be the last line of your Jarte scripts.

Save the script

Save the script document to Jarte's Scripts folder. Note that Jarte's Save dialog window will automatically navigate to Jarte's Scripts folder when you are saving a Jarte script. You can also access the Scripts folder at any time from Jarte by going to *Help > System Information > Data Folder > Scripts*. All Jarte script files must reside in that folder.

It is a good practice to use script file names that include the word "Script" within the file name. This makes it easy to find and distinguish scripts from the other Jarte commands when assigning custom shortcut keys or custom Quick Bar buttons. Also note the appropriate file name extension for script files is ".ahk". For this example, name your script

Test Script.ahk.

Assign the script to a shortcut key

Now that you have created the script and saved it to the Scripts folder you need to either assign it to a [custom shortcut key](#)^[171], or a custom [Quick Bar](#)^[97] button, in order to run the script from within Jarte. For this example, assign key F12 as the shortcut key for the script. The script will appear in the list of Jarte commands as "Test Script" (i.e., the chosen script file name). When the F12 key is pressed Jarte will recognize the key is assigned to an AutoHotkey script. Jarte will then pass that script to the installed AutoHotkey program which will execute the commands in the script.

Run the script

Start a new document in Jarte and then press the F12 key to execute your script. You should now see "Hello World!" appear in the document. Congratulations, you have just created and run your first Jarte script!

Example 2: Enter Formatted Text

In our next script we will send the phrase "Scripting is really cool!" to the current Jarte document. However, we will split the phrase so the words "Scripting is" appear on one line and the words "really cool!" appear on the next line. We will also bold the word "really". Edit your test script so that it now appears as follows:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

; Enter the phrase "Scripting is really cool!" into
the current Jarte document.
;
SendInput Scripting is{Enter}^breally^b cool{!}

JarteScriptEnd()
```

Comment lines

Note the two new lines that begin with semicolons. Those are called comment lines and they have no affect on the script. A semicolon, and everything that appears to the right of the semicolon, is ignored by the AutoHotkey program when the script is run. Comment lines can be included in your scripts to provide useful commentary without changing the functionality of the script.

SendInput

[SendInput](#) is similar to [SendRaw](#) except [SendInput](#) can send special keys such as shortcut keys, carriage returns, tabs, etc. [SendRaw](#) can only send letters, digits, punctuation, and

symbols. Keys, such as carriage returns and tabs, are designated by enclosing them in braces. In our example, the carriage return key is specified as {Enter} and causes any following text to begin on a new line. A [complete list special key names](#) is available in the AutoHotkey documentation.

It is important to note that unlike SendRaw, SendInput reserves the following characters for special use: ^+!#{}. If you want to use SendInput to send any of those keys as text to Jarte then the key must be enclosed in braces. As an example, note the exclamation point after the word "cool" in our script is now enclosed in braces.

SendInput allows you to send shortcut keys to Jarte using the reserved characters as follows:

- ^ represents the Ctrl (Control) key
- + represents the Shift key
- ! represents the Alt key
- # represents the Windows key

These reserved characters are applied to first non-reserved character which follows them. In our example, the word "really" was bolded by sending the Ctrl+B shortcut key to Jarte immediately before and after sending the keys for the word "really". The Ctrl+B shortcut is represented as ^b in the script. As further examples:

- Jarte's Paste Plain shortcut key (Shift+Ctrl+V) would be represented as +^v
- Jarte's Exit shortcut key (Alt+F4) would be represented as !{F4}
- Jarte's Next Document Tab shortcut key (Ctrl+Tab) would be represented as ^{Tab}

Example 3: Color Text Red

SendInput is powerful enough to perform many of the automation tasks you might have without learning much else about AutoHotkey. Here is a script that uses SendInput to apply the color red to the currently selected text:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

SendInput !nl
Sleep 100
SendInput {Down}{Down}{Right}{Right}{Enter}

JarteScriptEnd()
```

Menu navigation

SendInput !nl sends shortcut key Alt+N and then key L which accesses Jarte's "Font Color"

menu selection (assumes the default [Compact Layout](#)^[11] and no main menu) to display the font color selector dialog. If you have Jarte's main menu displayed then change the line to `SendInput !ofl` instead.

Sleep

`Sleep 100` causes a short delay in the script to give Jarte time to display the font color selector before more keys are sent. This is necessary because `SendInput` can send keystrokes faster than Jarte can handle them in certain situations. In this example, without the `Sleep 100`, `AutoHotkey` would send the rest of the keys (i.e., `{Down}{Down}{Right}{Right}{Enter}`) without waiting for the color selector to appear first. That could cause some of the sent keys to be lost leading to unexpected results. The number following `Sleep` indicates the number of milliseconds `AutoHotkey` should wait before proceeding (in this example, 100 milliseconds or one tenth of a second). In general, `Sleep` should always be used when a script displays a dialog window to give Jarte time to display the window before proceeding. You will find it handy to use in other situations as well to slow your script down in order to make it run more reliably.

Navigating a dialog window

`SendInput {Down}{Down}{Right}{Right}` uses the arrow keys to navigate to the color red in the font color selector dialog. `{Enter}` chooses the selected color (i.e., red) and applies it to the current text selection.

Example 4: Color Text Red Redux

This example is the same as the previous example except we replace `SendInput !nl` with `JarteRunCommand("Font Color")`:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteRunCommand("Font Color")
Sleep 100
SendInput {Down}{Down}{Right}{Right}{Enter}

JarteScriptEnd()
```

The difference is `SendInput !nl` displays the font color selector by sending menu navigation keys whereas `JarteRunCommand("Font Color")` is a Jarte script helper function that executes the font color command directly. `JarteRunCommand` can be used to run any command that appears in the [custom shortcut keys](#)^[17] dialog's list of Jarte commands.

Both example scripts perform exactly the same task, but we generally recommend using `JarteRunCommand` to execute Jarte commands since it is more intuitive and easier to read in the script.

Example 5: Replace

`SendRaw` and `SendInput` work well but they can be a little slow when entering larger phrases since they type out the characters one at a time. In this example we will use Jarte script helper function `JarteReplaceSel` to enter the phrase "Hello World!" similarly to example 1:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteReplaceSel("Hello World!")

JarteScriptEnd()
```

The advantage of using `JarteReplaceSel` is that it enters the entire phrase instantly. If you want your phrase to contain double quote marks then each double quote character will need to be specified twice in order to make it appear once in the resulting phrase. For example:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteReplaceSel("I said ""Hello World!""")

JarteScriptEnd()
```

Running this script will enter the phrase `I said "Hello World!"` into the current document. You may also use `{Enter}` to represent a carriage return and `{Tab}` to represent a tab. For example:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteReplaceSel("Hello{Enter}World!")

JarteScriptEnd()
```

This script will place "Hello" on the current line and then "World!" on the next line.

Note: `JarteReplaceSel` can only be used to enter phrases that are no more than 255 characters in length.

Example 6: Replace All

Replacing all occurrences of a particular word or phrase is a common task that can be easily automated. Although this task can be automated using only `SendInput`, in this example we will use a Jarte helper function to accomplish the task much more easily:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteReplaceAll("dna", "deoxyribonucleic acid")

JarteScriptEnd()
```

This script uses Jarte helper function `JarteReplaceAll` to replace all occurrences of "dna" in the current document with "deoxyribonucleic acid". Of course, you can modify "dna" and "deoxyribonucleic acid" to be whatever search and replacement terms you wish. Note the need to enclose both the search and replacement terms within double quotes.

Some word processors have a feature known as a "Join Lines" feature which replaces all of the carriage returns in a document with spaces. Jarte does not have that feature but you can use this script example to do the same thing by modifying the search and replacement as follows:

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

JarteReplaceAll("{Enter}", " ")

JarteScriptEnd()
```

The search term is a carriage return the replacement term is a space character. Note that in general, `{Enter}` represents a carriage return and `{Tab}` represents a tab character, and `{Enter}` and `{Tab}` can be used in both the search and replacement terms.

There are several other Jarte helper functions available. Read the comment lines in file *Jarte Script Helpers.ahk* in Jarte's Scripts folder for information about those functions. The following example will demonstrate most of them.

Note: Both the search term and the replacement term specified for `JarteReplaceAll` must be no more than 255 characters in length.

Example 7: Highlight All

Now that you have seen how to write basic Jarte scripts, let's look at an example script that's a bit more advanced. The following script applies yellow highlighter to all occurrences of the currently selected word or phrase in the current document. The comment lines in the script provide a brief explanation of how the script works. This script can be taken and

changed to perform similar search-and-modify type tasks in Jarte.

```
#Include %A_ScriptDir%
#Include Jarte Script Helpers.ahk

; Retrieve and store the length of the current text
selection.
;
length := JarteGetSelLength()

; Check to ensure text has been selected before
proceeding.
;
if (length = 0) {
    MsgBox Select text to be highlighted and try
again.
    Exit
}

; Retrieve and store the currently selected text
and its
; start position.
;
mySelectedText := JarteGetSelText()
mark1 := JarteGetSelPos()

; Display the highlighter tool's color selector.
;
JarteRunCommand("Highlight")
Sleep 100

; Select yellow as the desired color and then
cancel the highlighter.
; Yellow will now be established as the most
recently chosen
; highlighter color.
;
SendInput {Left}{Up}{Up}{Up}{Left}{Left}{Enter}
{Escape}

; Find the first occurrence of the text that was
selected by the
; user, store its position in variable "mark2", and
then select
; the first occurrence of the text in the document.
;
mark2 := JarteFind(mySelectedText, 0, true)

; Repeat the highlighter tool for as long as
"mark2" is not equal
; to -1 (-1 means Jarte did not find any further
occurrences of
```

```
; the selected text).  
;  
While(mark2 <> -1) {  
    ; Repeat the highlighter tool on the current  
text selection.  
    ;  
    JarteRunCommand("Repeat Brush/Highlighter")  
  
    ; Find the next occurrence of the selected  
text, store its  
    ; position, and select the text.  
    ;  
    mark2 := JarteFind(mySelectedText, mark2 +  
length, true)  
}  
  
; Move the text cursor back to its original  
position.  
;  
JarteSetSel(mark1, 0)  
  
JarteScriptEnd()
```

Final Remarks

The script examples provided here are meant to quickly provide you with the bare bone basics of creating AutoHotkey scripts for use with Jarte. AutoHotkey is a very powerful tool that can be used to automate many sophisticated tasks. You will want to read the excellent [AutoHotkey documentation](#) to learn more about how AutoHotkey works and what it can help you accomplish.

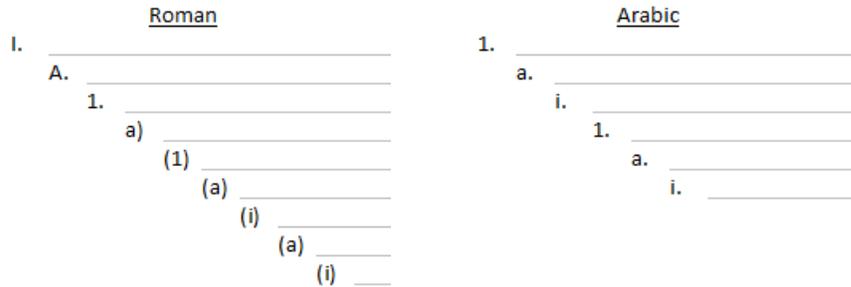
If you have questions regarding writing AutoHotkey scripts then try asking those questions at the [AutoHotkey forums](#). If you would like to have Jarte Support create a custom script for you for a fee then [contact us](#) with a detailed description of what you need and we will provide you with a price quote.

11 Creating Outlines

Auto Outline

Main menu: Format > Paragraph > Auto Outline
 Compact layout^[17]: Paragraph > Auto Outline
 Classic layout^[12]: Paragraph Tools Panel > Auto Outline

Auto Outline is an exclusive Jarte Plus feature that allows you to create perfect outlines with minimal effort. Jarte automatically maintains proper outline numbering for outline entries (i.e., paragraphs) when the **Auto Outline** feature is activated. Both Roman and Arabic outline numbering schemes are available, as shown here:



Outline numbering is based on the indentation level of the outline's entries. Use Jarte's **Increase Indent** and **Decrease Indent** features to change an outline entry's outline level. The outline level can also be changed using the Tab and Backspace (or Shift + Tab) keys if the text cursor is placed at the beginning of an outline entry. **Auto Outline** maintains proper outline numbering throughout your outline as you add and delete entries anywhere within the outline. Proper outline numbering is also maintained as you change the outline level of existing entries anywhere within the outline.

An outline can be ended by pressing the Enter key twice.

Tip: Auto outlines default to the Roman numbering scheme by default. The default can be changed to Arabic numbering by changing advanced setting [Default to Arabic Outline](#)^[207].

Note: Outlines created while Jarte is running on Windows 8 and above are not handled as auto outlines if edited later while Jarte is running on Windows 7 or below. This is because Microsoft introduced a new version of the WordPad word processing engine Jarte is based on in Windows 8, and the new engine handles outlines differently than earlier versions of the engine.

Unnumbered Outline Paragraphs

Main menu: Format > Paragraph > Auto Outline Settings > Unnumbered Paragraph
Compact layout¹¹: Paragraph > Auto Outline Settings > Unnumbered Paragraph
Classic layout¹²: Paragraph Tools Panel > Auto Outline > Unnumbered Paragraph

Occasionally, it may be necessary to split a single outline entry into more than one paragraph. Only the first paragraph of the outline entry should be numbered in this case. For example:

- I. Dog Breeds
 - A. Beagle
 - Member of the hound group with an excellent sense of smell.
 - B. Dalmation
 - Known for its unique spotted coat and historical association with firehouses.
 - C. Collie

Notice the two unnumbered paragraphs in the outline do not interrupt or upset the outline's numbering. This effect is achieved by applying the **Unnumbered Paragraph** setting to the desired paragraphs. An unnumbered paragraph can also be created by simply pressing Shift+Enter.

12 Printing and Page Setup

Printing

Main menu: File > Print
 Compact layout^[171]: File > Print
 Classic layout^[12]: File Tools Panel > Print > Print

Print displays the [Print and Page Setup](#)^[51] window used for printing documents. **Print** is disabled if Jarte can not find a printer on the computer or if Jarte detects an error while trying to establish contact with the default printer. In these situations Jarte displays an appropriate message in its status bar concerning printer status. Click the printer status in the status bar for more information.

Jarte depends on information from the printer to properly update the [status bar's page count](#)^[129] and to display page break indicators in a document. If your computer does not have a printer you can still set one up using *Add Printer* in the *Control Panel > Printers* window. The physical printer does not actually have to exist in order for Jarte's print related functions to be enabled. Another solution is to install a free PDF printer utility such as [PrimoPDF](#). PDF printer utilities appear as a printer on your computer when installed even though they are not associated with a physical printer. Their purpose is to provide a means of converting documents to PDF files.

Quick Print

Main menu: File > Quick Print
 Compact layout^[171]: File > Quick Print
 Classic layout^[12]: File Tools Panel > Print > Quick Print

Quick Print bypasses the *Print and Page Setup* window and immediately prints the current document using the current page setup and printer settings.

Tip: There are also *Quick Print Current Page* and *Quick Print Current Selection* commands that can be assigned to [custom shortcut keys](#)^[171] or custom [Quick Bar](#)^[97] buttons.

Print Preview

Main menu: File > Print Preview
 Compact layout^[171]: File > Print Preview
 Classic layout^[12]: File Tools Panel > Print > Print Preview

Print Preview displays the [Print Preview](#)^[60] window which provides a representation of what the current document will look like when printed.

Page Setup

Main menu: File > Page Setup

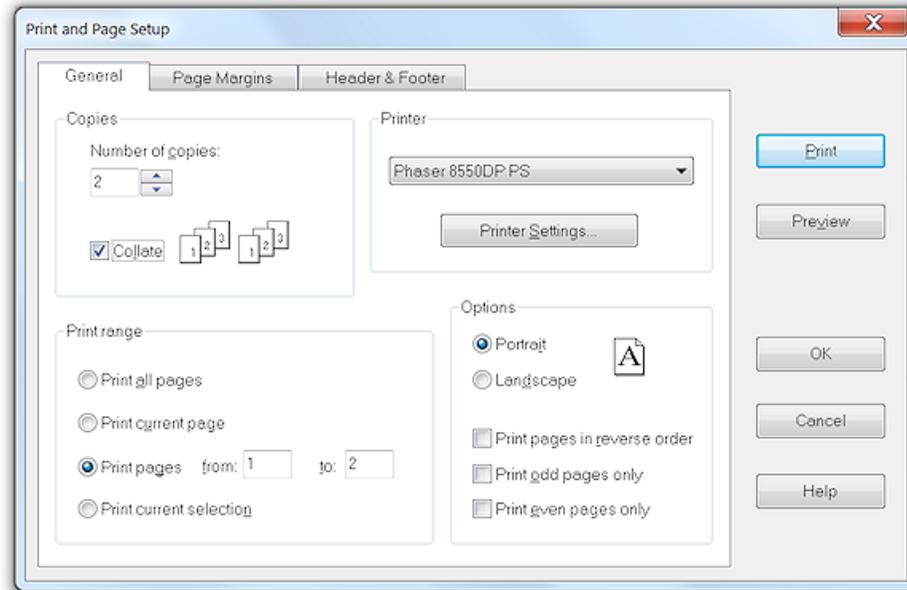
Compact layout^[11]: File > Page Setup

Classic layout^[12]: File Tools Panel > Print > Page Setup

Page Setup is similar to **Print** in that it displays the *Print and Page Setup* window. The difference is that **Page Setup** opens the window to its [Page Margins](#)^[54] tab.

12.1 Print Settings

Main menu: File > Print > General
 Compact layout^[17]: File > Print > General
 Classic layout^[12]: File Tools Panel > Print > Print > General



General Tab [Page Margins Tab](#)^[54] [Header & Footer Tab](#)^[56]

The Print and Page Setup window provides control over the printing of a document. Click the *Printer Properties* button to access additional settings, such as paper size, paper bin selection, etc.

Main Buttons and Tabs

General: The panel of general printer settings.

Page Margins: The panel used to set document page margins.

Header & Footer: The panel used to define a document's header and footer lines.

Print: Prints the currently active document to the selected printer.

Preview: Displays the [Print Preview](#)^[60] window showing the current document.

OK: Accepts any settings changes and closes the window, but does not print the document. This is useful if, for example, you want to change the document's page margins but you are not ready to print the document yet.

Cancel: Discards any settings changes and closes the window.

Copies

Number of copies: The number document copies to be printed.

Collate: If checked, all pages of the first copy are printed first, followed by all pages of the second copy, and so on. If not checked, all copies of the first page are printed first, followed by all copies of the second page, and so on. This setting is only enabled when more than copy is requested.

Printer

Select the desired printer from the list of available printers. Printers are configured in the *Printers* section of the *Windows Control Panel*.

Printer Settings: Displays the printer settings window associated with the selected printer. The desired paper size, among other settings, can be selected in the printer settings window. Note that the content and format of the printer settings window is dependent on the printer selected.

Print Range

Print all pages: Indicates all of the pages in the current document are to be printed.

Print current page: Indicates only the current page in the current document is to be printed (i.e., the page currently containing the text cursor).

Print pages: Indicates the specified range of pages is to be printed.

Print selection: Indicates only the currently selected text in the current document is to be printed. This setting is disabled if no text is currently selected.

Options

Portrait: Indicates the document is to be printed with the paper in its normal orientation.

Landscape: Indicates the document is to be printed with the paper turned 90° from its normal orientation.

Print pages in reverse order: Indicates the document is to be printed beginning with the last page and ending with the first page. Use of this setting results in the pages being dispensed from the printer in their proper order on some printers.

Print odd pages only: Indicates only the odd pages from the specified print range are to be printed. This setting, together with the **Print even pages only** setting, allows you to

perform double sided printing on printers that are only capable of single sided printing. Double sided printing is accomplished in two passes by first printing only the odd pages. Load the printed pages back into the printer such that the printer will print on the blank side of the pages. Then print only the even pages of the document in the second pass. The result is a double sided printout of the document.

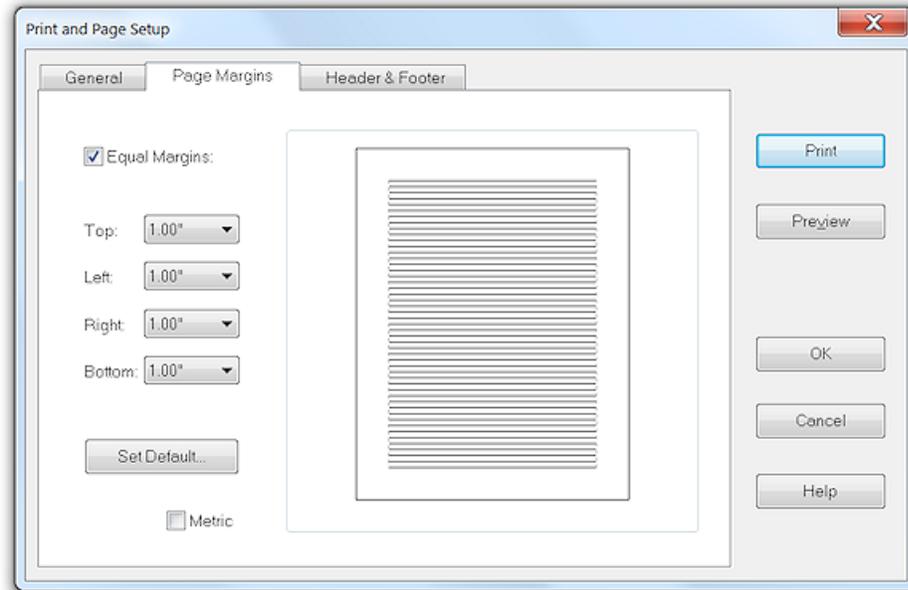
Print even pages only: Indicates only the even pages from the specified print range are to be printed. See the description above of **Print odd pages only** for more information.

12.2 Page Margins

Main menu: File > Print > Page Margins

Compact layout^[11]: File > Print > Page Margins

Classic layout^[12]: File Tools Panel > Print > Print > Page Margins



[General Tab](#)^[51] Page Margins Tab [Header & Footer Tab](#)^[56]

The page margin settings provide control over the size of a document's page margins when printed. Use [Print Preview](#)^[60] to see a document's page margins before printing. Jarte provides automatic [page margin mirroring](#)^[232] when performing double sided printing.

Page Margin Settings

Equal Margins: Changing any of the four margin values will change the other three margins to the same value when this setting is selected.

Top: Size of the top page margin.

Left: Size of the left side page margin.

Right: Size of the right side page margin.

Bottom: Size of the bottom page margin.

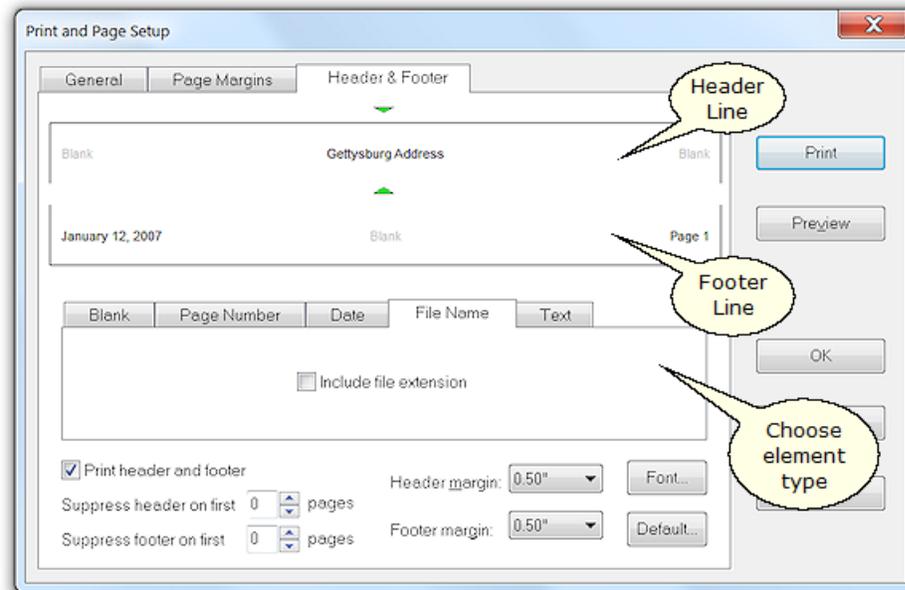
Set Default: Saves the selected page margin sizes as the defaults to be used for all new documents.

Metric: Determines whether the units of measure used for the page margins are expressed

in centimeters or inches. This setting also affects the units of measure used for Jarte's [ruler](#)¹³³.

12.3 Creating Header and Footer Lines

Main menu: File > Print > Header & Footer
 Compact layout^[11]: File > Print > Header & Footer
 Classic layout^[12]: File Tools Panel > Print > Header & Footer



[General Tab](#)^[51] [Page Margins Tab](#)^[54] Header & Footer Tab

Jarte's header and footer designer allows the creation of header and footer lines that appear on the printed pages of a document. There are definable left side, middle, and right side elements in both the header and footer lines. Each element defaults to being blank. An element can be changed by selecting it with the mouse and then using the element type tabs to define the element as desired. Jarte provides automatic [header and footer line mirroring](#)^[232] when performing double sided printing.

Note: When the *Header & Footer* panel is first displayed most of its controls are disabled. Enable the controls by checking the *Print header and footer* check box.

Header and Footer Element Types

Blank

This is the default element type. Blank header and footer elements simply appear as empty white space in the header and footer lines.

Page Number

Prints the appropriate page number for each page of the document.

Use Roman numerals: Determines whether the page numbers are printed as lower case Roman numerals rather than the standard Arabic numerals. Roman numeral numbering is limited to 50 pages (Arabic page numbering is unlimited). This setting is only available in Jarte Plus.

Starting page number: Allows page numbering to begin with a number other than 1. Note that you can also specify a negative value! For example, if a value of -2 is specified then no page number will be printed on the first three pages, and subsequent pages will continue as normal with the fourth page being numbered as "Page 1", the fifth page as "Page 2", etc.

Use "Page" prefix: Determines whether the word "Page" is prefixed to each page number. Otherwise, just the page number itself is printed.

p: This button allows the word "Page", used in setting **Use "Page" prefix**, to be redefined. This is useful when printing non-English documents where the word "Page" needs to be replaced by its non-English equivalent.

Use "of" total: Prints both the current page number and the total number of pages on each page (e.g. "5 of 20" is printed on the fifth page of a twenty page document).

o: This button allows the word "of", used in setting **Use "of" total**, to be redefined. This is useful when printing non-English documents where the word "of" needs to be replaced by its non-English equivalent.

Date

Prints a date. If a static date is desired then the "Text" element should be used instead.

Use current date: The date used is the date the document is printed.

Use file date: The date used is the date the document was last modified.

Long format: The date is printed using the long date format typically used in your locale (e.g., "January 30, 2007" in the United States).

Short format: The date is printed using the short date format typically used in your locale (e.g., "1/30/2007" in the United States).

Note: The long and short date formats can be customized via the [date and time format](#)¹⁹⁹ advanced settings.

File Name

Prints the document's file name.

Include file extension: Determines whether the document's file name extension is printed as part of the file name (e.g., "Gettysburg Address.rtf" as opposed to "Gettysburg Address").

Text

Prints any user specified text. Jarte will substitute page numbering for "&p" if it is found in the specified text. Jarte will also substitute the total page count for "&t" if it is found in the text.

Header and Footer Controls

Print header and footer: Controls whether the header and footer lines defined for the document are actually printed in the document's printouts.

Suppress header: Prevents the header line from being printed on the specified number of pages of the document's printout beginning with the first page.

Suppress footer: Prevents the footer line from being printed on the specified number of pages of the document's printout beginning with the first page.

Header Margin: Controls the distance between the top of the page and the header line. *Be sure the header margin value is less than the [top margin](#)^[54] value!*

Footer margin: Controls the distance between the bottom of the page and the footer line. *Be sure the footer margin value is less than the [bottom margin](#)^[54] value!*

Font: Controls the font attributes used to print the header and footer lines.

Default: Saves the currently defined header and footer lines as the default to be used for all new documents.

Header and Footer Divider Lines

If the font chosen for the header and footer lines specifies use of the "underline" style then Jarte will use that as a signal to draw a horizontal divider line across the page. The divider line is placed just under the page header. In the case of the page footer, the divider line is placed just above the footer.

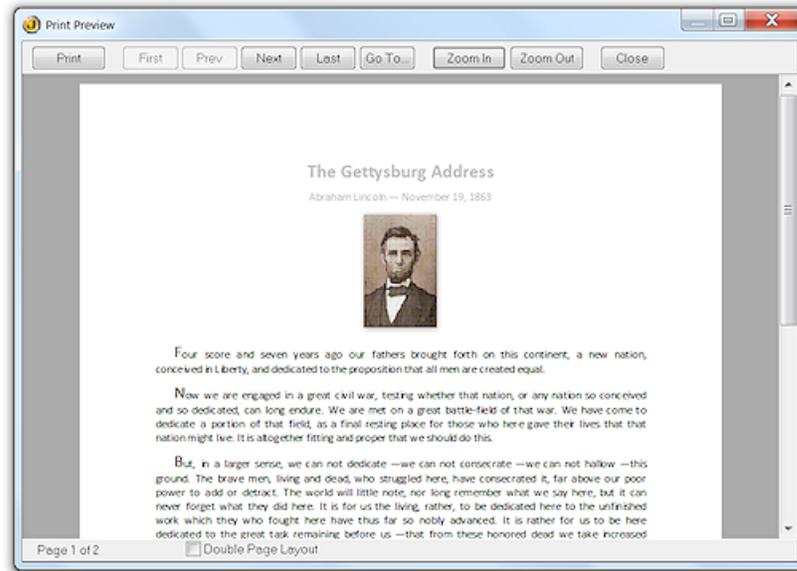


Illustration of the page header divider line

Advanced settings used to control the header and footer divider lines are [Header Line Spacing](#)^[223], [Header Line Thickness](#)^[224], and [Use Header Line](#)^[262].

12.4 Print Preview

Main menu: File > Print Preview
 Compact layout  File > Print Preview
 Classic layout  File Tools Panel > Preview



Print Preview is used to display the current document as it would appear when printed. The main difference between the *Print Preview* window and the document as it is shown in Jarte's editing pane is that the *Print Preview* window shows the page margins and the header and footer lines, if those are defined.

The *Print Preview* window contains controls for navigating the document's pages and for zooming (i.e., magnifying) the document. The **Double Page Layout** check box at the bottom of the *Print Preview* window is used to show two pages at once in the *Print Preview* window.

The *Print Preview* window also contains a **Print** button which can be used to print the current document directly from the *Print Preview* window.

13 Font Formatting

Font Attributes

Main menu: Format > Font
Compact layout^[147]: Font
Classic layout^[12]: Font Tools Panel

Jarte font formatting allows you to choose any installed font and to control a font's size, style, and [color](#)^[73]. The available font styles are bold, italic, underline, strikethrough, subscript, and superscript.

Note that only the font and font size can be changed when editing [plain text documents](#)^[147]. Even then, the choice of font and font size is only used for display purposes. This limitation exists because plain text documents are not capable of recording font and paragraph formatting information.

Highlight Marker

Main menu: Format > Font > Highlight Marker
Compact layout^[147]: Font > Highlight Marker
Classic layout^[12]: Font Tools Panel > Highlight

The **Highlight Marker** is used to highlight text with a colored marker. After choosing the desired color the mouse cursor changes to  to indicate Jarte is in **Highlight Marker** mode. Use the mouse to select the text to be highlighted and its background color is changed to the chosen color. If you want to highlight individual words you can simply single click the words to be highlighted. **Highlight Marker** mode is ended when either the *Esc* key is pressed, **End Highlight Marker** is selected from the Font menu, or you begin editing the document.

An easy way to repeat use of the **Highlight Marker**'s previously used color is to use the Format Brush's [Repeat Previous Brush](#)^[72] feature. For example, if your most recent use of the **Highlight Marker** in the current editing session was to perform yellow highlighting, then pressing Ctrl+G instantly reestablishes the yellow **Highlight Marker** additional use.

Default Fonts

Main menu: Format > Font > Font Options > Set Default Fonts
Compact layout^[147]: Font > Font Options > Set Default Fonts
Classic layout^[12]: Font Tools Panel > Options > Set Default Fonts

Rich Text Default Font

The rich text default font setting determines the font and font attributes to be used for all new [rich text](#)^[147] documents. Setting the rich text default font has no impact on existing

documents.

Plain Text Default Font

The plain text default font setting determines the font and font attributes to be used for displaying all [plain text](#)^[147] documents.

Factory Default Font Settings

Resets the rich text default font and the plain text default font back to their original factory settings.

Default Font Colors

Main menu: Format > Font > Font Options > Set Default Colors
Compact layout^[147]: Font > Font Options > Set Default Colors
Classic layout^[12]: Font Tools Panel > Options > Set Default Colors

Rich Text Default Font Color

The rich text default font color setting determines the font [color](#)^[73] to be used for all new [rich text](#)^[147] documents. Setting the rich text default font color has no impact on existing documents.

Plain Text Default Font Color

The plain text default font color setting determines the font [color](#)^[73] to be used for displaying all [plain text](#)^[147] documents.

Print in Black

Directs Jarte to use black for the text color when printing regardless of the actual font color (s) used in the document being printed.

Favorite and Recent Fonts

Main menu: Format > Font > Favorite & Recent Fonts
Compact layout^[147]: Font > Favorite & Recent Fonts
Classic layout^[12]: Font Tools Panel

Jarte provides quick access to your favorite fonts and recently used fonts. In Jarte's *classic layout*, favorite and recent fonts are listed in blue at the top of the fonts list in the Font Tools panel. Favorite fonts are designated with a green check mark. To designate a font as a favorite font it must be first be chosen as the current font, and then check the **Mark as a Favorite Font** check box.

Font Manager

Main menu: Format > Font > Font Manager
Compact layout^[71]: Font > Font Manager
Classic layout^[72]: Font Tools Panel

A font manager is useful for organizing fonts in a way that makes it easy for you to choose the font you need for a particular task.

Jarte's **Font Manager** feature is actually a shortcut to an external font manager program. Jarte looks for the installation of [Nexus Font](#) font manager by default. If Nexus Font is not installed then you are given the opportunity to specify your own installed font manager program instead. You can switch Jarte's **Font Manager** feature to a different font manager program at any time by selecting **Font Manager** while pressing the Shift key.

Format Brush

See [Using the Format Brush](#)^[71].

14 Paragraph Formatting

Paragraph Attributes

Main menu: Format > Paragraph
Compact layout^[171]: Paragraph
Classic layout^[172]: Paragraph Tools Panel

Paragraph Alignment

Main menu: Format > Paragraph > Center, More Paragraph Alignments
Compact layout^[171]: Paragraph > Center, More Paragraph Alignments
Classic layout^[172]: Paragraph Tools Panel > Alignment

Jarte supports left, center, right, and justified paragraph alignments.

Paragraph Styles

Main menu: Format > Paragraph > Bullets, More Paragraph Styles
Compact layout^[171]: Paragraph > Bullets, More Paragraph Styles
Classic layout^[172]: Paragraph Tools Panel > Styles

Jarte supports normal, bullet, numbered list, first line indent, hanging indent, and multiple heading paragraph styles.

Paragraph styles also includes a variety of numbered list styles which can be applied to numbered lists. In addition, the start number of numbered lists can be changed to a value other than "1", and unnumbered paragraphs can be included in numbered lists without interrupting a list's numbering sequence.

In addition to the three heading styles provided, three additional heading styles are available as commands to which [custom shortcut keys](#)^[171] and custom [Quick Bar](#)^[97] buttons can be assigned.

Paragraph Indentation

Main menu: Format > Paragraph > Increase, Decrease, More Indentation
Compact layout^[171]: Paragraph > Increase, Decrease, More Indentation
Classic layout^[172]: Paragraph Tools Panel > Indent (4 different buttons)

Jarte supports left side paragraph indentation as well as left and right side paragraph indentation.

Line Spacing

Main menu: Format > Paragraph > Line Spacing
Compact layout^[11]: Paragraph > Line Spacing
Classic layout^[12]: Paragraph Tools Panel > Line Spacing

Jarte supports line space values of 1 (single space), 1.15, 1.5, 2 (double space), 2.5, and 3 (triple space). Line space value 1.15 is a value designed to increase the paragraph readability, compared to single space, without creating too much distance between lines.

Paragraph Spacing

Main menu: Format > Paragraph > Add Spacing Between Paragraphs
Compact layout^[11]: Paragraph > Add Spacing Between Paragraphs
Classic layout^[12]: Paragraph Tools Panel > Paragraph Spacing

Jarte supports paragraph spacing before and after each paragraph. Use of paragraph spacing tends to give a document a neater appearance and make it more readable.

Tab Settings

Main menu: Format > Paragraph > Tab Settings
Compact layout^[11]: Paragraph > Tab Settings
Classic layout^[12]: Ruler

See [Tab Settings](#)^[133] in the Ruler section for information about setting tabs.

Format Brush

See [Using the Format Brush](#)^[71].

Indentation Size Settings

Main menu: Format > Paragraph > Paragraph Options > Indentation Size Settings
Compact layout^[11]: Paragraph > Paragraph Options > Indentation Size Settings
Classic layout^[12]: Paragraph Tools Panel > Paragraph Options > Indentation Size Settings

The **Indentation Size Settings** specify the amount of indentation used for paragraph indentation, hanging indent indentation, first line indent indentation, and list (bullets and numbered list) indentation. A change to these settings only affects paragraphs when their style is changed. A change to these settings applies to all documents.

Default Paragraph Settings

Main menu: Format > Paragraph > Paragraph Options > Default Setting
Compact layout^[11]: Paragraph > Paragraph Options > Default Setting
Classic layout^[12]: Paragraph Tools Panel > Paragraph Options > Default Setting

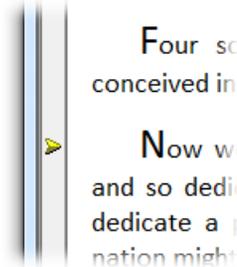
Use **Default to Current Settings** to make the paragraph format attributes of the paragraph

that currently contains the text cursor the default paragraph format attributes to be subsequently used for all new documents.

Use **Default to Factory Settings** to reset the default paragraph format attributes used for all new documents back to the factory default paragraph format attributes.

15 Using Bookmarks

Main menu: View > Show Bookmark Gutter
Compact layout^[11]: View > Show Bookmark Gutter
Classic layout^[12]: View > Show Bookmark Gutter

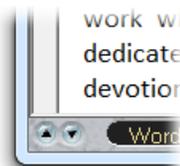


Setting and Removing Bookmarks

Jarte provides an easy to use bookmarking system. Bookmarks are set simply by clicking in the bookmark gutter (along the left side of Jarte's editing pane) next to the line of text to be bookmarked. A bookmark symbol  appears in the bookmark gutter to designate the bookmarked line. Click a bookmark to remove it. Bookmarks can also be set and removed using keyboard shortcuts *Ctrl+F2* and *Shift+Ctrl+F2*, respectively.

Bookmarks in a rich text document are stored as part of the document (i.e., changes to a document's bookmarks are retained only if the document is subsequently saved). Bookmarks in a plain text document can not be saved as part of the document. However, Jarte remembers bookmarks in a plain text document as long as the document is either in Jarte's list of [recent files](#)^[21] or in the list of [favorite files](#)^[22].

Navigating Between Bookmarks



Two bookmark buttons appear at the bottom of the bookmark gutter whenever bookmarks are present in the document. Click the buttons to move the text cursor to the next, or previous, bookmark. You can also use the *F2* key to move to the next bookmark and *Shift+F2* to move to the previous bookmark. Other bookmark navigation choices (i.e., go to first bookmark or last bookmark) can be accessed by right clicking in the bookmark gutter. Bookmark navigation wraps the document, so if the text cursor is located at the last bookmark then pressing *F2* to move to the next bookmark moves the text cursor to the first bookmark in the document.

Automatically Open Document to Bookmark

Documents opened using the [Always Reopen Last Session](#)^[21] feature will automatically navigate to the document's first bookmark when opened, if a bookmark is present.

Advanced setting [Open to Bookmark](#)^[235] can be used to direct Jarte to always navigate to a document's first (or last) bookmark whenever any document containing at least one bookmark is opened.

16 Using the Format Brush

Main menu: Format > Font > Format Brush
 Compact layout^[1↑]: Font > Format Brush
 Classic layout^[12]: Font Tools Panel > Format Brush

and

Main menu: Format > Paragraph > Format Brush
 Compact layout^[1↑]: Paragraph > Format Brush
 Classic layout^[12]: Paragraph Tools Panel > Format Brush

The **Format Brush** is a special tool used to quickly and easily apply font and/or paragraph formatting within a document. For example, suppose you have written a manuscript that includes chapter headings for each chapter. But the chapter headings use the same font size as the rest of the text, and you have decided you would rather the chapter headings have a larger font size and underlining. The **Format Brush** makes this task less tedious by using these steps:

1. Modify the first chapter heading as desired (i.e., increase font and underline).
2. Position the text cursor within the chapter heading and then select the **Format Brush (Continuous)** tool. The cursor will change to a .
3. Highlight the remaining chapter headings with the **Format Brush** one at a time. As you do so each chapter heading will instantly change to look like the first chapter heading.
4. Press the Esc key when you are finished.

Brush Type

One Shot - Jarte exits its **Format Brush** mode (i.e., the mouse cursor returns to a normal pointer) after the brush's first use.

Continuous - Jarte stays in **Format Brush** mode until either the *Esc* key is pressed, **Format Brush (One Shot)** is selected, or you begin editing the document.

Note that single clicking an individual word with the **Format Brush** formats that word. Selecting (highlighting) text with the **Format Brush** formats the selected text.

Brush Settings

Font Formatting Only - The **Format Brush** only applies font formatting characteristics to the text the brush is used on.

Paragraph Formatting Only - The **Format Brush** only applies paragraph formatting characteristics to the text the brush is used on.

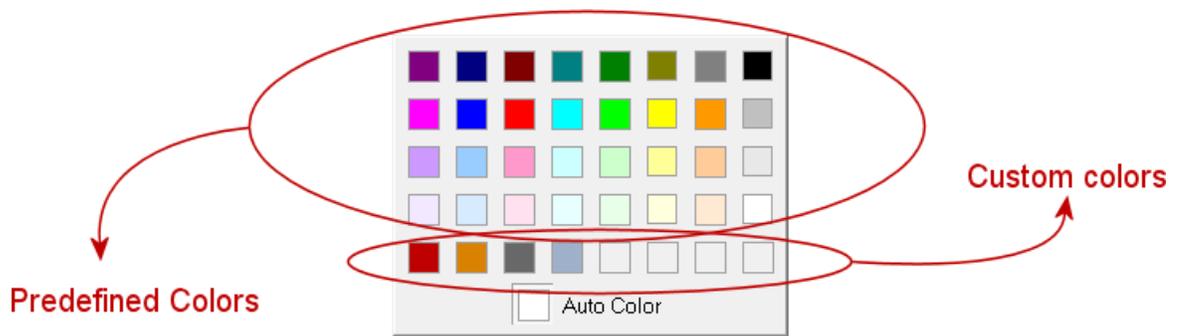
Font and Paragraph Formatting - The **Format Brush** only applies both font and paragraph formatting characteristics to the text the brush is used on.

Repeat Brush

The **Format Brush** can be quickly reestablished with the formatting characteristics from its previous use by using feature **Repeat Previous Brush**. Note that **Repeat Previous Brush** works with the [highlight marker](#)^[61] as well.

17 Using the Color Palette

Jarte's color selection palette appears in a number of places throughout the program. The palette provides a choice of 32 predefined colors plus 8 user definable custom colors. In many cases a color button labeled *Auto* is also provided. The *Auto* color corresponds to the Windows color scheme color used for the element of interest. For example, when the font color palette is displayed the *Auto* color is usually black because black is the color usually assigned to text in the Windows color scheme.



Clicking the desired palette color selects that color. The color palette can also be navigated using the keyboard's arrow keys. After the arrow keys have been used to navigate to the desired color then pressing the Enter key will select that color.

Custom Colors

A custom color can be defined or changed by selecting one of the 8 custom color buttons (see diagram above) while pressing the Shift key. A standard Windows color selection dialog is then displayed which allows a custom color to be defined.

18 Using the Windows Clipboard

The Windows Clipboard

The Windows clipboard provides the user with a useful means of facilitating the transfer of pieces of information between programs. Many programs implement the basic clipboard functions **Cut**, **Copy**, and **Paste** that make information transfer possible. For example, suppose you find an interesting article on the web and you want to copy a paragraph from the article to your word processor. This can be done by using the mouse to highlight the paragraph text in the web browser and then selecting the browser program's **Copy** function (normally found at in the menu at Edit > Copy). Next, switch to the word processor program and select its **Paste** function. The highlighted text from the web article now appears in the word processor program.

The Windows clipboard works with many types of information, not just text. For example, if you see a picture you like on the web you can right click on the picture in the web browser and select **Copy**. The picture can then be pasted into a word processor, a picture editor, a picture organizer, etc.

Copy

Main menu: Edit > Copy
Compact layout^[141]: Edit > Copy
Classic layout^[142]: Copy

Copies whatever document content is currently highlighted to the Windows clipboard. **Copy** is disabled when nothing is highlighted in the document.

Copy can also be performed by clicking the mouse's middle button (i.e., the scroll wheel button) while pressing the *Ctrl* key if option [Middle Mouse Button Paste](#)^[142] is enabled.

Also, the *Manage Tabs* submenu of the *Tabs* menu includes [special functions](#)^[136] for copying the current document's file name to the clipboard.

Copy All

Main menu: Edit > Copy All
Compact layout^[141]: Edit > Copy All
Classic layout^[142]: Right click context menu > Copy All

Copies the entire document to the Windows clipboard in a single step. **Copy All** is the equivalent of **Select All** followed by **Copy**.

Cut

Main menu: Edit > Cut
Compact layout^[11]: Edit > Cut
Classic layout^[12]: Main Control Panel > Cut

Cut is exactly the same as **Copy** except the document's highlighted content is deleted as part of the operation. **Cut** is disabled when nothing is highlighted in the document.

Cut can also be performed by clicking the mouse's middle button (i.e., the scroll wheel button) while pressing the *Shift* and *Ctrl* keys if option [Middle Mouse Button Paste](#)^[142] is enabled.

Paste

Main menu: Edit > Paste
Compact layout^[11]: Edit > Paste
Classic layout^[12]: Main Control Panel > Paste

Paste inserts a copy of whatever information is currently stored on the Windows clipboard into the current document.

When text is pasted it will normally include any text formatting (e.g., bold, italics, font, etc) that is part of the text in the source that was copied. However, in some cases the text formatting will appear somewhat different when pasted into Jarte than it appears in the source. When that occurs it is normally because the source program did not accurately copy the text formatting information to the clipboard along with the text.

Paste can also be performed by clicking the mouse's middle button (i.e., the scroll wheel button) if option [Middle Mouse Button Paste](#)^[142] is enabled.

Paste Plain

Main menu: Edit > Paste Plain
Compact layout^[11]: Edit > Paste Plain
Classic layout^[12]: Main Control Panel > Paste Plain

Paste Plain is the same as **Paste** except it only works when text is present on the Windows clipboard (e.g., it does not work if a picture is has been copied to the clipboard). In addition, any text formatting (e.g., bold, italics, font, etc) is stripped away before the text is inserted into Jarte. For example, if the line:

Jarte is my *favorite* word processor!

is copied to the clipboard, then inserting the line with **Paste Plain** will cause the line to appear as:

Jarte is my favorite word processor!

Notice the text of the inserted line is exactly the same as the source line, but all of the text formatting has been stripped away. **Paste Plain** is very useful in situations where the text formatting present in the source text is incompatible with the existing text formatting in your document.

Paste Plain can also be performed by clicking the mouse's middle button (i.e., the scroll wheel button) while pressing the *Shift* key if option [Middle Mouse Button Paste](#)^[142] is enabled.

18.1 Using the Clip List

Main menu: Tools > Clip List
Compact layout^[17]: Clip List
Classic layout^[12]: Clip List

The Clip List

Jarte's *Clip List* is a history of the last 15 [Windows clipboard](#)^[75] clips that have been copied to the clipboard by any program while Jarte has been running. The top item in the *Clip List* represents the current content of the Windows clipboard. The *Clip List* allows you to copy a previous clipboard clip back to the clipboard so it is ready to be pasted by Jarte or any other program.

A previous clip can be copied back to the clipboard simply by selecting it from the *Clip List* menu. A previous clip can be pasted directly into Jarte by selecting it from the *Clip List* menu while pressing the *Shift* key.

The *Clip List* menu shows the beginning text of each clip that includes text content. There is also an menu icon displayed for each clip to indicate the clip type. The following legend explains the *Clip List* menu icons:

-  - [Rich text](#)^[147] clip
-  - [Plain text](#)^[147] clip
-  - Image clip
-  - Sound clip
-  - Folder clip
-  - Unknown clip type
-  - Empty clipboard or ignored clip

Saved Clips

The *Saved Clips* submenu is a list of clips saved using **Save Current Clip**. The free version of Jarte retains saved clips only during the current Jarte session. Jarte Plus maintains saved clips permanently, or until they are deleted from the *Saved Clips* list. *Saved Clips* are useful for keeping pieces of text or images you use often in your documents.

Screen Capture

The *Screen Capture* feature is used to copy a snapshot of a portion of the computer screen to the Windows clipboard. When *Screen Capture* is activated Jarte automatically minimizes

itself to the Windows taskbar so that it does not obscure the screen while you take the snapshot.

The mouse cursor changes to a cross hair while Jarte is in *Screen Capture* mode. Click the mouse button anywhere on the screen to begin. Move the mouse across the screen until the rectangular frame formed by the mouse includes the portion of the screen you wish to capture. Now, click the mouse again to complete the capture. Jarte will reappear and the portion of the screen you captured is copied to the clipboard ready to be pasted.

The position of mouse's cross hair cursor while in *Screen Capture* mode can be precisely controlled using the keyboard. The arrow keys move the cross hair a single pixel at a time. In addition, the *Enter* key can be substituted for either the beginning or ending mouse click.

Note that Windows provides simple screen capture capability as well: Press the *PrtScn* key to copy a snapshot of the entire screen to the clipboard. Press *Alt+PrtScn* to copy a snapshot of the window with focus to the clipboard.

Clip List Manager

See [Clip List Manager](#)^[81].

Clip List Hot Key

The *Clip List Hot Key* window allows a global hot key to be assigned to the *Clip List* menu. The hot key can then be used to access Jarte's *Clip List* menu even when you are not working in the Jarte program window.

A global hot key can be assigned simply by pressing the desired hot key sequence in the box provided by the *Clip List Hot Key* window and clicking *Ok*. A previously assigned hot key can be deleted by pressing the Backspace key instead of a hot key.

Tip: When the *Clip List* hot key is used while working in another program the Jarte program window will appear with the *Clip List* menu unless the Jarte program window is minimized. So, if you use the *Clip List* hot key often then you may want to keep the Jarte window minimized to the Windows Taskbar while working in other programs in order to prevent the Jarte program window from momentarily popping up with the *Clip List* menu.

Paste Board

The *Paste Board* feature appears as a document in Jarte. Whenever anything is copied to the Windows clipboard it is also recorded in the *Paste Board* document. The *Paste Board*'s text can be edited and saved just like any other document. This feature is useful, for example,

when you are visiting web sites and want to quickly record bits of text, articles, pictures, web addresses, etc for later viewing.

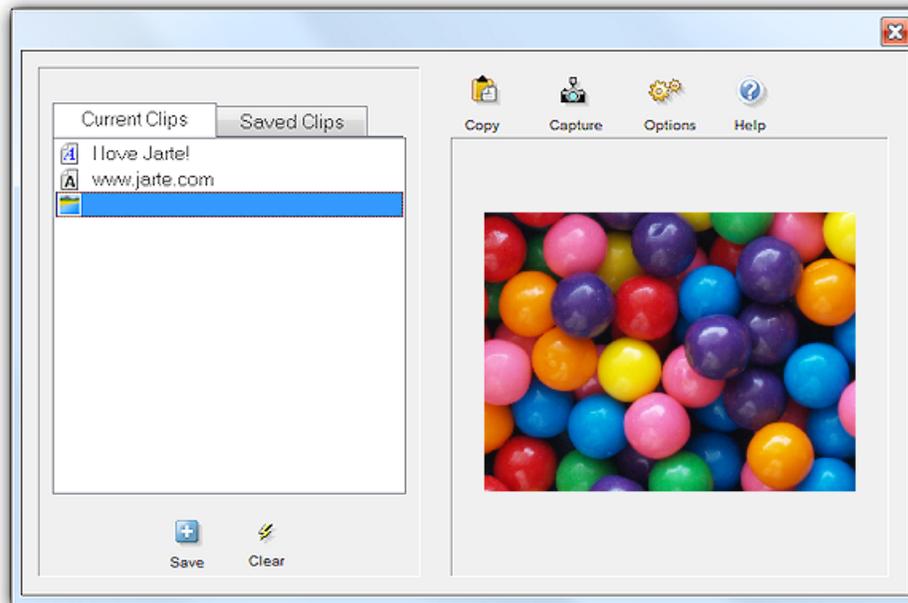
An active *Paste Board* can be suspended by selecting **Paste Board Suspend** from the *Clip List* menu. Suspending the *Paste Board* causes it to stop recording items copied to the Windows clipboard. **Paste Board Resume** can then be selected from the *Clip List* menu to resume a suspended *Paste Board*. The *Paste Board's* document tab is dimmed while the *Paste Board* is suspended.

A few of the *Paste Board's* attributes can be changed via the [Paste Board's advanced settings](#) . These include the ability to customize the divider line used between clip items and the ability to save the *Paste Board's* contents between Jarte sessions.

18.2 Clip List Manager

Main menu: Tools > Clip List > Clip List Manager
Compact layout^[17]: Clip List > Clip List Manager
Classic layout^[12]: Clip List > Clip List Manager

Current Clips

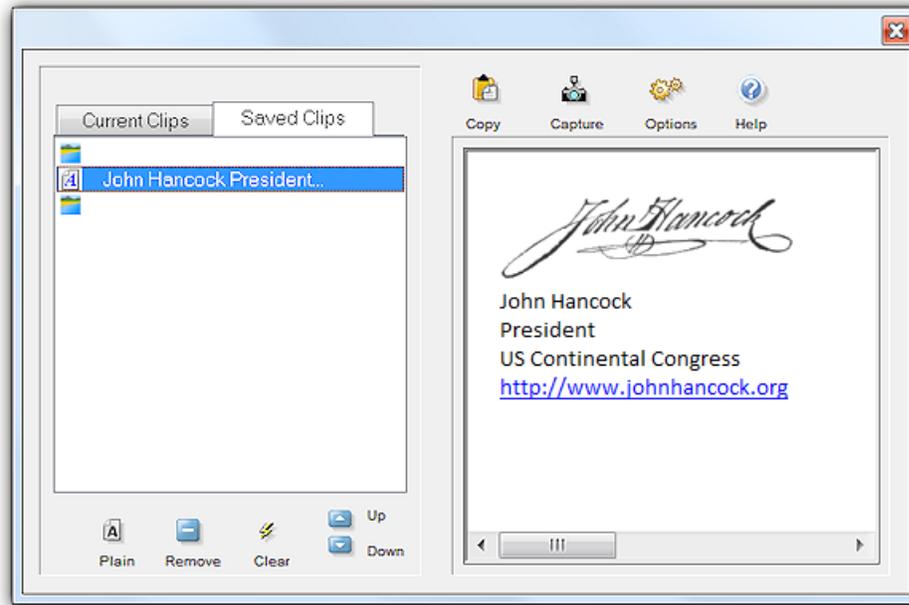


The *Current Clips* tab in the **Clip List Manager** lists the most recent clip history of the Windows clipboard. Selecting a clip in the list displays the content of the clip in the right side clip viewer.

The **Save** button copies the selected clip to the *Saved Clips* list where it is permanently stored (Jarte Plus only). The **Clear** button allows you to clear the current clipboard contents, clear the *Current Clips* history list, or both. The **Copy** button allows you to either copy the selected clip to the Windows clipboard, or both copy the clip and paste it into the current document. Note that the **Copy** button is disabled when the first clip is selected since that clip is already on the Windows Clipboard. Double clicking a clip in the *Current Clips* list copies the clip to the clipboard.

See [Screen Capture](#)^[78] for information about the **Capture** button.

Saved Clips



The *Saved Clips* tab in the **Clip List Manager** lists clips that have been previously saved. Selecting a clip in the list displays the content of the clip in the right side clip viewer.

The **Plain** button is used to convert a [rich text](#)¹⁴⁷ clip into a [plain text](#)¹⁴⁷ clip. This is useful for clips whose formatting characteristics should conform to those of the document the clip is being pasted into.

The **Remove** button deletes the selected clip from the *Saved Clips* list. The **Clear** button deletes all of the *Saved Clips* at once. The order of the *Saved Clips* can be changed through use of the **Up** and **Down** buttons.

Options

The **Options** button provides access to the following options:

Stay On Top - Prevents the **Clip List Manager** window from being obscured by the Jarte program window by keeping it in front of the program window.

Always Paste Selected Clips - When this option is turned on actions that would normally copy the selected clip to the Windows clipboard (i.e., selecting clip from Clip List menu, double clicking clip in **Clip List manager**, or using the **Clip List Manager's Copy** button) will also cause the clip to be pasted into the current document.

19 Using Spell Check

Spell Check

Spell checking is used to check the spelling of the current document. Spell checking will limit itself to checking only the selected text in the current document if a text selection has been made.

Jarte provides three different methods of document spell checking. If Jarte's left side tool panel is displayed then spell checking is performed using the [Spell Check tool panel](#)^[86]. If Jarte's left side tool panel is not displayed then [menu based spell checking](#)^[84] is used.

[Background spell checking](#)^[88] (aka, spell checking as you type) is available in Jarte Plus.

Spell checking can also be disabled by placing an empty file named *DisableSpellCheck.txt* in the Jarte program folder. This may be useful in special situations, such as for use in a school where students may use Jarte but are expected demonstrate their own spelling skills.

Spell Check Options

Main menu: Tools > Spell Check Options
Compact layout^[11]: Edit > Spell Check Options
Classic layout^[12]: Spell Check Panel > Options

Ignore Words in UPPERCASE - Prevents *Spell Check* from flagging words consisting of all uppercase letters.

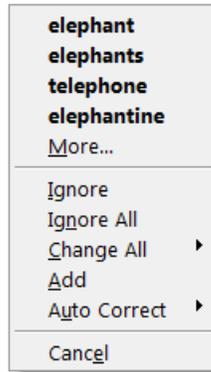
Ignore Words With Numbers - Prevents *Spell Check* from flagging words which contain at least one digit.

Ignore HTML Tags - Prevents *Spell Check* from flagging words within the tags of HTML and PHP web documents.

19.1 Menu Based Spell Check

Main menu: Tools > Spell Check
 Compact layout:  Edit > Spell Check

The **elephante** enjoyed the peanuts.



Start Spell Check

Invoking **Spell Check** immediately begins spell checking of the current document or text selection. **Spell Check** highlights the first misspelled word found in the document and displays a menu of available spell check actions for the word. When the chosen action is performed **Spell Check** immediately proceeds to the next misspelled word. **Spell Check** can be stopped simply by dismissing the menu either by choosing **Cancel**, pressing the Esc key, or clicking in the document.

Correcting a Misspelling

A misspelled word found by **Spell Check** can be corrected using one of the following methods:

1. Choose the correct spelling from the list of spelling suggestions in the menu. Choose a spelling suggestion from the **Change All** submenu to change all occurrences of the misspelling to the selected suggestion.

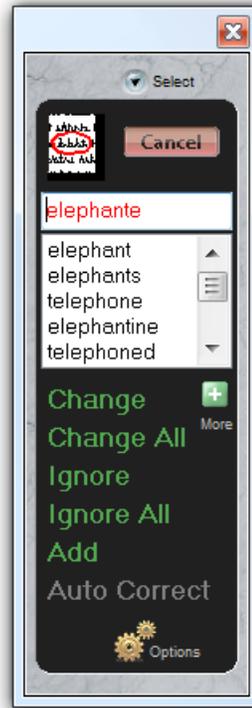
The **More** menu item redisplay the menu with a more comprehensive list of spelling suggestions.
2. Manually edit the misspelled word within the document. Invoke **Spell Check** (or press the F7 key) to resume spell checking.
3. Choose **Ignore** or **Ignore All** if the word is to be treated as correctly spelled. **Ignore All** treats all occurrences of that word as correctly spelled for the remainder of the Jarte editing session.
4. Choose **Add** to add the word to the [custom spelling dictionary](#)^[91]. Once it has been added

to the custom spelling dictionary the word will always be considered correctly spelled for all documents.

5. Choose a spelling suggestion from the **Auto Correct** submenu. The misspelling is replaced in the document with the selected suggestion and the [custom spelling dictionary](#) is updated so that future occurrences of the misspelling will be auto corrected to the chosen spelling if the [Auto Correct](#) feature is enabled.

19.2 Tool Panel Based Spell Check

Main menu: Tools > Spell Check
 Compact layout^[F11]: View > Show Tool Panel > Spell Check Panel > Start
 Classic layout^[F12]: Spell Check Panel > Start



Start Spell Check

Click the *Spell Check* panel's **Start** button to begin checking the current document or text selection. *Spell Check* highlights the first misspelled word found in the document and also displays it in red in the *Spell Check* panel. Once started, *Spell Check* can be ended at any time by clicking the *Spell Check* panel's *Cancel* button or by pressing the Esc key.

Correcting a Misspelling

A misspelled word found by *Spell Check* can be corrected using one of the following methods:

1. Choose the correct spelling from the list of spelling suggestions in the *Spell Check* panel (or edit the misspelled word in the *Spell Check* panel) and then click either the **Change** button or the **Change All** button to replace the misspelling with the selected spelling suggestion. The **Change All** button changes all occurrences of the misspelling to the selected correction.

The **More Suggestions** button adds a more comprehensive list of spelling

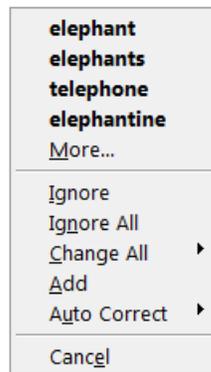
suggestions to the suggestions list.

2. Manually edit the misspelled word within the document. Click the *Spell Check* panel's **Resume** button to resume spell checking.
3. Click **Ignore** or **Ignore All** if the word is to be treated as correctly spelled. **Ignore All** treats all occurrences of that word as correctly spelled for the remainder of the Jarte editing session.
4. Click **Add** to add the word to the [custom spelling dictionary](#)^[91]. Once it has been added to the custom spelling dictionary the word will always be considered correctly spelled for all documents.
5. Choose the correct spelling from the list of spelling suggestions in the *Spell Check* panel and then click the **Auto Correct** button. The misspelling is replaced in the document with the selected suggestion and the [custom spelling dictionary](#)^[91] is updated so that future occurrences of the misspelling will be auto corrected to the chosen spelling if the [Auto Correct](#)^[89] feature is enabled.

19.3 Background Spell Check

Main menu: Tools > Spell Check Options > Background Spell Checking
Compact layout^[11]: Edit > Spell Check Options > Background Spell Checking
Classic layout^[12]: Spell Check Panel > Options > Background Spell Checking

The elephante enjoyed the peanuts.



Jarte Plus underlines misspelled words with a wavy red line as you type when **Background Spell Checking** is turned on. The **Background Spell Checking** menu can be displayed for a misspelled word by clicking the wavy red line, right clicking the word, or pressing the context menu key while the text cursor is positioned within the word.

The **Background Spell Checking** menu functions [exactly the same](#)^[84] as the menu for menu based spell checking.

19.4 Auto Correct and Auto Capitalize

Auto Correct

Main menu: Tools > Spell Check Options > Auto Correct
Compact layout^[11]: Edit > Spell Check Options > Auto Correct
Classic layout^[12]: Spell Check Panel > Options > Auto Correct

Jarte Plus' **Auto Correct** feature allows Jarte Plus to automatically correct common misspellings in a document as you type. Jarte Plus uses a [supplementary spell check dictionary](#)^[92] of common English misspellings to detect and correct common misspellings. Note that normally **Auto Correct** does not correct most three letter misspellings because they could be correctly spelled acronyms. This behavior can be changed by modifying the value of advanced setting [Aggressive Auto Correct](#)^[183].

If you enable the **Auto Correct** feature and it does not appear to be correcting common misspellings then ensure supplementary spell check dictionary *correct.tlx* is enabled in the [Spelling Dictionaries](#)^[91] window. Also ensure that one of the English dictionaries is selected as the primary language dictionary. The misspelled word *acheive* is an example of a word that will be automatically corrected by the **Auto Correct** feature.

Using Auto Correct as an Auto Type Feature

Auto Correct can also be used to create shortcuts for often used words and phrases. For example, if you are a member of the Durham Garden Club, and you often refer to the organization in your writing, then you may find it advantageous to designate "dgc" as a word to be auto corrected to "Durham Garden Club". Creating such shortcuts increases the efficiency of your writing. You can create your own **Auto Correct** entries in your [custom spell check dictionary](#)^[92] using the [Add Spelling Dictionary Word](#)^[95] window.

If you want to take advantage of the ability to use your own **Auto Correct** shortcuts without allowing **Auto Correct** to automatically correct common misspellings then disable (uncheck) the *correct.tlx* [supplementary dictionary](#)^[92].

Auto Capitalize

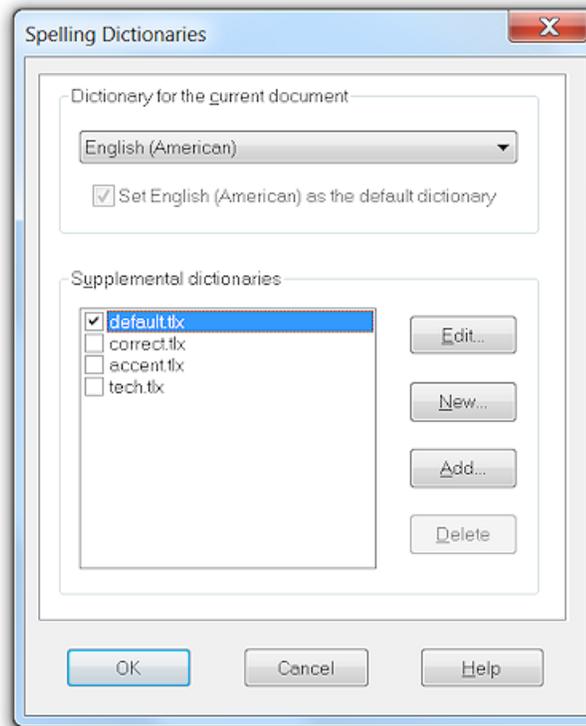
Main menu: Tools > Spell Check Options > Auto Capitalize
Compact layout^[11]: Edit > Spell Check Options > Auto Capitalize
Classic layout^[12]: Spell Check Panel > Options > Auto Capitalize

Jarte Plus' **Auto Capitalize** feature automatically capitalizes the first letter of each sentence, paragraph, or table cell as you type. It also automatically capitalizes the word "I". If auto capitalization of the word "I" is undesirable then it can be disabled by using advanced setting Auto Cap I.

Use the Undo feature to undo specific instances of auto capitalization as you type. Or, you can type a lowercase letter twice and then use the Backspace key to remove the one that was auto capitalized, leaving a single lowercase letter.

19.5 Spell Check Dictionaries

Main menu: Tools > Spell Check Options > Spelling Dictionaries
 Compact layout^[11]: Edit > Spell Check Options > Spelling Dictionaries
 Classic layout^[12]: Spell Check Panel > Options > Spelling Dictionaries



The **Spelling Dictionaries** window allows configuration of the language and supplemental spell check dictionaries.

Language Dictionary

Choose the desired spell check dictionary based on the language of the currently active document. The dictionary language choice you make is specific to the current document, although the *Set ... as the default dictionary* check box can be used to make your choice the default spell check dictionary language for all new documents. The dictionary language choice is saved as part of the document.

Jarte comes with English (American, British, and Canadian), Spanish, French, Dutch, German, Italian, Portuguese (Brazilian) dictionaries. If you do not see all of those choices available then reinstall Jarte and be sure to select the desired dictionaries during the installation steps. It is possible to simultaneously use more than one language dictionary by adding them as supplemental dictionaries. See [Second Language Dictionary](#)^[93] further below.

Additional Languages

Dictionaries for other languages can be purchased at [Wintertree Software](#). Additional primary dictionaries must be placed in Jarte's "Spell" program folder (e.g., *C:\Program Files\Jarte\Spell*).

You can also import additional language dictionaries or word lists of type DIC or TLX into Jarte as supplemental spelling dictionaries as described below. In this case, it may be desirable to set the primary spelling dictionary to a value of *None* so that only the supplemental dictionaries are used.

Supplemental Dictionaries

Spell check uses a primary dictionary and any selected supplemental dictionaries to determine whether a word is correctly spelled. The check box next to each supplemental dictionary determines whether the dictionary is used by the spell check feature. There are four standard supplemental dictionaries. Additional custom dictionaries can be added.

The Standard Dictionaries

The following dictionaries are the standard supplemental spell check dictionaries. These dictionaries can not be deleted (although unchecking them will prevent them from being used by spell check), and, except for *default.tlx*, the standard dictionaries can not be modified.

default.tlx - This is the default custom spell check dictionary. It is the dictionary to which words are added when using spell check's *Add* function.

correct.tlx - This dictionary is used by the [Auto Correct](#)⁽⁸⁹⁾ feature. It associates common misspellings and their corresponding correct spellings.

accent.tlx - This dictionary contains many accented words, such as "attaché", which would normally be flagged as misspellings. Include this dictionary if do not want commonly accented words to be flagged as misspellings.

tech.tlx - This dictionary contains a number of common technical terms or names (mostly computer and Internet related), such as "Bluetooth", that would normally be flagged as misspellings. Include this dictionary when writing a technical document if you want to reduce the number of technical words flagged as misspellings.

Custom Dictionaries

You can create new custom spell check dictionaries as well as add existing dictionaries. Click the **New** button and enter a dictionary name to add a new, empty dictionary to the supplementary dictionary list.

Existing TLX and DIC dictionary files can be added to the supplementary dictionary list by clicking the **Add** button and selecting the desired dictionary. Dictionary files can also be added to Jarte simply by dragging and dropping them on to the Jarte program window. Jarte will make its own copy of the dropped dictionary file. Press the Shift key while dropping the dictionary file if you want Jarte to link directly to the dictionary rather than making its own copy.

Microsoft Word custom spell check dictionary files are implemented as DIC files. If you have created a custom spell check dictionary in Word then the dictionary can be added to Jarte as described above.

Custom dictionaries can be deleted from the list using the **Delete** button. Note that the **Delete** button does not delete the dictionary file itself, it only removes the dictionary from the *Supplemental Dictionaries* list. Deleted dictionaries can be added again using the **Add** button. In most cases, it is sufficient to simply uncheck a dictionary in the dictionary list rather than delete it.

See [Editing Custom Dictionaries](#)^[94] for information on adding, removing, and modifying entries in a custom spell check dictionary.

Second Language Dictionary

A second language spelling dictionary can be added as a supplemental dictionary. For example, if you primarily write English documents, but often write in Spanish as well, then you might want to add the Spanish spell check dictionary as a supplemental dictionary. This will ensure your words are spell checked against both the English and Spanish dictionaries.

A second language dictionary can be added similarly to the way other supplemental dictionaries are added: Click the **Spelling Dictionaries** window's **Add** button and navigate to Jarte's spelling dictionaries folder (e.g., *C:\Program Files\Jarte\Spell*) and select the desired dictionary. Use the following table to match languages to the available dictionary file names:

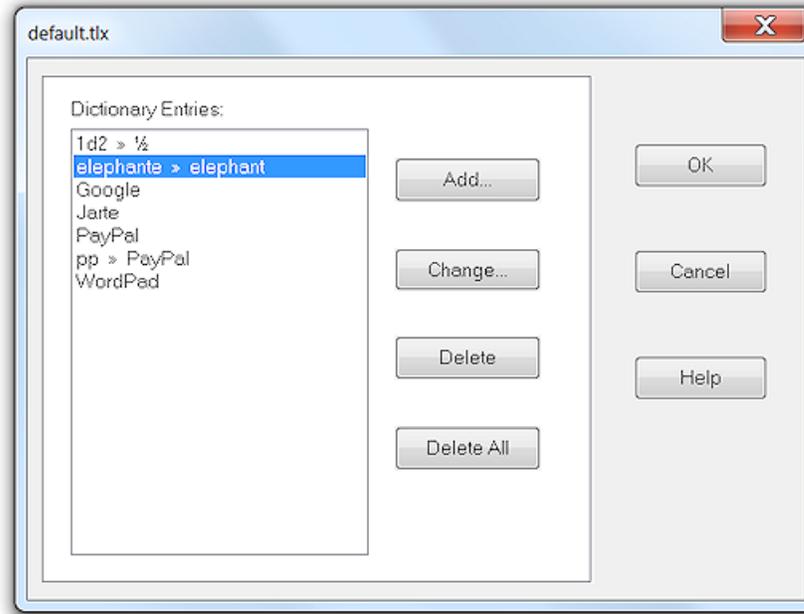
Language	Spelling Dictionary File Name
Dutch	sscedu2
English (American)	ssceam2
English (British)	sscebr2
English (Canadian)	ssceca2
French	sscefr2
German	sscege2
Italian	ssceit2
Portuguese (Brazilian)	sscepb2
Spanish	sscesp2

19.5.1 Editing Custom Dictionaries

Main menu: Tools > Spell Check Options > Spelling Dictionaries > Edit

Compact layout^[11]: Edit > Spell Check Options > Spelling Dictionaries > Edit

Classic layout^[12]: Spell Check Panel > Options > Spelling Dictionaries > Edit



The **Edit** button in the [Spelling Dictionaries](#)^[91] window displays the window (shown above) used to edit a custom spelling dictionaries entries.

A custom spell check dictionary can have two types of entries: correct spellings and auto correct spellings. Correct spellings appear as a single word. "Google" in the picture above is an example of a correct spelling dictionary entry. When a word is entered in a custom dictionary as a correct spelling it will not be flagged as a misspelling when it appears in a document.

Auto correct spellings appear as a word followed by a "»" character followed by a word or phrase. "elephante » elephant" in the picture above is an example of an auto correct spelling dictionary entry. Auto correct spellings are only used when [Auto Correct](#)^[89] is enabled. When a word you have typed into your document matches the first word in an auto correct spelling then it is automatically replaced with the word or phrase to the right of the "»". For example, the picture indicates typing the misspelling "elephante" into a document would result in the "elephante" being automatically replaced by "elephant".

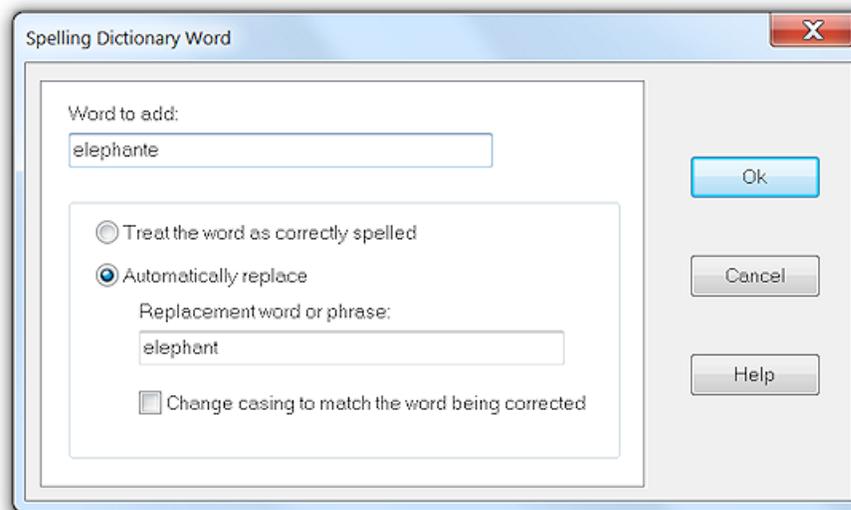
Auto correct spelling entries can also be abbreviations used to increase typing speed. For example, in the picture above, the "pp" entry specifies that it is to be auto corrected to "PayPal". Note the word "PayPal" also appears as a correct spelling entry to ensure it is not flagged as a misspelling.

Clicking the **Add** or **Change** button causes the [Spelling Dictionary Word](#)^[95] window to

appear which allows a correct spelling or an auto correct spelling to be added or changed in the dictionary. The **Delete** button deletes the currently selected entry from the dictionary, and the **Delete All** button is used to delete all entries from the dictionary.

19.5.2 Add Spelling Dictionary Word

Main menu: Tools > Spell Check Options > Spelling Dictionaries > Edit > Add
 Compact layout¹¹: Edit > Spell Check Options > Spelling Dictionaries > Edit > Add
 Classic layout¹²: Spell Check Panel > Options > Spelling Dictionaries > Edit > Add



The *Spelling Dictionary Word* window is displayed by the **Add** and **Change** buttons on the [spelling dictionary window](#)⁹⁴. The *Spelling Dictionary Word* window is used to define a correct spelling entry or an auto correct spelling entry in a [custom spell check dictionary](#)⁹².

A correct spelling entry is created by entering the word to be treated as correctly spelled in the *Word to add* field. Then choose the *Treat the word as correctly spelled* selection and click *Ok*.

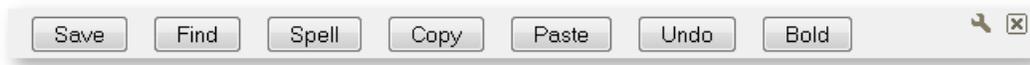
An auto correct spelling entry is created by entering the word to be automatically replaced in the *Word to add* field. Then choose the *Automatically replace* selection and enter the replacement word or phrase in the *Replacement word or phrase* field. Note the word in the *Word to add* field must be a single word consisting of only letters and digits. The *Replacement word or phrase* field may be multiple words and include characters that are neither letters nor digits.

Checking the *Change casing to match the word being corrected* check box allows the letter casing of the replacement word or phrase to be changed to match the casing of the word it replaces in the document. For example, suppose an auto correct spelling of "elephante" is to be replaced by "elephant". If *Change casing to match the word being corrected* is checked then typing "Elephante" in a document will result in the word being replaced by "Elephant". If *Change casing to match the word being corrected* is not checked then the replacement word or

phrase is always placed in the document exactly as it was entered into the custom dictionary. For our example, typing "Elephante" in a document would result in the word being replaced by "elephant".

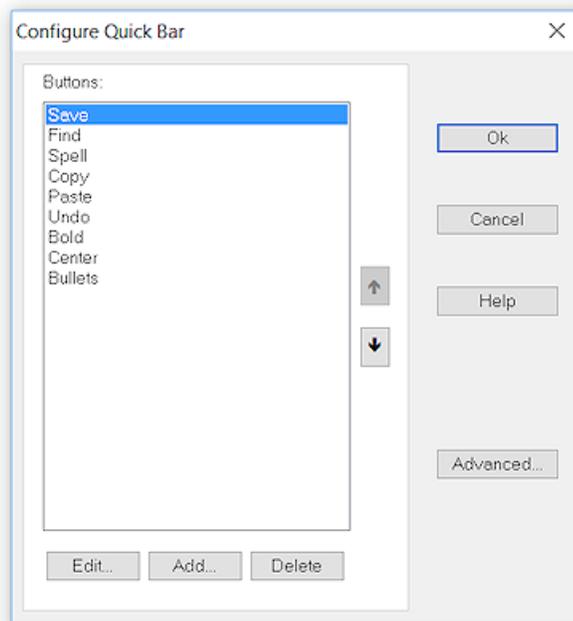
20 Quick Bar

Main menu: View > Show Quick Bar
 Compact layout^[↑↑]: View > Show Quick Bar
 Classic layout^[↑↑]: View > Show Quick Bar



The Quick Bar is a toolbar that provides quick access to Jarte's most frequently used features. The Quick Bar can be customized in Jarte Plus by clicking the Configure button on the right side of the Quick Bar.

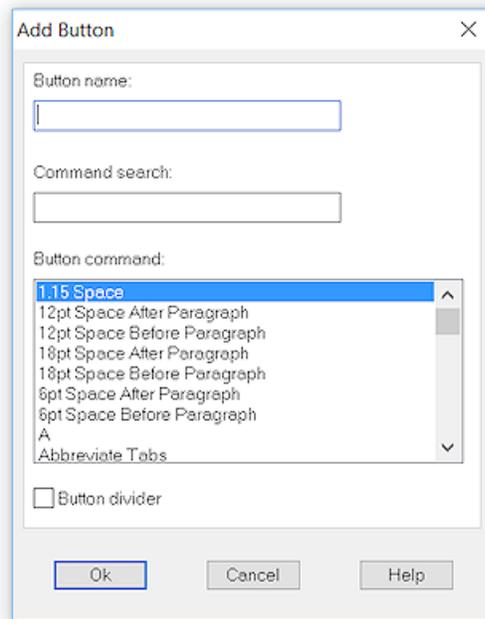
Configure Quick Bar



Jarte allows the Quick Bar buttons to be renamed. This is particularly useful when renaming the buttons with non-English labels is desirable.

Additionally, Jarte Plus allows Quick Bar buttons to be added, deleted, and reassigned. The order of the buttons can be changed using the arrow buttons along the right side of buttons list. Button attributes can be modified by clicking the Advanced button.

Add or Edit a Quick Bar Button



Button Name

Choose any desired name for the button.

Command Search

The Command Search box makes it easy to find the desired Jarte command. Enter any part of a command name and the Button Command list automatically narrows its choices to just the command names that contain the specified text.

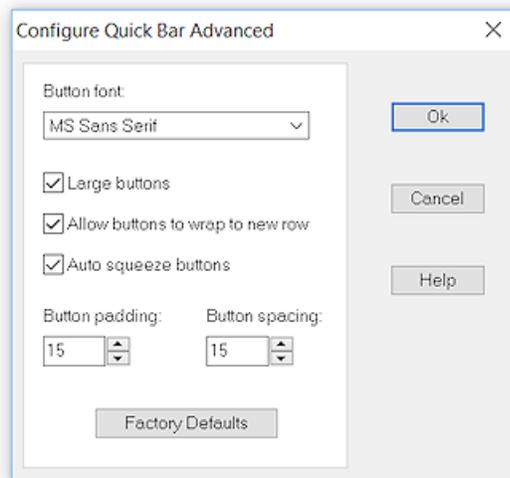
Button Command

The Button Command list provides a complete list of all Jarte commands that may be assigned to a Quick Bar button. Choose the desired command by clicking it in the list.

Button Divider

Select the button divider option when you want to add a button divider between buttons, rather than an actual button. Button dividers are useful for organizing groups of buttons.

Advanced Configuration



Button Font

This setting allows you to choose the font to be used for the Quick Bar's button names. You can even use a symbol font (e.g., Wingdings, Webdings, etc) if you would rather display a symbol for each button rather than a name.

Large Buttons

This setting allows a slightly larger button size to be specified.

Allow Buttons to Wrap to New Row

Enabling this setting causes Jarte to automatically display some of the Quick Bar's buttons on a second row if the width of the program window does not allow all of the buttons to fit on a single row. Otherwise, the rightmost buttons of the Quick Bar which do not fit on a single row are simply not shown.

Auto Squeeze Buttons

This setting causes the empty space between the Quick Buttons to be automatically squeezed when the Jarte program window is not otherwise wide enough to display all of the buttons. If there is only a single row of buttons then this setting delays the buttons from wrapping to a second row until the program window is no longer wide enough to display the buttons on a single row even after squeezing. If there are two rows of buttons then this setting allows more buttons to be displayed on the Quick Bar than what would otherwise be possible.

Button Padding

This setting determines the width of each Quick Bar button by specifying the amount of

blank button space on either side of the button's label.

Button Spacing

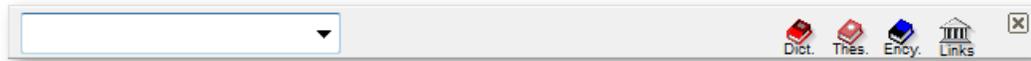
This setting determines the amount of space between the Quick Bar's buttons.

Factory Defaults

This button is used to return the Quick Bar to its original factory settings, including the the default buttons assigned to the Quick Bar.

21 Using the Reference Bar

Main menu: View > Show Reference Bar
 Compact layout^[11]: View > Show Reference Bar
 Classic layout^[12]: Reference



The Reference Bar provides quick access to online references. Access to the Internet is required in order to use the **Reference Bar**. All reference content is displayed in the default web browser. The exceptions are if you have the WordWeb dictionary or Visual Thesaurus programs installed on your computer, as described further below, then Internet access is not necessary for the **Dictionary** and **Thesaurus** features.

Lookup Target - Enter the word to be looked up in the provided field. Note the Reference Bar buttons lookup the word in the provided field if the field has focus. If the document has focus then the reference buttons will lookup whatever word the document's text cursor is currently positioned on.

Dictionary - Looks up the target word on an online dictionary & thesaurus web site. If the [WordWeb](#) dictionary & thesaurus PC program is installed on the computer then Jarte will lookup the word in the WordWeb program instead.

Thesaurus - If option **Use Visual Thesaurus** in the **More Links** menu is turned on then Jarte will look up the word using the the Visual Thesaurus PC program if it is installed. Otherwise, Jarte will look up the word using the online version of [Visual Thesaurus](#). Visual Thesaurus online is a subscription service, but it can be used for a limited number of free lookups. Jarte works with Visual Thesaurus online both during the free demo period and as a paid subscription.

If option **Use Visual Thesaurus** is turned off then Jarte will lookup the word in the WordWeb dictionary & thesaurus PC program if it is installed on the computer. Otherwise, Jarte will look up the word on an online dictionary & thesaurus web site.

Encyclopedia - Looks up the target word at the [Wikipedia](#) web site.

More Links - Displays a popup menu which provides access to an English grammar web site, a quotations web site, a word-of-the-day web site, and Google. In addition, Jarte Plus includes [Edit Links](#)^[105] and [Edit Buttons](#)^[103] menu selections that allow you to redefine the **Reference Bar** buttons and to add additional links to the **More Links** menu.

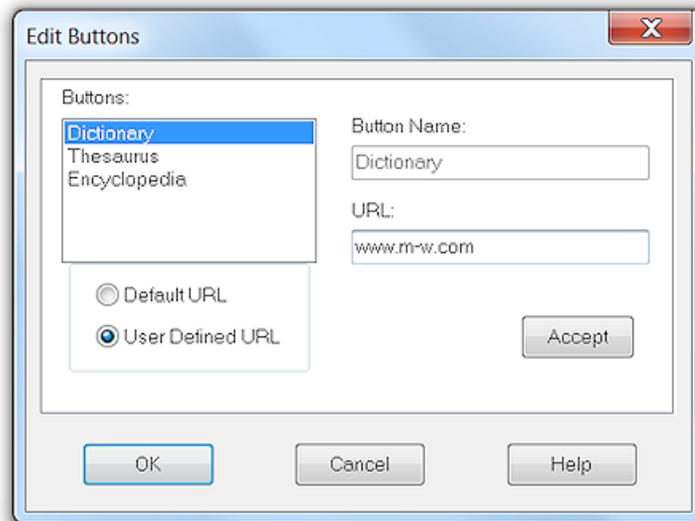
If you prefer that Jarte remember whether the Reference Bar is displayed between editing

sessions then see advanced setting [Remember Find and Ref Bars](#)^[248].

Advanced setting [Privacy Guard](#)^[245] can be used to prevent Jarte from remembering the list of recent reference lookups from one editing session to the next.

21.1 Defining the Reference Bar Buttons

Main menu: View > Reference Bar > More Links > Edit Buttons
 Compact layout^[↑]: View > Reference Bar > More Links > Edit Buttons
 Classic layout^[↑]: Reference > More Links > Edit Buttons



Jarte Plus' [Reference Bar](#)^[↑] dictionary, thesaurus, and encyclopedia buttons can be redefined using **Edit Buttons**. This capability is best demonstrated with an example. In the following example the dictionary button will be redefined to link to the [Merriam-Webster](#) online dictionary web site:

1. Select *Dictionary* in the *Buttons* list box. Note the button's name can not be changed.
2. Select *User Defined URL*. Note that selecting *Default URL* will cause a redefined Reference Bar button to revert back to its factory default setting.
3. Enter a URL in the *URL* field. The URL can be either an Internet address or a file address to a program installed on your computer (see below). In our example, an Internet address of www.m-w.com is specified. That is the address of the Merriam-Webster online dictionary web site.
4. Click the *Accept* button and then the *Ok* button.

Now, when the dictionary button is clicked the Merriam-Webster web site will appear in the default web browser.

Linking to a Program

Instead of an Internet address, you may specify the file location of any program on your computer in the *URL* field. In that case, Jarte will run that program when you click the

associated Reference Bar button. For example if file URL

```
C:\Program Files\Cool Dictionary\CoolDict.exe
```

is specified then clicking the dictionary button will run dictionary program file *CoolDict.exe*.

Specifying a Link Parameter

A link parameter can be used in the specified URL. Jarte will substitute the word to be looked up for the link parameter before using the URL. The link parameter must appear as <<link_parm>> in the URL. For example, the following URL will look up the target word at the Merriam-Webster online dictionary:

```
http://www.merriam-webster.com/dictionary/<<link_parm>>
```

Lets say the word "horse" is typed into the lookup target box. When the dictionary button is clicked Jarte will automatically substitute the word "horse" for "<<link_parm>>" as follows:

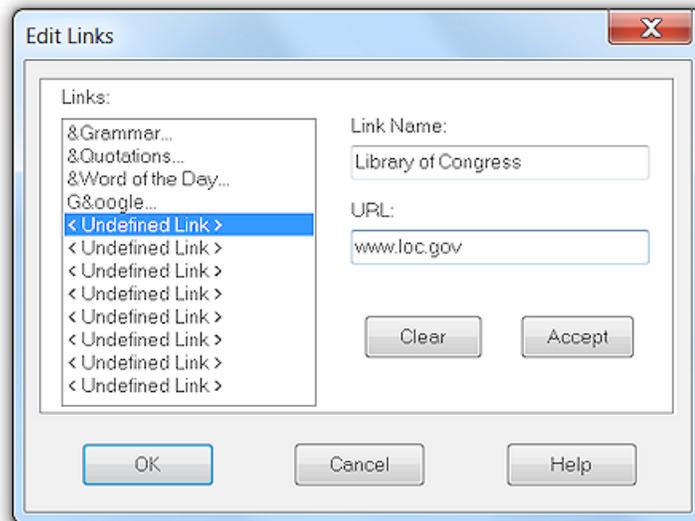
```
http://www.merriam-webster.com/dictionary/horse
```

The result is the word "horse" is automatically looked up at the Merriam-Webster web site.

A lot of web sites can be specified in a similar manner. You may come up with some interesting ideas on how to use this feature with a little thought and experimentation.

21.2 Adding Reference Bar Menu Links

Main menu: View > Reference Bar > More Links > Edit Links
 Compact layout^[17]: View > Reference Bar > More Links > Edit Links
 Classic layout^[12]: Reference > More Links > Edit Links



Jarte Plus' [Reference Bar](#)^[101] allows menu items in the *More Links* menu to be added or modified using **Edit Links**. The following example demonstrates adding a menu item that links to the Library of Congress web site:

1. Select one of the undefined links in the list of links.
2. Enter a name for the new link in the *Link Name* field. If an ampersand character is used in the name then the character it precedes will be designated as the menu item's shortcut key in the *More Links* menu.
3. Enter a URL in the *URL* field. The URL can be either an Internet address or a file address to a program installed on your computer ([details](#)^[103]). In our example, an Internet address of `www.loc.gov` is specified. That is the address of the Library of Congress web site. It is also possible to look up the *Reference Bar's* target word at a specified URL ([details](#)^[104]).
4. Click the *Accept* button and then the *Ok* button.

Now, a "Library of Congress" menu item appears in the Reference Bar's *More Links* menu.

22 Find and Replace

Main menu: Edit > Find, Find Next
Compact layout^[171]: Edit > Find, Find Next
Classic layout^[172]: Find



Find

Find displays the *Find Bar* which is used to perform text searches within a document. Enter the text you wish to search for in the *Find Bar*'s text field and then click the green *Find* button. A backward search can be performed by clicking the green button immediately to the left of the *Find* button.

The LEDs to the right of the *Find* button indicate the success of a search. The green LED is lit if the specified text was found, and the red LED is lit if the text was not found. If the search was successful then clicking the *Find* button again will search for the next instance of the text within the document.

The *Find Bar*'s text box contains a drop down list that provides quick access to previous search entries. The ten most recent search entries are retained between Jarte sessions.

If you prefer that Jarte remember whether the Find Bar is displayed between editing sessions then see advanced setting [Remember Find and Ref Bars](#)^[248].

See [Use Standard Find Dialog](#)^[265] if you prefer to use the standard Windows Find dialog instead of the Find Bar.

Advanced setting [Enable Find Bar Sound](#)^[214] can be used to disable the sound effect that occurs when a text search fails.

Advanced setting [Privacy Guard](#)^[245] can be used to prevent Jarte from remembering the list of recent text searches from one editing session to the next.

Go to Top

The **Go to Top** button is a shortcut that moves the document's text cursor to the top of the document and then gives focus to the *Find Bar*'s text field.

Tip: If the Shift key is pressed while clicking the *Go to Top* button then the text cursor will be moved to the bottom of the document instead of the top.

Options

Case Sensitive - Indicates whether the search is case sensitive (i.e., a case sensitive search for "Dog" will find not find "dog").

Whole Words - Indicates whether the search only succeeds for whole words (i.e., a whole word search for "run" will skip past the word "running").

Across All Open Documents - Indicates whether the search will be performed across all of Jarte's currently open documents.

Insert Carriage Return - Inserts {**cr**} into the Find Bar's text box to represent the carriage return character which is otherwise difficult to enter. This is useful for performing tasks such as line joins (i.e., removing extra carriage returns to form a single paragraph).

Insert Tab - Inserts {**tab**} into the Find Bar's text box to represent the tab character which is otherwise difficult to enter.

Other Search Related Features

Count Occurrences - Reports the number of times the search text appears in the document. The options listed above are used to perform the count.

Go to Line & Go to Page - See [Status Bar](#)^[129].

Bookmarks - See [Bookmarks](#)^[69].

Find File - See [Find File](#)^[157].

Replace

Main menu: Edit > Replace
Compact layout^[17]: Edit > Replace
Classic layout^[12]: Main Control Panel > Find > Search > Replace

Replace expands the *Find Bar* to display additional controls used for performing text replacements. The replacement text field is used to specify the text to replace the text being searched for. The green *Replace* button finds the next instance of the search text and, if found, replaces it with the specified replacement text. The green *All* button replaces all instances of the search text with the replacement text. The *Find* options described above are used for both *Find* and *Replace*.

See [Use Standard Find Dialog](#)^[265] if you prefer to use the standard Windows Find dialog instead of the Find Bar.

23 Inserting Special Content

23.1 Inserting Dates

Main menu: Insert > Insert Date
Compact layout^[11]: Insert > Insert Date
Classic layout^[12]: Edit > Insert Date

Insert Date allows the current date or time to be quickly added to a document. The formats used for the date and time can be changed via the [date and time format advanced settings](#)^[199] if a different date or time format is desired.

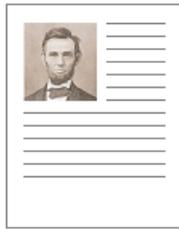
If **Insert Date** is used to insert a date into a [template document](#)^[31] then the date will always appear as the current date whenever the template is opened.

23.2 Inserting Pictures

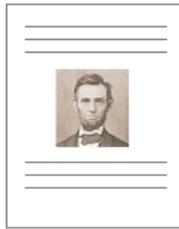
Main menu: Insert > Insert Picture
Compact layout¹¹: Insert > Insert Picture
Classic layout¹²: Edit > Insert Picture

Insert Picture inserts an image file into the current document.

Note that the WordPad word processing engine Jarte is based on is *not* capable of flowing text around a picture as shown here:



Therefore, Jarte inserts a picture centered on a line by itself, as shown below, since that usually provides the most pleasing result.



An exception is when the inserted picture is no taller than the text of the line it is being inserted into. In that case, Jarte inserts the picture inline with the text as shown here:

and with a smile 😊 he was on his way.

Pressing the Shift key while inserting a picture will cause Jarte to insert a picture inline with the text regardless of the picture's size.

Resizing Pictures

A picture in a document can be resized by first clicking on it to display a frame used for resizing. The frame is a thin black rectangle around the border of the picture with eight resizing handles (dots) around the frame. Use the mouse to drag any of the frame's handles to resize the picture.

Note that the WordPad word processing engine Jarte is based on does a mediocre job of

resizing pictures. A picture resized within a document will often look pixelated or blocky. Therefore, it is best to resize a picture to the desired size using a good picture editing program before inserting the picture into a Jarte document.

Default Picture Folder

The **Insert Picture** image chooser window begins in the My Pictures folder by default. The default folder can be changed via advanced setting [Default Picture Folder](#)^[204].

23.3 Inserting Page Breaks

Main menu: Insert > Insert Page Break
Compact layout^[17]: Insert > Insert Page Break
Classic layout^[12]: Edit > Insert Page Break

Insert Page Break inserts a hard page break at the current text cursor in the document. A hard page break forces the printer to stop printing on the current page and to resume printing on a new page. Jarte designates the presence of a hard page break with a solid gray line in the editing pane.

Note the difference between a hard page break and a soft page break: Soft page breaks are simply the points in a document where one page ends and another begins. Soft page breaks are represented in Jarte's editing pane by dashed gray lines. Soft page breaks are naturally occurring and can change positions as content is added or removed from a document. On the other hand, hard page breaks only occur where **Insert Page Break** has been used to force the page break. Hard page breaks always remain at the position in the document where they were inserted.

Removing Page Breaks

A hard page break can be removed by positioning the text cursor at the beginning of the line immediately below the page break and then pressing the Backspace key.

The display of soft page breaks can be disabled by right clicking Jarte's [status bar](#)^[129] and disabling the *Enable Page Counting* setting. Note that page numbering in the editing pane will be disabled as well.

23.4 Inserting Hyperlinks

Main menu: Insert > Insert Hyperlink
Compact layout^[17]: Insert > Insert Hyperlink
Classic layout^[12]: Edit > Insert Hyperlink

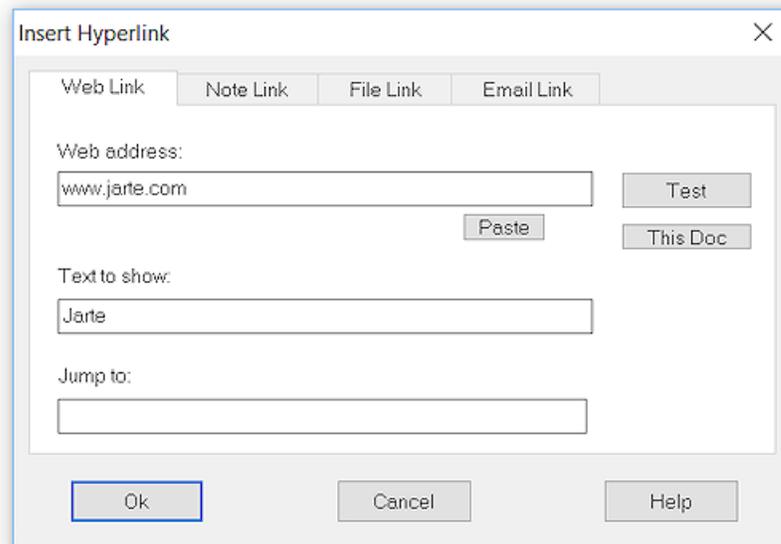
Insert Hyperlink inserts clickable text that contains one of three available hyperlink types. Hovering the mouse over hyperlinked text causes the hyperlink's URL (i.e., the hyperlink's destination address) to be displayed. A hyperlink is activated by clicking it while pressing the Ctrl key, or by pressing the *Enter* key while the text cursor is positioned in the hyperlink. This behavior can be modified via advanced setting [Simple Hyperlink Clicks](#)^[252].

Note: In versions of Windows previous to Windows 8 hyperlinks can only be applied to text. In Windows 8 and above hyperlinks can be applied to images as well.

Note: In Windows 8 and above the shade of blue used to color hyperlink text can be controlled via advanced setting [Light Blue Links](#)^[229].

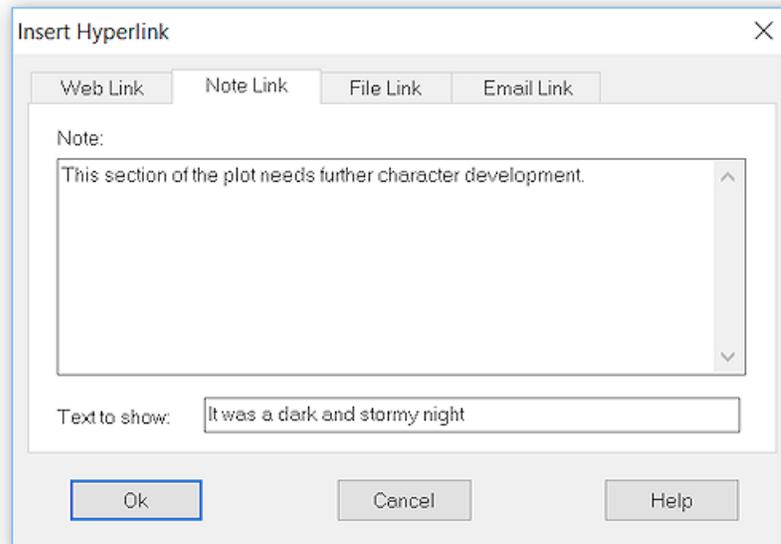
Jarte provides a choice of three different hyperlink types:

Web Hyperlink



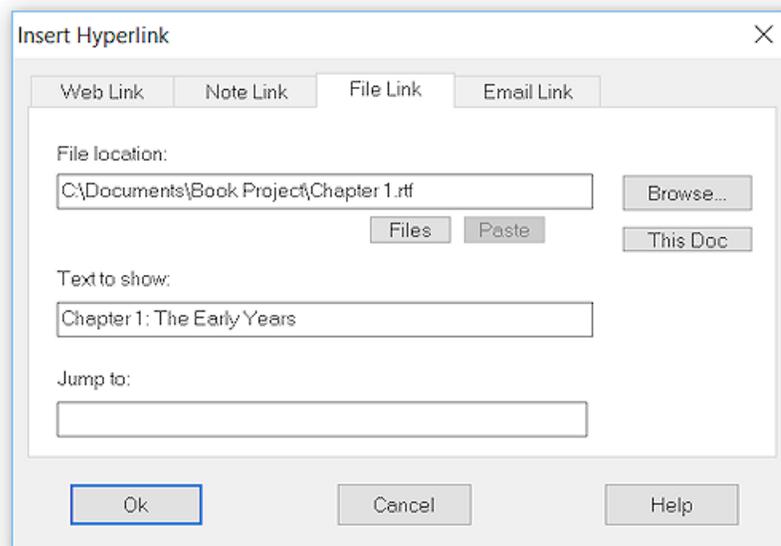
A web hyperlink contains a URL to a web page. Clicking the hyperlink while pressing the Ctrl key opens the web page in your web browser.

Note Hyperlink



A note hyperlink contains a user provided note that appears when the mouse hovers over the link, or if the user performs a Ctrl+click on the link. Note hyperlinks provide a means of attaching free form notes to selected text in a document. When a note hyperlink created by Jarte is activated while being viewed in a different word processor, such as WordPad, the reader is taken to a web page that displays the content of the note.

File Hyperlink



A file hyperlink contains a path to a file located on your computer. Clicking the hyperlink while pressing the Ctrl key causes different behavior depending the type of file pointed to by the hyperlink. The possible behaviors are described in the following table:

File Type	Action
Document (i.e., RTF, DOC, or TXT file)	Opens the document in Jarte
Program (i.e., EXE or BAT file)	Starts the indicated program
Folder	Opens a "Windows Explorer" window to the indicated folder
Other file types	Opens the program associated with the file type

Jump to is optional text used to indicate a position within the hyperlinked document file. When the document is opened via the hyperlink Jarte will automatically scroll down to the first occurrence of the text specified by *Jump to*. Note that special terms **{cr}** and **{tab}** can be used to represent carriage returns and tabs in the *Jump to* text. Also note that "Jump to" is exclusive to Jarte Plus.

The **This Doc** button is used to indicate the file hyperlink is to point to the same document file that contains the hyperlink. This is useful when used with *Jump to* as a means of instantly jumping to another location within the same document.

Note: Hyperlinks that use the *Jump to* feature are not supported by word processors other than Jarte.

The **Files** button makes it easy to specify the file path of a currently open file or a recently opened file via a selection menu.

Relative Paths

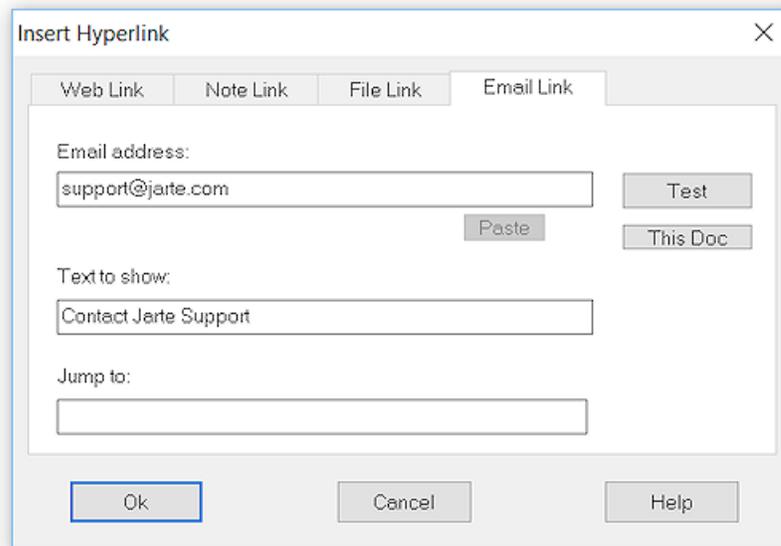
The file path used for the hyperlink can be either a fully qualified file path (i.e., a file path that begins with a drive letter) or a relative file path. Relative paths are always with respect to the location of the file containing the file hyperlink. For example, if files A and B reside in the same folder then a file hyperlink pointing to file B can be added to file A simply by specifying B's file name in the hyperlink (e.g., "My Report - B.rtf").

Portable File Hyperlinks

Note that if Jarte is running from a portable drive, and a file hyperlink pointing to a file on the same portable drive is added to a document, then that hyperlink will continue to work properly even if the portable drive's drive letter has changed in a later editing session. This ensures file hyperlinks work reliably

even when Jarte is used as a portable word processor on different computers. However, portable file hyperlinks are not recognized by other word processors. If desired, advanced setting [Use Portable File Links](#)²⁶³ can be used to direct Jarte to instead use non-portable file hyperlinks which are usable in other word processors.

E-mail Hyperlink

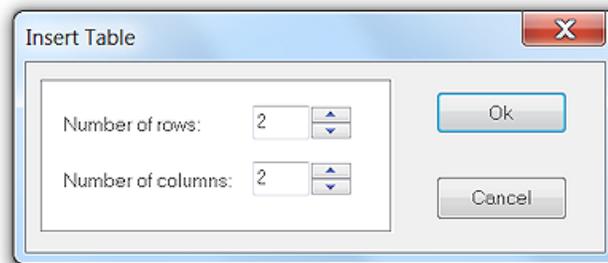


An e-mail hyperlink contains an e-mail address. Clicking the hyperlink while pressing the Ctrl key opens a new, empty e-mail window addressed to the specified recipient.

23.5 Inserting Tables

Main menu: Insert > Insert Table
Compact layout¹¹: Insert > Insert Table
Classic layout¹²: Edit > Insert Table

Insert Table inserts a table with a specified number of rows and columns. The number of rows and columns can be changed after the table is inserted. See [Working with Tables](#)³³ for more information.



23.6 Inserting Special Characters

Main menu: Insert > Insert Special Character
 Compact layout^[171]: Insert > Insert Special Character
 Classic layout^[172]: Font Control Panel > Keyboard

Insert Special Character displays Jarte's special characters keyboard which provides a wider choice of characters than is available on a physical keyboard.



Tip: If there are particular special characters that you frequently insert into documents then you may find it more efficient to use the associated [keyboard key sequences](#)^[173] for those characters. The easy to remember key sequences are great for entering accented characters, math symbols, currency symbols, and much more.

Using the Special Characters Keyboard

Simply click the desired character in the *Special Characters Keyboard* to insert it into the current document. You can also copy a character to the Windows clipboard by right clicking the character and selecting Copy from the pop-up menu.

The special characters keyboard can be navigated from your physical keyboard by using the up, down, left, and right arrow keys. Pressing the Enter key will insert the selected character.

The font selector box allows you to choose the font of the character to be inserted. The default font is the font at the current document's text cursor. However, it is often useful to switch to a symbolic font such as WingDings or WebDings when you want to insert a special symbol. You can even designate commonly used fonts as favorites. Favorite and recently used fonts are shown in blue at the top of the fonts list for quick access. Favorite fonts are designated with a green check mark.

Special Characters Keyboard Options

Stay on Top: Controls whether the *Special Characters Keyboard* is always on top of the main

Jarte window.

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

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

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

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

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

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

23.7 Inserting Equations

Main menu: Insert > Insert Equation
Compact layout^[11]: Insert > Insert Equation
Classic layout^[12]: Edit > Insert Equation

Insert Equation displays an equation editor used to create mathematical equations in your documents. Jarte uses the MathType equation editor to insert equations. The MathType equation editor must already be installed on your computer. If you use an equation editor program other than MathType, you can direct Jarte to use the alternative program by modifying the [equation editor advanced setting](#)^[216].

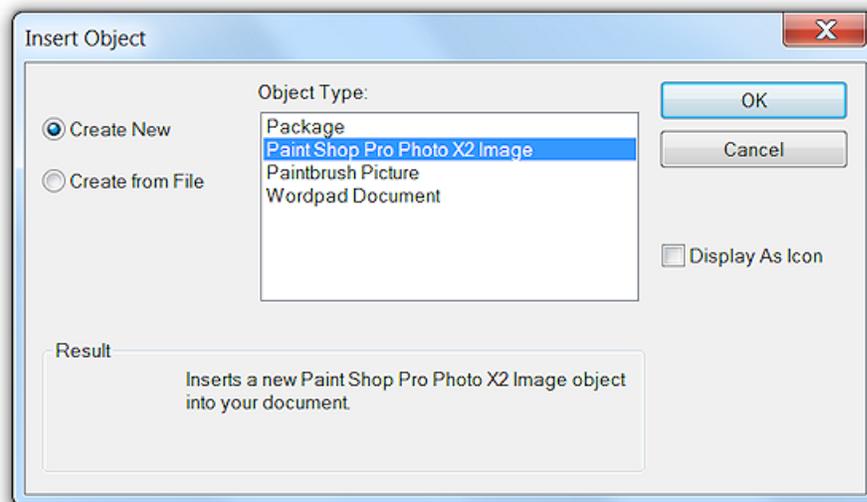
You can modify an existing equation in a document by double clicking the equation.

23.8 Inserting Objects

Main menu: Insert > Insert Object
Compact layout¹¹: Insert > Insert Object
Classic layout¹²: Edit > Insert Object

Insert Object is used to insert any type of content you wish into a document. The type of objects that can be inserted vary according to the programs you have installed on your computer that support embedded objects. Inserted objects can either be new or they can be files already existing on your computer.

Inserting a sound in a document is an example of when to use **Insert Object**. If you are creating a new sound using a microphone then specify *Wave Sound* as the *Object Type* you wish to insert. If the wave sound file already exists specify *Create from file* and then use *Browse* to select the sound file.



24 Hot Connect

"Our Text Windows Are One..."

Hot Connect is Jarte's equivalent of the [Vulcan mind meld](#). It connects Jarte to any other program's text window allowing instant transfer of text between the two windows. The connection makes it easy and convenient to use Jarte to write and spell check text for the other program. Hot Connect can be used for writing and spell checking e-mails, blog entries, newsgroup posts, or any other writing task you normally do in another program or in your web browser.

Hot Connect can also be used for reading articles from your web browser without any of the ads.

An Example of Hot Connect in Action

Microsoft's Outlook Express e-mail program does not have its own spell checker[†]. Before Hot Connect, if you were writing an e-mail with Outlook Express and wanted to spell check it with Jarte you could copy the e-mail text to the clipboard, paste the text into Jarte, run Jarte's spell checker, copy the corrected text to the clipboard, switch back to Outlook Express, clear the e-mail's existing text, and then paste the spell corrected text into the e-mail. But, that's a lot of steps.

Hot Connect makes this task much easier. Press Jarte's Hot Connect hot key (**Alt+F7** by default) while writing an e-mail in Outlook Express. The e-mail's text automatically appears in Jarte under a special "Hot Connect" tab. Make any necessary spelling corrections or edits and then save the text. The Save action switches back to the Outlook Express e-mail and automatically replaces its text with the corrected text from Jarte.

You can also hot connect to an empty e-mail window, write the e-mail from scratch in Jarte, and then Save to instantly transfer the text to the e-mail window.

[†]Outlook Express will use Microsoft Word's spell checker if Word is installed.

Using Hot Connect

Starting Hot Connect

First, ensure Hot Connect is enabled in the [Hot Connect Options](#)^[126] window.

Hot Connect is initiated by pressing the **Alt+F7** hot key while the computer's focus is in the text window to be connected to Jarte. The hot key can be changed in the [Hot Connect Options](#)^[126] window. Jarte must already be running when you press the hot key. If there is

any text in the text window being connected then it will be transferred to a new Jarte document pane with the tab name "Hot Connect".

Spell checking of the connected window's text can be set to begin automatically when the text appears in Jarte. Automatic spell checking is controlled in the [Hot Connect Options](#)^[126] window.

Saving Changes

When the writing or spell checking of text in Jarte has been completed the updated text is transferred back to the hot connected window by performing a Save (e.g., click the Save button in the Status Bar). Jarte replaces the hot connected window's existing text with the updated text and returns focus to that window.

Transferring Partial Text

If text is highlighted in the text window to be hot connected then Hot Connect will only transfer the highlighted text to Jarte. When edit changes are saved they will replace only the highlighted text in the hot connected window, assuming the window's text is still highlighted. For example, you can highlight a single word in a text window and press **Alt+F7** to spell check the word in Jarte. You can then correct the word's spelling and Save which replaces the highlighted word in the hot connected window with the corrected spelling.

Use Hot Connect for Reading and Printing

How many times have you read an article on the web that was formatted into a narrow column with flashing ads running down both sides of the article? Or, have you ever wanted to print an article without any of the surrounding ads? Hot Connect can solve those problems: Highlight the article's text in your web browser and then press **Alt+F7**. The article will then appear in Jarte, ready for reading and printing, without any of the ads.

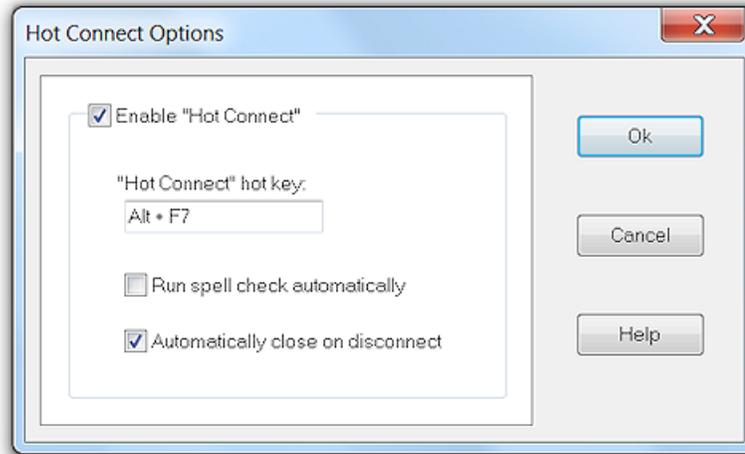
Caveats

- Jarte uses the Windows clipboard to transfer text back and forth between Jarte and the hot connected window. This method is used because of its reliability and because it allows Hot Connect to work with almost any other program. However, it also causes whatever data is on the clipboard to be lost when Hot Connect transfers text to/from a hot connected window. Of course, the lost clipboard data can still be retrieved from Jarte's [Clip List](#)^[78].
- In most cases, only [plain text](#)^[147] is transferred between Jarte and a hot connected window. This means that any text formatting such as bolding, italics, etc is not preserved during the text transfer.

- Hot Connect is not guaranteed to work with all text windows, although it should work with the vast majority. If text transfer problems are encountered when using Hot Connect then adjusting [Hot Connect's advanced settings](#)  may help. If Hot Connect refuses to transfer text from a particular program try highlighting the program's text before pressing the Hot Connect hot key.

24.1 Hot Connect Options

Main menu: Tools > Options > Hot Connect
Compact layout^[1↑]: Options > Hot Connect
Classic layout^[12↓]: Options > Hot Connect



"Hot Connect" Hot Key

The [Hot Connect](#)^[123] feature can only be activated by pressing the Hot Connect hot key. **Alt+F7** is the default hot key, but it can be changed by entering a different key in the provided box. To specify a different hot key simply click in the box and then press the key you want to use as the new hot key along with any combination of the **Alt**, **Ctrl**, and **Shift** keys.

For example, if you want to change the Hot Connect hot key to **Alt+Ctrl+H** then click in the box and press the **Alt**, **Ctrl**, and **H** keys.

Automatic Spell Check

When the Hot Connect feature is activated Jarte automatically runs its spell checker against any text transferred over from the connected text window. The **Run spell check automatically** check box can be unchecked if that behavior is undesirable. Note that if [background spell checking](#)^[88] is enabled then the regular spell checker is not automatically started.

Automatic Close

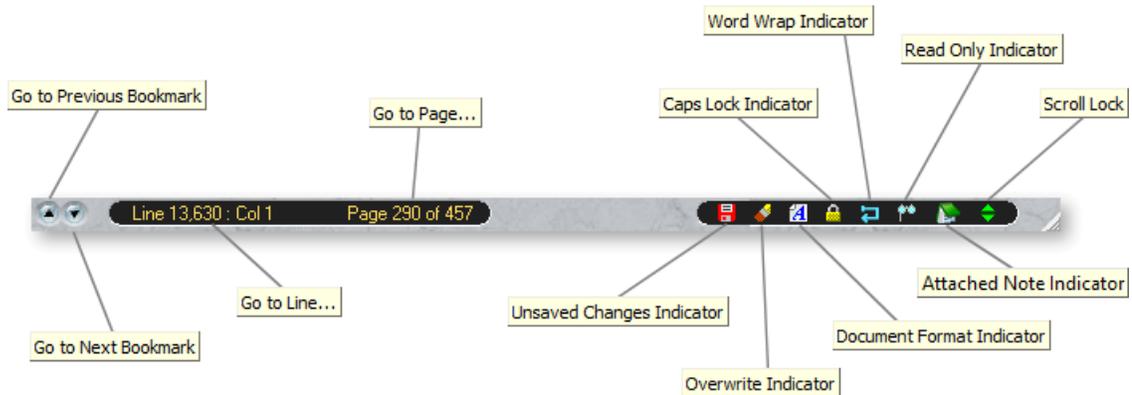
Check the **Automatically close on disconnect** check box if you want Jarte to automatically close a Hot Connect tab once it detects the tab's hot connected window is no longer available.

More Hot Connect Options

There are a few uncommonly used Hot Connect settings provided in case problems are encountered while using Hot Connect. See [Hot Connect Settings](#)^[225] in the [advanced settings](#)^[181] section for more information.

25 Status Bar

Main menu: View > Show Status Bar
 Compact layout^[111]: View > Show Status Bar
 Classic layout^[112]: View > Show Status Bar



Bookmark Buttons

See [Using Bookmarks](#)^[69].

Line and Column Indicator / Word Count Indicator

Indicates the line number and character position of the text cursor in the current document. Click this indicator to go directly to a specified line number within the document.

The line and column number indicator can be converted to a word count indicator by right clicking the status bar and enabling the *Enable Word Counting* option. Note that the status bar's word counting feature requires more system resources, especially for large documents.

The text [color](#)^[73] of these indicators can be changed by right clicking the status bar and selecting *Status Color* from the menu.

Page Number Indicator

Indicates the page number of the position of the text cursor in the current document, as well as the total number of pages in the document. Click this indicator to go directly to a specified page within the document.

This indicator displays "No Printer" if Jarte does not find a printer installed on the computer. The indicator displays "Printer Problem" if Jarte encountered an error while trying to communicate with the printer to obtain information needed for page counting. In either of these cases, click the indicator for [more information](#).

Right click the indicator to access a pop-up menu that allows page counting to be turned off. This will also turn off the display of [soft page breaks](#)^[112] in the editing pane. It can also help

Jarte run more efficiently on older computers when working with large documents. The indicator will display "Page Count Off" while in this state.

The text [color](#)^[73] of this indicator can be changed by right clicking and selecting *Status Color*.

Tip: *Go to Next Page* and *Go to Previous Page* commands can be assigned to [custom shortcut keys](#)^[171] or to custom [Quick Barn](#)^[97] buttons.

Unsaved Changes Indicator

This indicator is lit when the current document contains any changes that have not been saved. Note that unsaved changes also include modifying the document's [printer settings](#)^[51] or [bookmarks](#)^[69].

The indicator displays a small stopwatch as part of its icon whenever the [auto save](#)^[25] feature is turned on.

This indicator also serves as a *Save* button. Click the indicator to save any unsaved changes to the current document. The indicator can be made a clickless *Save* button by turning on option [Clickless Save Button](#)^[141].

Overwrite Indicator

Indicates whether the document's text cursor inserts or overwrites as you type. Normally, the text cursor inserts the characters you type into the document without overwriting the existing text. If this indicator is lit then the text cursor is in overwrite mode and overwrites the characters immediately to the right of the text cursor as you type. The keyboard's *Insert* key is used to toggle between insert mode and overwrite mode.

Document Format Indicator

Indicates whether the current document is a [rich text](#)^[147] or [plain text](#)^[147] document. A rich text document is represented by the  icon and a plain text document is represented by the  icon.

The current document's text format can be changed by clicking the indicator. You can also select the text format to be used as the default for all new documents.

Caps Lock Indicator

This indicator is lit when the keyboard's *Caps Lock* key is toggled on.

Word Wrap Indicator

Indicates the current document's [word wrap mode](#)^[144]. Click the indicator to change the current document's word wrap mode, or the default word wrap mode used for new documents.

Read Only Indicator

This indicator is lit if the current document is "read only". A "read only" document is a document that can be opened but not modified.

A document can be made a "read only" document by selecting [File Properties](#)^[158] and checking the "read only" check box. Note that Jarte does not treat the document as "read only" until the next time the document is opened.

Attached Note Indicator

Indicates the current document has an [attached note](#)^[157]. Click the indicator to edit the note.

Scroll Lock Indicator

This indicator is lit when the keyboard's *Scroll Lock* key is toggled on. When Scroll Lock is enabled the Up and Down arrow keys scroll the current document up and down, rather than moving the text cursor up and down. Advanced option [Allow Scroll Lock](#)^[186] must be enabled in order to use the *Scroll Lock* key.

Status Bar Options

The following status bar options can be accessed by right clicking the status bar:

Enable Page Counting - Allows the status bar's [page number indicator](#)^[129] to be turned on and off. Page counting is enabled by default. Generally, this option is only useful on old computers where disabling page counting might prevent sluggishness while editing large documents. Disabling page counting is also useful for people who prefer not to see page break indicators while editing their documents. Note that a document's page count can still be obtained by the [word count](#)^[158] feature even when page counting is disabled.

Enable Word Counting - When this option is enabled Jarte displays a continuously updated word count in the status bar in place of the line and column number indicators. This option is only available in Jarte Plus. The word count can also be obtained manually using the [word count](#)^[158] feature.

Use Text Status Bar - This option is used to display the status bar as a traditional text based status bar for people who prefer that style.

Status Color - Provides a choice of text [colors](#)^[73] for the status bar's text.

26 Ruler

The Ruler

Main menu: View > Show Ruler
 Compact layout^[17]: View > Show Ruler
 Classic layout^[12]: View > Show Ruler



Jarte's ruler provides a means of document measurement as well as a convenient means of setting tab stops. The ruler's zero position represents the left edge of the document text (i.e., the ruler does not include the left side print margin).

The ruler's units can be switched between metric units and English units by right clicking on the ruler and setting the **Metric** check box appropriately.

The ruler can not used to set page margins. See [Page Margins](#)^[54] instead.

Setting Tab Stops

Tab stops are useful for aligning text using the *Tab* key. A tab stop can be set by simply clicking on the ruler at the point where the tab stop is to be positioned. A tab stop can be moved by dragging it with the mouse to the desired new position. A tab stop can be removed by dragging it off of the ruler.

Tab stops are an attribute of paragraph formatting. When you set a tab stop it applies only to the paragraph containing the current position of the text cursor. If you want to set a tab stop for multiple paragraphs, or the entire document, you must first select (highlight) the paragraphs for which the tab stop is to be applied.

Jarte supports four types of tab stops:

Normal (Left) Tab Stop (L) - Text entered at a left tab stop flows to the right, as normal. This is the default tab stop type.

Right Tab Stop (J) - Text entered at a right tab stop flows to the left keeping the end of the text at the tab stop.

Center Tab Stop (L) - Text entered at a center tab stop flows right and left such

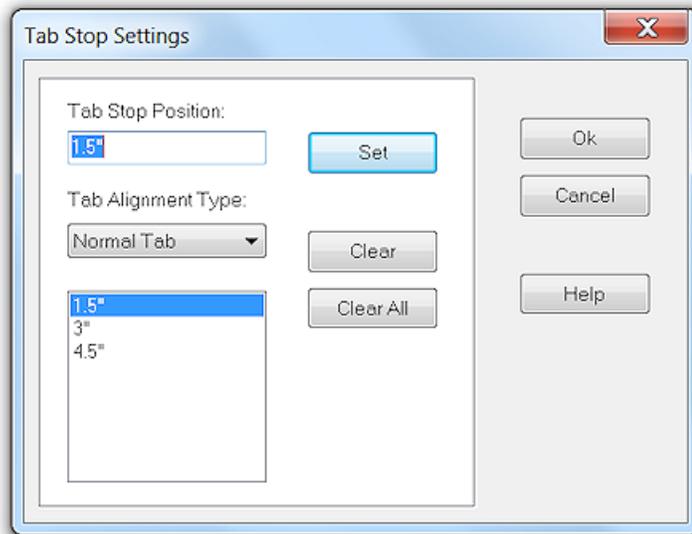
that the center of the text remains positioned at the tab stop.

Decimal Tab Stop (¶) - A decimal entered at a decimal tab stop remains positioned at the tab stop. Text entered before the decimal flows to the left of the tab stop. Text entered after the decimal flows to the right of the tab stop. Decimal tab stops are useful for aligning columns of numbers containing decimals, particularly monetary figures.

The desired tab stop type may be selected from the Ruler's Options menu before setting the tab stop.

Setting Tab Stops with the Tab Stop Window

Main menu: Format > Paragraph > Tab Settings
Compact layout:  Paragraph > Tab Settings
Classic layout: Paragraph Tools Panel > Tab Settings



An alternative means of setting tab stops is to use the *Tab Stops* window. Right click on the ruler and choose **Tab Settings**. Create a tab stop by entering its position in the **Tab Stop Position** box, selecting the **Tab Alignment Type**, and then clicking the **Set** button. The new tab stop is added to list of defined tab stops.

A tab stop can be removed from the tab stop list by selecting it with mouse and clicking the **Clear** button. Use **Clear All** to clear all of the tab stops in the tab stop list.

27 Document Tabs

Document Tabs

Main menu: View > Show Tabs
Compact layout^[1↑]: View > Show Tabs
Classic layout^[12↑]: View > Show Tabs



Jarte's document tabs allow you to open multiple documents by providing a separate tab for each document. Each tab displays the document's file name, or is blank for new documents. Simply click on any tab to switch to the desired document. Switching between tabs can be done without clicking by turning on option [Clickless Tabs](#)^[141].

The tabs can be reordered by drag-and-dropping individual tabs to the desired position. Tabs can be closed by either clicking the active tab's *Close* button, or by double clicking the tab. The active tab's *Close* button can be made "clickless" by turning on option [Clickless Tab Close Button](#)^[141].

Tips:

- Moving the mouse over a tab while pressing the Shift key causes the full file path of the document to be displayed in Jarte's title bar.
- Double clicking an empty section of the tab bar begins a new document.
- Right clicking in the document tabs area accesses the **Manage Tabs** submenu.
- The document tabs can be automatically hidden when there is only a single open document by using advanced setting [Auto Tabs](#)^[193].

Document Tabs Menu

Main menu: Window
Compact layout^[1↑]: Tabs
Classic layout^[12↑]: Tabs

The **Document Tabs Menu** provides an alternate means of accessing documents when more than one document is open. The menu lists all open documents. The current document in

the menu list is displayed in bold. Selecting a document from the list directs Jarte to switch to that document.

Main menu: Window > Manage Tabs
Compact layout|: Tabs > Manage Tabs
Classic layout|: Tabs > Manage Tabs

Closing Tabs

Close Other Tabs - Closes all tabs except the currently active tab.

Close Tabs to the Right - Closes all tabs to the right of the currently active tab.

Navigating Tabs

The **Manage Tabs** submenu includes a number of functions used to navigate between tabs and reorder tabs. These can be especially useful when working with a large number of tabs.

Copy to Clipboard

The **Manage Tabs** submenu provides functions that copy the file name of active tab to the Windows clipboard:

Copy File Name - Copies the file name of the current document to the clipboard (e.g., copies "*My To Do List.doc*" to the clipboard if the current document is "*C:\My Documents\My To Do List.doc*").

Copy Folder Path - Copies the folder path of the current document to the clipboard (e.g., copies "*C:\My Documents*" to the clipboard if the current document is "*C:\My Documents\My To Do List.doc*").

Copy Full File Path - Copies the entire file path of the current document to the clipboard (e.g., copies "*C:\My Documents\My To Do List.doc*" to the clipboard if that is the path of the current document).

Windows Utilities

The **Manage Tabs** submenu provides shortcuts to the following Windows utilities:

Windows Explorer - Opens a Windows Explorer window to the folder that contains the current file and selects that file.

Command Prompt - Opens a Windows command prompt window positioned on the folder that contains the current document.

Options

The **Manage Tabs** submenu provides the following options:

Large Tabs - Increases the size and font of the document tabs to make them easier to read.

This option is in effect by default, and can not be turned off, if the current Windows settings are set to use a large font for windows and controls.

Close Tab on Double Click - Controls whether document tabs can be closed with a double mouse click.

Show Tab Close Button - Controls whether the *Close* button is displayed on the current tab.

Flat Tabs - Controls whether the tabs have a subtle 3-D appearance or whether they have a simple flat appearance.

Align Tabs to Center - Controls whether the tabs are centered on the tab bar or aligned to the left.

Abbreviate Tabs - Controls whether the file names in the tabs are abbreviated if necessary to ensure they all fit within the width of the program window.

Other

Sort Tabs - Rearranges the document tabs in a natural sort order (semi-alphabetical).

Split View

Main menu: Window > Split View
Compact layout¹¹: Tabs > Split View
Classic layout¹²: Tabs > Split View

Split View allows two documents to be displayed simultaneously so they can be easily compared or edited together. The documents can be displayed either side-by-side or one over the other. The divider between the two documents can be moved with the mouse to give more screen space to one document or the other.

If there is only one open document then Split View will open a second view of that document. This allows you to view two locations of the same document at the same time. Note that in this case the second view is a read-only view which can not be modified. If there are multiple documents open and you want to split a single document into two views then press the Shift while entering split view mode.

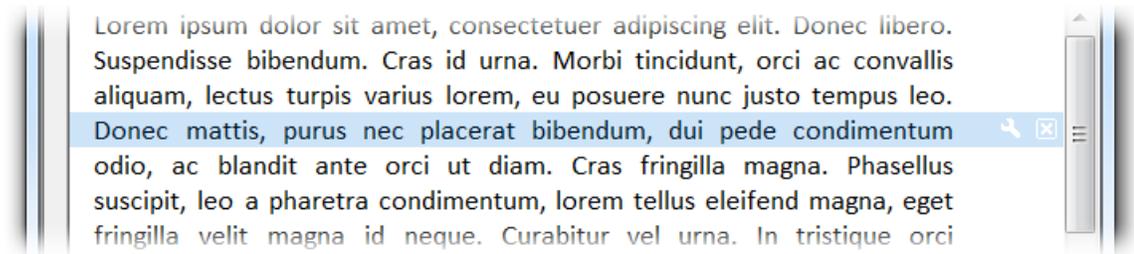
Swap Views - This feature causes the two views in split view mode to switch positions.

Scroll Views in Tandem - This feature causes both document views to scroll simultaneously when either document is scrolled.

28 Line Guide

Main menu: View > Show Line Guide
 Compact layout^[17]: View > Show Line guide
 Classic layout^[12]: View > Show Line Guide

Jarte's Line Guide is a translucent horizontal band used as a visual aid when examining a document. It let's you easily fix your vision to a particular line of interest.



The Line Guide can be easily repositioned by dragging it with the mouse. Each document can have its own Line Guide. Note that selecting text with the mouse can not be done for the line under the Line Guide. If you need to select text under the Line Guide then position the text cursor at the desired position and then use the Shift+Right Arrow and Shift+Left Arrow shortcut keys to select the desired text.

The Line Guide's Options button provides the following features:

Lock to Text Cursor

This option causes the Line Guide to move to follow the text cursor to whatever line the text cursor is positioned on. The Line Guide can not be repositioned with the mouse while this option is enabled.

Compare Mode

Compare Mode is only available when Jarte's [Split View](#)^[137] mode is in effect and both document views are displaying a Line Guide. When this option is enabled, the Line Guides turn green whenever the text under the two Line Guide's match each other. If the two text lines under the respective Line Guides do not match then the Line Guides turn red beginning at the text position where the first character mismatch occurs.

The case sensitivity of the comparison performed by the Line Guides can be controlled via

the [Case Sensitive Compare](#)¹⁹⁵ advanced setting. The default behavior is to use case sensitive comparison.

Move Guides in Tandem

The *Move Guides in Tandem* option is only available when Jarte's [Split View](#)¹³⁷ mode is in effect and both documents views are displaying a Line Guide. When the option is enabled, and one of the Line Guides is moved, then the other Line Guide moves to the corresponding position in its own document view.

Color

Line Guides may be colored blue, orange, or gray. A color change to one Line Guide is applied to all Line Guides.

29 Jarte Options

Main menu: Tools > Options
 Compact layout^[11]: Options
 Classic layout^[12]: Options

Main Options

Clickless Operation

Jarte's *Clickless Operation* is designed to make writing more pleasant and efficient by reducing the number of mouse clicks needed to accomplish many word processing tasks. Note that *Clickless Operation* does not apply to the main menu.

Clickless Menu Buttons - Controls whether the various Jarte buttons that display menus can be activated by pausing the mouse over them.

Clickless Menu Items - Controls whether a menu's menu items can be selected by pausing the mouse over the desired choice.

Clickless Tabs - Controls whether you can switch [document tabs](#)^[135] by pausing the mouse over the desired tab.

Clickless Tab Close Button - Controls whether the *Close* button on the current document's tab can be activated by pausing the mouse over it.

Clickless Save Button - Controls whether the *Save* button on the *File Tools* panel and the *Save* button on the [status bar](#)^[129] can be activated by pausing the mouse over them.

Click Timing - Controls the length of time the mouse must pause over a button before the button automatically activates. *Fast* indicates a very short pause, *Normal* and *Slow* indicate longer pauses.

Use System Tray Icon

When this option is turned on Jarte's icon appears in the system tray of the Windows task bar in order to provide easy access to the program. Note that when this feature is enabled, clicking Jarte's Close button in the upper right corner of the program window will minimize the program window to the system tray, rather than causing the program to exit. See advanced setting [Minimize On Close To Tray](#)^[231] for information about changing this behavior.

Show Hints

Determines whether a small hint window describing a button appears when the mouse pauses over the button. Note that no hint window is shown for buttons that display menus

when the **Clickless Menu Buttons** option is turned on.

Show Button Labels

Displays a brief, identifying label next to each of Jarte's buttons.

Middle Mouse Button Paste

When this option is turned on the clipboard *Paste* operation can be performed simply by clicking the mouse's middle button. The middle mouse button is the clickable scroll wheel available on most mice. Other clipboard operations can also be performed with the middle mouse button as described in [Using the Windows Clipboard](#)^[75].

Middle Mouse button Paste should work with most mice, but it is not guaranteed to work with all mice. If it does not work for your mouse try examining the mouse's settings by going to *Start > Control Panel > Mouse*. Ensure the middle mouse button (scroll wheel button) is set to its "default" action.

Select Whole Words

Determines whether the mouse selects whole words at a time, rather than just one character at a time, when selecting (i.e., highlighting) text by click-and-dragging the mouse.

Show File Extension

Determines whether a file name's file format extension is shown as part of the file name wherever file names are displayed throughout Jarte. For example, *My To Do List* versus *My To Do List.doc*.

Enable Smart Quotes

This feature is only available in Jarte Plus. Smart quotes are the directional curly quotes supported by most fonts and preferred by many writers. For example, the following line uses curly quotes:

“To be or not to be...” ‘...that is the question.’

and the following line uses the normal straight quotes:

"To be or not to be..." '...that is the question.'

Note that some fonts have more distinctive curly quotes than others. The examples shown above use the Times New Roman font which has distinctive curly quotes. The same keyboard quote key is used for both curly quotes and straight quotes.

When the selected spelling dictionary language is English, enabling the **Smart Quotes** option directs Jarte to produce curly quote marks, instead of straight quote marks, when the

keyboard's quote mark keys are pressed. If the French, German, Italian, or Spanish spelling dictionaries are in use then special double quote marks are used that are familiar to those respective languages. See advanced setting [Smart Quote Style](#)^[254] for examples of the double quote marks for those languages. The [Smart Quote Style](#)^[254] setting allows the double quote mark style to be controlled by the user.

Note: The Smart Quotes feature does not work with many non-English keyboards.

Auto Hyperlink Detect

This feature automatically converts any web addresses in a document into clickable hyperlinks. Detected web addresses are made blue and underlined. Click the web address while pressing the *Ctrl* key to open the address in a web browser, or press the *Enter* key while the text cursor is positioned in the hyperlink.

Any currently open documents need to be closed and reopened after changing this option before the change will have full effect in those documents.

Use Alternate Main Menu

This option indicates whether the default main menu or the alternate main menu is used when the main menu is being displayed. The default main menu is laid out similarly to the main menu of other word processors such as WordPad. The alternate main menu is laid out as a text version of the compact control panel. Both main menu styles represent different arrangements of the same program functions.

Enable Typing Sounds

This option causes Jarte to emit typewriter sound effects as the user types within a document. The volume of the sound effects can be controlled by following these steps:

- Ensure the *Enable Typing Sounds* option is enabled.
- Right click the speaker icon in the Windows system tray and select *Open Volume Mixer* from the pop-up menu.
- Jarte's volume control appears in the volume mixer panel. If Jarte does not appear in the panel then begin typing in Jarte so that at least one typewriter sound is emitted. That should trigger Jarte to appear in the volume mixer panel.

Stay on Top

This option causes the Jarte program window remain on top of other program windows even when Jarte is not the active program.

Automatically Check for Updates

Enables Jarte to automatically check online to see if a new version of the program is available. The check is performed during start-up, but only about once every five days. The check is performed in the background so it does not slow down Jarte's start-up, and no errors are displayed if no Internet connection available.

Hot Connect

This option displays the [Hot Connect Options](#)^[126] window which controls settings for the [Hot Connect](#)^[123] feature.

Document Background Color

This option allows a choice of document background [colors](#)^[73]. The chosen background color is only used for display purposes, not for printing. Note that if a light font color is used against a dark background then printouts will be difficult to read when the light font color is printed on white paper.

Word Wrap

This option determines the point at which a document's lines are wrapped when displayed on the screen. The following choices are available:

Page View - Determines whether Jarte's editing pane display's the left and right page margins on a page background, similar to [print preview](#)^[60]. This setting is only valid when used with the **Wrap to Page** setting.

Page Wrap Bell - This setting only appears when Jarte is in screen reader mode. Enabling the page wrap bell causes Jarte to emit a typewriter-like bell sound when typing causes text to wrap to a new line. The bell will only sound when the *Wrap to Page* word wrap setting is selected.

Wrap to Window - Lines are wrapped when they reach the right edge of the editing pane. Indicated by  in the status bar.

Wrap to Page - Lines are wrapped exactly as they will appear when printed. Indicated by  in the status bar. This choice is only enabled if a local or network printer is available. If no printer is available then installing a PDF utility program such as [PrimoPDF](#) will serve the same purpose.

Gray dashed page break lines appear across the width of the document at the points where one page ends and the next begins. A page number is displayed immediately above each dashed line at the right side. If the page numbers are not visible then widen the Jarte program window until the page numbers come into view.

The length of the lines, and the point at which they wrap, is determined by the paper size and page margin settings (see [Printing and Page Setup](#)^[49]).

No Wrap - Lines are not wrapped. The horizontal scrollbar must be used to view the end of lines which continue past the right edge of the editing pane. Indicated by → in the status bar.

You may choose separate default word wrap choices for both [rich text](#)^[147] and [plain text](#)^[147] documents. The word wrap setting can also be selected by clicking the [word wrap indicator](#)^[130] in the status bar.

New Jarte Personality

This feature is only available with Jarte Plus. It allows the creation of new Jarte personalities, each of which maintains its own settings (e.g., favorite files list, custom spelling dictionaries, appearance, etc). You are prompted for a name when creating a new Jarte personality, and a shortcut to that personality is placed on the Windows Desktop.

Jarte personalities can be used for special writing projects, keeping home and work related writing environments separate (especially useful when Jarte is run from a USB flash drive used at both home and work), providing separate Jarte environments for family members who share the same Windows login account, etc.

Change Jarte Background

This option allows a choice of background patterns for the program interface.

The available background patterns are designed to automatically conform to your current Windows color scheme. Jarte Plus users can also provide their own images for use as a background image. The easiest way to do this is to use the mouse to drag-n-drop an image file on to any of Jarte's control panels (i.e., do not drop the background image on a document since that will cause the image to be inserted into the document instead of being used as a background). Jarte will make its own copy of the image file when dropped on a Jarte control panel.

Additional backgrounds are available on the Jarte [Backgrounds](#) web page.

Install to USB Drive

This handy feature allows you to quickly install Jarte to a portable USB flash drive so you can use Jarte as a [portable word processor](#)^[151]. You can then use Jarte by plugging the flash drive into any PC. Jarte is USB flash drive friendly. When Jarte is run from a portable flash drive it makes no changes to, and stores no information on, the host PC.

Install to USB Drive gives you the choice of performing a fresh install to the flash drive or copying your existing Jarte settings to the new flash drive installation.

A Jarte installation to a USB drive can be uninstalled by simply deleting the USB drive's Jarte program folder and its Jarte shortcut.

30 Document File Formats

Rich Text vs Plain Text Documents

Main menu: File > File Options > Document Format
Compact layout¹¹: File > File Options > Document Format
:
Classic layout¹²: File Tools Panel > Options > Document Format

Word processing documents can be categorized into two basic types: rich text and plain text. Rich text documents combine text with formatting information in a way that allows the text in those documents to use any mixture of fonts, fonts sizes, font styles (bold, italic, etc), and paragraph styles (centered, bulleted, etc). Rich text documents may also contain non-text content such as images. File formats used for rich text documents include RTF, DOC, and DOCX.

In contrast, plain text documents contain only plain, unformatted text. Plain text files are usually saved using the TXT file name extension, but many other extension are used as well depending on the plain text file's intended purpose.

Jarte displays the current document's format type in the [status bar](#)¹²⁹'s format indicator. The status bar's format indicator displays  for rich text documents and  for plain text documents. You can convert from one document type to the other by clicking the format indicator.

Rich Text File Formats

RTF File Format

The RTF file format is recognized by nearly all word processor programs including Word and WordPad. As such, it is the recommended file format for documents created using Jarte.

DOC File Format

The DOC file format is the format most commonly used by Microsoft Word. There are different versions of Word's DOC format:

Opening Word 95 DOC Format Files

Word 95 is an old DOC file format that is no longer encountered very often. Jarte needs a special [Word 95 converter file](#) in order to open Word 95 files.

Opening Word 97-2003 DOC Format Files

Word 97-2003 DOC file format is a commonly encountered file format produced by Microsoft Word. Jarte needs a special [Word 97 converter file](#) to open Word 97-2003 files. The necessary converter file is built into Windows XP, but must be added to Windows Vista and above if not already present.

Saving in Word DOC Format

Jarte uses a special compatibility flavor of DOC format when saving documents in DOC file format. This special flavor of DOC format is recognized by all versions of Microsoft Word and WordPad. Jarte requires no special converter files to open or save files using the compatibility flavor of DOC format.

DOCX File Format

The DOCX file format is the latest Microsoft Word format. It was introduced with the release of Word 2007. Jarte can open a DOCX file, however, any editing changes made to the file must be saved using RTF or DOC file format. Jarte requires the installation of [Microsoft's Office Compatibility Pack](#) in order to open Word DOCX files. The Office Compatibility Pack is already present on computers which have Word 2007 or above installed, including trial editions of Word.

Other File Formats

Jarte does not support other rich text file formats (e.g., WordPerfect, Microsoft Works, etc) at this time.

Plain Text File Format

Plain text files are universally recognized by all word processors and text editors. They are often used for special purposes or in situations where formatted text is unsuitable. TXT is the most common file name extension used for plain text files, but many others are used as well.

Associating a File Format to Jarte

Main menu: File > File Options > Create File Associations
Compact layout¹¹: File > File Options > Create File Associations
Classic layout¹²: File Tools Panel > Options > Create File Associations

Jarte allows you to associate the RTF, DOC, DOCX, and TXT file format types to the Jarte program. When one of those file types is associated to Jarte, double clicking on a file of that type will cause Windows to automatically open the file in Jarte.

Note that **File Associations** is disabled if Jarte is being run from a portable drive, such as a USB flash drive. Jarte can be forced to allow file associations in that situation by changing

the value of advanced setting [Allow Portable File Assoc](#)^[185] to "1".

Windows Vista and Above

Windows Vista introduced a new method of associating programs to file format types. Jarte's **File Associations** command does not try to make the association itself. Instead, the command is actually a shortcut to Windows new *Default Programs* window. In that window you will see check boxes allowing you to associate Jarte to the RTF, DOC, DOCX, and TXT file format types. The check boxes are a bit unusual in that they can only be checked. The check boxes can not be unchecked after you have clicked "Ok".

The only way to disassociate a file format type from Jarte in Windows Vista and above is to create a new association between the file type and a different program. This can be done most easily using Jarte's [File Properties](#)^[158] feature:

1. Open a file of the file format type you wish to disassociate from Jarte.
2. Select the *File Properties* feature.
3. Click the *Change* button in the *Properties* window and then select the program to which you wish to associate the file type.

31 Jarte as a Portable Word Processor

Portable Mode

When Jarte runs from a USB flash drive, CD, or DropBox folder it automatically runs in "portable mode". When Jarte runs in portable mode it stores all of its settings and other program data (e.g., custom spelling dictionaries, Clip List clips, backup document files, etc) in a subfolder named "Data" within the Jarte program folder.

When Jarte is running in "normal mode" (i.e., it is installed on the main Windows drive or a network drive) it stores its settings and program data in a folder location designated by Microsoft's programming guidelines. That location varies according the version of Windows being used. Access to Jarte's data folder can be gained by clicking the *Data Folder* button on Jarte's [System Information](#)  window.

Jarte runs in normal mode whenever it is run from the same drive on which Windows is installed or when it is run from a network drive. In all other cases (e.g., Jarte is run from a flash drive, secondary hard drive, CD, etc) Jarte runs in portable mode. However, this behavior can be overridden by placing a file named *Portable.ini* in the Jarte program folder. The *Portable.ini* file must contain the two following lines:

```
[ ]  
Portable=1
```

Warning: Forcing Jarte to run in portable mode when it is running from the Windows drive is not recommended unless you are sure of what you are doing. Some computers are set up to protect certain folders, such as the *Program Files* folder. If Jarte is run in portable mode from a protected folder the results will be unpredictable! In particular, Windows Vista and above protect the *Program Files* folder by default.

Running Jarte From a Flash Drive

The Jarte word processor is small and easily fits on a USB flash drive. Jarte can be run directly from a USB flash drive so you can physically carry it with you, along with your documents, and plug it into any available Windows computer. When Jarte is run from a flash drive it keeps all of its program settings on the flash drive. Jarte does not change any settings, or leave any files, on the host computer when it runs from a flash drive.

Installing Jarte to a USB Flash Drive

There are two methods to install Jarte to a USB flash drive:

1. Download the Jarte "Portable Install" zip file from the Jarte [download page](#) (if

you are using Jarte Plus then contact Support or use method two below). Create an empty folder on the flash drive to hold the Jarte program and its files. Extract the zip file contents to the new folder. Be sure to turn on your zip program's *Use folder names* setting before unzipping!

2. Use Jarte's [Install to USB Drive](#)^[146] feature to direct Jarte to install a copy of itself on a flash drive.

Running Jarte From a CD

Jarte can be run from a CD just as it can be run from a flash drive. Follow the same basic instructions given above in "Installing Jarte to a USB Flash Drive" to create the Jarte program folder to be burned to the CD. Of course, when Jarte is run from a CD it will not remember any changes made to its settings since the modified settings can not be written back to the CD.

Running Jarte From a DropBox Folder

[DropBox](#) is a popular, free web service that automatically stores files online and syncs them between your computers. When you install DropBox it creates a "DropBox" folder on your computer. Any files you store in the DropBox folder are also automatically stored online. DropBox will ensure the files in your DropBox folder are automatically synchronized to the DropBox folders on your other computers.

Jarte can be installed to your DropBox folder where it will run in portable mode. That means Jarte will then be available on all of your computers that have a DropBox folder. In addition, if you make changes to Jarte's settings on one computer then DropBox will automatically synchronize those settings changes to your other computers. In effect, running Jarte from a DropBox folder gives you the advantages of a web based word processor without any of the disadvantages.

Tip: Almost any portable app can be successfully run from a USB flash drive, CD, or DropBox folder. [The Portable Freeware Collection](#) is a great place to find other portable apps.

Running Jarte From a Netbook

Running Jarte from a netbook is also mentioned here because of the rising popularity of netbooks for portable computing:

"Netbook" is a colloquial term referring to small, inexpensive notebook computers that are very easy to carry around. Netbooks have small hard drives, small screens, and less CPU

processing power when compared to their larger notebook cousins. However, netbooks are very popular because their small size makes them convenient for travel, and they are less expensive than notebooks.

Jarte is an excellent word processor choice for netbooks because Jarte's compact interface leaves plenty of room for editing on small screens, Jarte needs very little hard drive space, and Jarte runs quickly and efficiently on low power CPUs. On the other hand, the big office word processors are designed for large screens and leave little room for the editing pane on netbooks, they require an enormous amount of hard drive space, and they can be balky when running on low power CPUs, making them poorly suited for use with netbooks.

32 Tablet Word Processing

Touch Screen Support

Jarte supports touch screen gestures to help make Jarte a suitable tablet word processor. Supported gestures include swipe scrolling, pinch to zoom, and gripper handles for selecting text. Jarte supports these touch screen gestures for tablets and PCs running Windows 8 and above.

Swipe to Scroll

Use finger swipes to scroll documents up or down, depending on the direction of the swipe. Jarte also supports inertial scrolling (i.e., the document continues to scroll after the finger is lifted from a swipe, and scrolling slows to a stop). The rate of inertial scrolling can be controlled via advanced setting [Inertial Scroll](#)^[228]. Inertial scrolling can also be stopped instantly by tapping the screen.

Pinch to Zoom

A document's zoom level can be modified using the pinch gesture. To magnify a document to a higher zoom level touch two fingers to the screen and move them apart. Conversely, a document can be reduced to a lower zoom level by touching two fingers to the screen and moving them together. The amount of finger motion needed to change the zoom level can be adjusted via advanced setting [Pinch Sensitivity](#)^[241].

The zoom range for a document is from 50% to 200%. The zoom range accessible via the pinch gesture can be restricted to 100% to 200% via advanced setting [Allow Full Pinch](#)^[184]. Restricting the zoom range can make pinch zooming quicker and easier if you rarely zoom a document to less than the 100% level.

Selection Grippers

Tapping a word causes selection grip handles to appear immediately below the word at the text insertion point. The grippers appear after the last character in the word if you tap the back half of the word. The grippers appear before the first letter of the word if you tap the front half of the word. Double tapping a word causes the word to be selected (highlighted) with a gripper at each end of the word. Each gripper can be moved with your finger to adjust the text selection range.

Other Gestures

- Tapping a text selection causes the right-click menu to appear.
- Press and hold your finger to a document for a second or so to raise the right-click menu at that point.
- Double tapping a hyperlink in a document causes the link to be activated (e.g., tapping a web hyperlink opens the link address in your default web browser).

33 Miscellaneous

Sending Documents as E-mail

Main menu: File > Send
Compact layout^[171]: File > Send
Classic layout^[172]: File Tools Panel > Send

Send as E-mail displays a new e-mail window with the current document's text in the e-mail message body. This feature only works with MAPI compliant e-mail programs such as Outlook and Outlook Express. Text formatting is not supported with this feature (i.e., formatting such as bolding is lost when the document text is placed in the e-mail message body).

Send as E-mail Attachment is the same as **Send as E-mail** except the current document is attached to the e-mail as a file attachment rather than copied to the message body. All document formatting is preserved in the attachment.

Note: If this feature does not work with your e-mail program then you may want to try Jarte's [Hot Connect](#)^[123] feature instead.

Attaching Notes to Documents

Main menu: File > File Options > Attached Note
Compact layout^[171]: File > File Options > Attached Note
Classic layout^[172]: File Tools Panel > Options > Attached Note

Attached Note is an exclusive Jarte Plus feature that allows a plain text note to be attached to the current document. The note can contain any text you wish. If the current document is a [plain text file](#)^[147] then the note will only be retained for as long as the document is shown in either the [Recent Files](#)^[21] list or the [Favorite Files](#)^[22] list. The file the note is attached to must be saved after the note is attached.

Searching for a File

Main menu: File > Find File
Compact layout^[171]: File > Find File
Classic layout^[172]: File Tools Panel > Search

The **Find File** feature is a shortcut to the Windows file search window. The Windows file search window can be used to find a file even if you only know part of the file name. Any found files can be opened in Jarte by dragging and dropping the files from the file search window to the Jarte program.

Viewing File Properties

Main menu: File > File Properties
Compact layout|: File > File Properties
Classic layout|: File Tools Panel > Properties

File Properties displays the Windows file properties window for the current file. Changes made to the file through the file properties window are not recognized by Jarte until the next time the file is opened.

Zoom

Main menu: Tools > Zoom
Compact layout|: Zoom
Classic layout|: Zoom

The **Zoom** feature changes the magnification of the current document. Increased magnification is useful for making documents easier to read. Decreased magnification fits more of the document into the available screen space thereby reducing the need for scrolling.

Note the zoom level can also be changed by rotating the mouse's scroll wheel while pressing the *Ctrl* key. The zoom level appears in the status bar when the zoom level is changed. The status bar indicator is especially useful when changing the zoom level via the scroll wheel or via the zoom keyboard shortcuts.

You can also change the default zoom level which is then applied to all subsequently opened documents.

Word Count

Main menu: Tools > Word Count
Compact layout|: Word Count
Classic layout|: Word Count

Word Count displays the number of pages, lines, words, and characters found in the current document. If you select (highlight) part of the document's text then **Word Count** displays counts for just the selected text range.

The active document's word count can also be displayed in the status bar by right clicking the status bar and enabling the *Enable Word Counting* option.

Undo and Redo

Main menu: Edit > Undo, Redo
Compact layout^[17]: Edit > Undo, Redo
Classic layout^[12]: Undo, Redo

Use **Undo** to reverse the most recent edit to the current document. **Undo** can be repeated to reverse as many document edits as desired. Use **Redo** to reinstate an edit that has just be reversed with **Undo**. **Redo** can be repeated to reverse a string of **Undo** operations. The number of edits that can be undone is controlled by advanced setting [Undo Limit](#)^[261].

Sort

Main menu: Edit > Sort
Compact layout^[17]: Edit > Sort
Classic layout^[12]: Edit > Sort

Sorts the current document's paragraphs in alphabetical order. If only a portion of the document is to be sorted then select (highlight) the paragraphs to be sorted before sorting. Table rows must be sorted using the [table sort](#)^[34] feature.

Tip: A reverse alphabetical order sort can be performed by pressing the Shift key while selecting the *Sort* feature.

Change Case

Main menu: Edit > Change Case
Compact layout^[17]: Edit > Change Case
Classic layout^[12]: Edit > Change Case

Changes the casing of the letters in the selected text according to the following choices:

To Lower Case - Changes all letters to lower case.

To Upper Case - Changes all letters to upper case.

To Title Case - Changes the first letter of each word to upper case. All other letters are changed to lower case.

To Sentence Case - Changes the first letter of each sentence to upper case. All other letters are changed to lower case.

To Reverse Case - Changes all lower case letters to upper case and all upper case letters to lower case.

34 Screen Reader Mode

Background

A screen reader is a program capable of audiblizing the text appearing on a computer screen for the benefit of visually impaired computer users. Microsoft's [Narrator](#) program is an example of a basic screen reader built into Windows. There are other more advanced screen reader program's available including the free [NVDA](#) program and the popular [JAWS](#) program.

Jarte's Screen Reader Mode

Jarte runs in a special *screen reader mode* if a recognized screen reader program is already running on the computer when Jarte is started. Jarte uses a special screen reader friendly interface while in *screen reader mode*. A number of Jarte's visually oriented features are removed from the interface while in *screen reader mode* (e.g., color related features, interface panels that require visual interaction, etc) to make use of Jarte more efficient for visually impaired users. The interfaces for other features are modified to make them more readable to a screen reader.

Note that this Help document does not describe Jarte's features as they appear when running in screen reader mode. It is a goal to eventually create an edition of this document that describes Jarte's features as they appear in screen reader mode.

Issues

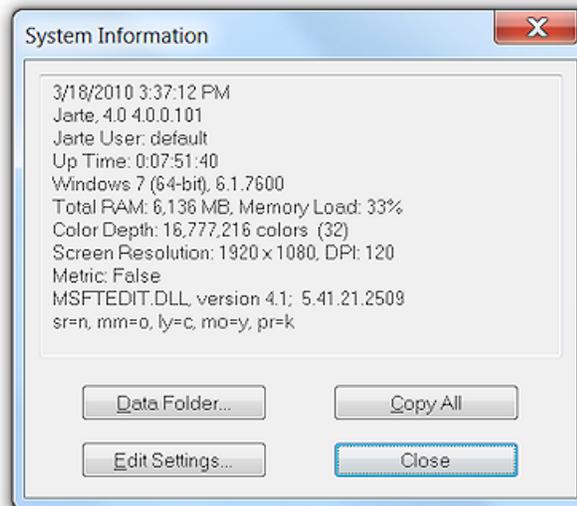
Jarte will only enter screen reader mode if a recognized screen reader is running. Jarte's title bar will display the phrase "screen reader mode" when Jarte is running in screen reader mode.

If Jarte does not recognize your screen reader program then please report the name of the unrecognized screen reader to [Jarte support](#) to ensure the next version of Jarte is updated appropriately. You can force Jarte to switch to screen reader mode by copying the phrase "enable screen reader mode" to the Windows clipboard before starting Jarte. This only needs to be done one time.

If Jarte is running in screen reader mode, but it should not be, then you can turn off screen reader mode by copying the phrase "disable screen reader mode" to the Windows clipboard and then restarting Jarte. This only needs to be done one time.

35 System Information

Main menu: Help > System Information
Compact layout¹¹: Help > System Information
Classic layout¹²: About Panel > System Information



The **System Information** window displays information about the computer environment Jarte is running in. When contacting [Jarte Support](#) you should always send this information with your question by using the **Copy All** button to copy the information to the clipboard and then paste it into your e-mail.

Data Folder

The **Data Folder** button displays a Windows Explorer window open to Jarte's user data folder. There is a unique Jarte user data folder for each Windows login user and for each Jarte [personality](#)¹⁴⁵. Note that the Jarte data folder is *not* located in the Jarte program folder (e.g., C:\Program Files\Jarte). The Jarte user data folder contains files that store Jarte's settings, supplementary spelling dictionaries, error logs, saved clip list clips, templates, program backgrounds, error logs, etc.

Copy All

Copies the information displayed in the **System Information** window to the Windows clipboard.

Edit Settings

Opens Jarte's settings file so that it can viewed or modified. See [Advanced Settings](#)^[181] for more information.

36 Keyboard Shortcuts

Document Actions

Open	Ctrl + O
Open Favorite	Shift + Ctrl + O
Save	Ctrl + S
Save As	Shift + Ctrl + S
Print	Ctrl + P
Quick Print	Shift + Ctrl + P
Close	Ctrl + F4 or Ctrl + W
Close All	Shift + Ctrl + F4
Next Document Tab	Ctrl + Tab
Previous Document Tab	Shift + Ctrl + Tab
Previously Active Document Tab	F8
Undo	Ctrl + Z
Redo	Shift + Ctrl + Z
Spell Check	F7
Background Spell Check	Shift + F7
Zoom In	Ctrl + [or Ctrl + Scroll Wheel
Zoom Out	Ctrl +] or Ctrl + Scroll Wheel
Word Count	Ctrl + M

Clipboard Actions

Copy	Ctrl + C or Ctrl + Middle Mouse Button ¹
Cut	Ctrl + X or Shift + Ctrl + Middle Mouse Button ¹

Paste	Ctrl + V or Middle Mouse Button ¹
Paste Plain	Shift + Ctrl + V or Shift + Middle Mouse Button ¹
Clip List Menu	F4
Copy Saved Clip	Ctrl + 0 thru Ctrl + 9
Paste Saved Clip	Shift + Ctrl + 0 thru Shift + Ctrl + 9

¹ Available if option [Middle Mouse Button Paste](#)¹⁴² is enabled.

Font Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Increase Font Size	Shift + Ctrl + ?
Decrease Font Size	Shift + Ctrl + ?
Toggle Smart Quotes	Shift + Ctrl + '
Repeat Previous Brush and Repeat Previous Highlighter	Ctrl + G

Paragraph Formatting

Align Left	Shift + Ctrl + L
Center	Shift + Ctrl + C
Align Right	Shift + Ctrl + R
Justify	Shift + Ctrl + J
Increase Indentation	Shift + Ctrl + I
Decrease Indentation	Shift + Ctrl + D

Edit Text

Delete one character to the right	Delete
-----------------------------------	--------

Delete one character to the left	Backspace
Delete one word to the right	Ctrl + Delete
Delete one word to the left	Ctrl + Backspace
Delete Paragraph	Ctrl + Y
Insert Page Break	Ctrl + Enter
Insert Date (long format)	F5
Insert Date (short format)	Shift + F5

Select Text

Select one character to the right	Shift + ?
Select one character to the left	Shift + ?
Select one word to the right	Shift + Ctrl + ?
Select one word to the left	Shift + Ctrl + ?
Select to the beginning of the line	Shift + Home
Select to the end of the line	Shift + End
Select to one line up	Shift + ?
Select to one line down	Shift + ?
Select to one screen up	Shift + Page Up
Select to one screen down	Shift + Page Down
Select to the top	Shift + Ctrl + Home
Select to the bottom	Shift + Ctrl + End
Select All	Ctrl + A
Select from the text cursor to the mouse	Shift + Left Mouse Button

Move Text Cursor

Move one character to the right	?
Move one character to the left	?
Move one word to the right	Ctrl + ?
Move one word to the left	Ctrl + ?

Move to the beginning of the line	Home
Move to the end of the line	End
Move one line up	?
Move one line down	?
Move one paragraph up	Ctrl + ?
Move one paragraph down	Ctrl + ?
Move one screen up	Page Up
Move one screen down	Page Down
Move to the top	Ctrl + Home
Move to the bottom	Ctrl + End
Move to mouse position	Right Mouse Button
Move to last edit position	Shift + Ctrl + Backspace

Search and Replace

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

Bookmarks

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

Other Shortcuts

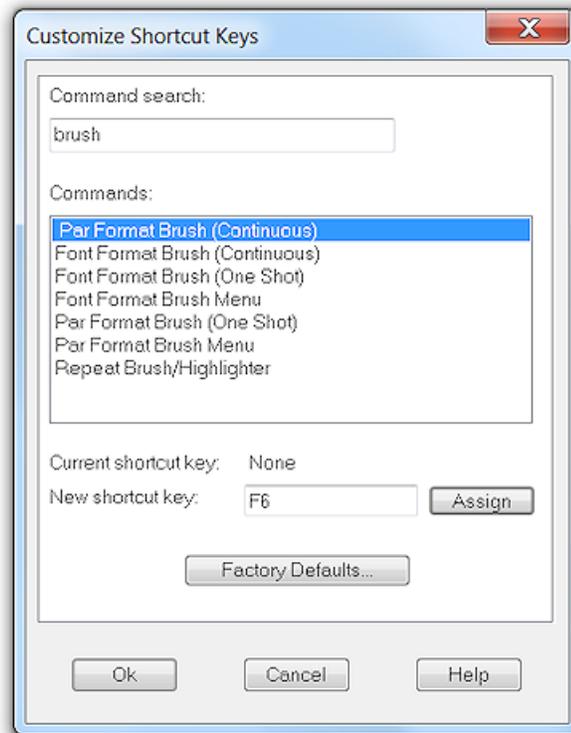
Exit Jarte	Alt + F4
Help	F1
Show/Hide Side Tool Panel	F11
Move Selected Text	Drag-and-Drop
Copy Selected Text	Ctrl + Drag-and-Drop
Attached Note	Shift + Ctrl + N
Dictionary Lookup	Ctrl + D
Thesaurus Lookup	Ctrl + T

Also see keyboard shortcuts for [accent marks, diacriticals, and special characters](#)¹⁷³.

Jarte Plus allows [custom shortcut keys](#)¹⁷¹ to be defined.

37 Custom Keyboard Shortcuts

Main menu: Tools > Options > Customize Shortcut Keys
Compact layout¹¹⁷: Options > Customize Shortcut Keys
Classic layout¹²¹: Options > Customize Shortcut Keys



Jarte Plus allows the [default shortcut key assignments](#)¹⁶⁵ to be modified or deleted, and it allows new shortcut keys to be created.

First, find the command whose shortcut key assignment you want to change in the **Commands** list. The **Command search** box is useful for finding the desired command. Type in part of a command name and in the *Command search* box and the *Commands* list will instantly narrow to just the commands that contain the text you entered.

Click the desired command in the *Commands* list. The shortcut key currently assigned to the command, if any, will be displayed. Click the **New shortcut key** box, press the shortcut key sequence you want to assign to the selected command, and click the **Assign** button to make the shortcut key assignment. If you simply want to remove a shortcut from a command then follow the same steps but press the Backspace key instead of entering a shortcut key sequence.

The **Factory Defaults** button can be used to delete all custom shortcut key assignments and restore the factory default shortcut key assignments.

When a shortcut key is entered in the *New shortcut key* field any existing assignment to that key is immediately displayed below the field. This provides a convenient means of quickly determining existing shortcut key assignments.

38 Accent Marks, Diacriticals, and Special Characters

Jarte provides an extended set of easy to remember keyboard sequences used to create letters with accent marks (i.e., diacritical letters) and other special characters. See [Inserting Special Characters](#)^[118] to insert accented letters and other special characters without using keyboard sequences.

Note: If you are using a non-US keyboard you may find that many of the shortcuts listed below do not work on your computer. In that case, you want to try disabling Jarte's special character shortcuts by changing setting [Enable Accent Shortcuts](#)^[212]. That will cause Jarte to revert back to the limited accent character shortcuts provided by the WordPad word processing engine Jarte is based on. The WordPad shortcuts may work better for some non-US keyboards. The available WordPad shortcuts will vary depending on the keyboard layout being used.

Key Sequences for Accent Marks and Special Characters

Acute accented letters:

Á	Ctrl + ' and then A
á	Ctrl + ' and then a
Ď	Ctrl + ' and then D
ď	Ctrl + ' and then d
É	Ctrl + ' and then E
é	Ctrl + ' and then e
Í	Ctrl + ' and then I
í	Ctrl + ' and then i
Ó	Ctrl + ' and then O
ó	Ctrl + ' and then o
Ú	Ctrl + ' and then U
ú	Ctrl + ' and then u

Ý	Ctrl + ' and then Y
ý	Ctrl + ' and then y

Grave Accented Letters:

À	Ctrl + ` and then A
à	Ctrl + ` and then a
È	Ctrl + ` and then E
è	Ctrl + ` and then e
Ì	Ctrl + ` and then I
ì	Ctrl + ` and then i
Ò	Ctrl + ` and then O
ò	Ctrl + ` and then o
Ù	Ctrl + ` and then U
ù	Ctrl + ` and then u

Umlaut Accented Letters:

Ä	Ctrl + : and then A
ä	Ctrl + : and then a
Ë	Ctrl + : and then E
ë	Ctrl + : and then e
Ï	Ctrl + : and then I
ï	Ctrl + : and then i
Ö	Ctrl + : and then O
ö	Ctrl + : and then o

Û	Ctrl + : and then U
ü	Ctrl + : and then u
ÿ	Ctrl + : and then Y
ÿ	Ctrl + : and then y

Circumflex Accented Letters:

Â	Ctrl + ^ and then A
â	Ctrl + ^ and then a
Ê	Ctrl + ^ and then E
ê	Ctrl + ^ and then e
Î	Ctrl + ^ and then I
î	Ctrl + ^ and then i
Ô	Ctrl + ^ and then O
ô	Ctrl + ^ and then o
Û	Ctrl + ^ and then U
û	Ctrl + ^ and then u

Tilde Accented Letters:

Ã	Ctrl + ~ and then A
ã	Ctrl + ~ and then a
Ñ	Ctrl + ~ and then N
ñ	Ctrl + ~ and then n
Õ	Ctrl + ~ and then O
õ	Ctrl + ~ and then o

Cedilla Accented Letters:

Ç	Ctrl + , and then C
ç	Ctrl + , and then c

Ring Accented Letters:

Å	Ctrl + @ and then A
å	Ctrl + @ and then a

Caron Accented Letters:

Š	Ctrl + # and then S
š	Ctrl + # and then s
Ž	Ctrl + # and then Z
ž	Ctrl + # and then z

Punctuation Marks:

¿	Ctrl + ?
¡	Ctrl + !
...	Ctrl + .
— (em dash))	Ctrl + _
- (en dash)	Ctrl + -

Currency Symbols:

¢	Ctrl + \$ and then c
€	Ctrl + \$ and then e
f	Ctrl + \$ and then f
Ꝥ	Ctrl + \$ and then g
£	Ctrl + \$ and then l or p
¥	Ctrl + \$ and then y

Mathematical Symbols:

±	Ctrl + = and then +
×	Ctrl + = and then *
÷	Ctrl + = and then /
¬	Ctrl + = and then n
½	Ctrl + = and then 2
¾	Ctrl + = and then 3
¼	Ctrl + = and then 4
°	Ctrl + = and then d
‰	Ctrl + = and then %
μ	Ctrl + = and then u

Other Special Letters and Symbols:

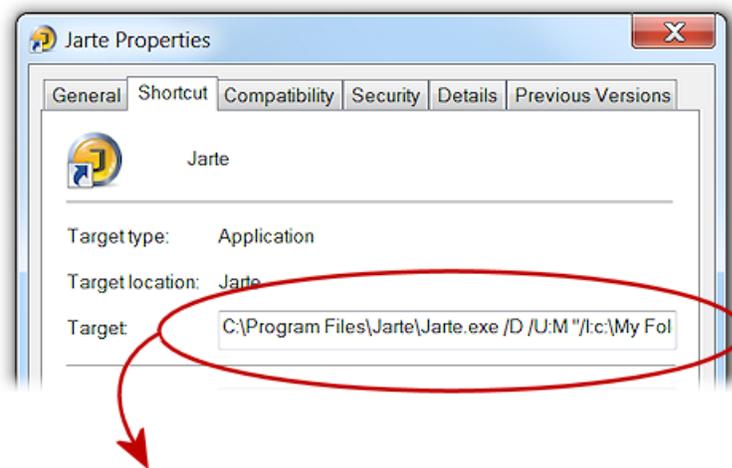
Æ (ash)	Ctrl + & and then A
æ ()	Ctrl + & and then a
Œ (Ethel)	Ctrl + & and then O
œ	Ctrl + & and then o

Ø	Ctrl + / and then O
ø	Ctrl + / and then o
Þ (thorn)	Ctrl + & and then P
þ	Ctrl + & and then p
ß (Eszett)	Ctrl + & and then s
† (dagger)	Ctrl + & and then d
‡ (double dagger)	Ctrl + & and then D
• (bullet)	Ctrl + & and then b
© (copyright)	Ctrl + @ and then c
® (registered trademark)	Ctrl + @ and then r
™ (trademark)	Ctrl + * and then t
^a (ordinal indicator)	Ctrl + * and then a
^o (ordinal indicator)	Ctrl + * and then o
1	Ctrl + * and then 1
2	Ctrl + * and then 2
3	Ctrl + * and then 3

39 Command Line Parameters

Jarte command line parameters are options specified in the Jarte shortcut used to start the program. They can be assigned to a Jarte shortcut by right clicking on the shortcut's icon, selecting the *Properties* menu item, and appending the parameters in the *Target* box of the Properties dialog. Command line parameters can also be used when starting Jarte from a command prompt window or a batch file.

The illustration below shows an example of Jarte command line parameters being used to disable Jarte's Clip List, direct Jarte to use metric units of measure where applicable, and to specify folder *C:\My Folder* as the initial folder used for Open and Save:



`"C:\Program Files\Jarte\Jarte.exe" /D /U:M "/I:C:\My Folder"`

Jarte's Command Line Parameters

/C - Causes any file specified on the command line to be automatically created if the file does not already exist.

/D - Disables the [Clip List](#)^[78] feature. This is useful if there is a conflict between the Clip List and another program that monitors the Windows clipboard. Also, see advanced setting [Clip List Enable](#)^[197].

/I:<initial folder path> - The initial folder path specifies the initial folder placed in the open and save file dialog boxes the first time they are used. Normally, the file open and file save dialog boxes default to using the *My Documents* folder the first time they are used. Double quotes must be placed around this parameter if the folder path contains any spaces. Also, see advanced setting [Default Initial Folder](#)^[202].

- /N:<personality name>** - This parameter is only available with Jarte Plus. Jarte is started using all the environment and option settings associated the specified personality. The [Jarte Personality](#)^[146] feature creates a desktop icon which uses this parameter. The user name should not include any spaces. Use underscores instead of spaces.
- /P** - Automatically prints any files specified as part of the command line. Jarte immediately closes after printing the files. Files are sent to the computer's default printer.
- /PL** - The **PL** parameter is only available in Jarte Plus. It is the same as the **P** parameter except it directs the printer to print in landscape mode rather than portrait mode. The **PL** and **PT** parameters can be combined.
- /PT:<printer name>** - The **PT** parameter is only available in Jarte Plus. It is the same as the **P** parameter except you can specify the name of the printer to be used. It is not necessary to specify the exact printer name. You can specify any unique part of the printer name. For example, if you have a printer named "EPSON Stylus COLOR 880 on LPT1" you can send a file to it by specifying `"/PT:epson"` or `"/PT:color 880"` (be sure to use double quotes around the entire command line parameter).
- /U:<units of measurement>** - Determines whether metric units or English units of length measurement are used throughout the Jarte program. The valid units of measurement values are "metric" and "english" (or simply "m" and "e"). Units of measurement are based on the computer's locale setting if this parameter is not specified. Note that Jarte's units of measurement can also be specified in the [ruler](#)^[133] and the [margin settings](#)^[49].
- /S (deprecated)** - Prevents a new instance of Jarte from being started if another instance is already present. The already running instance of Jarte is brought to the top of the desktop instead. **Note:** Advanced setting [Single Instance Only](#)^[253] is now the preferred method for preventing multiple concurrent instances of Jarte. The `/S` command line switch may be removed in a future version of Jarte.
- /T:<n>** - Causes spaces to be inserted in [plain text](#)^[147] documents instead of tabs whenever the tab key is pressed. The number of spaces used to represent a tab is specified by n. Valid values for n are 1 through 9. This parameter only affects plain text documents. Also, this parameter causes the [Increase Indent and Decrease Indent](#)^[65] paragraph formatting features to use spaces, rather than tabs, for indenting in plain text documents. Also, see advanced setting [Spaces For Tabs](#)^[255].
- /X** - Disables Jarte's print related features (same as advanced setting [Ignore Printer](#)^[227]). This parameter is only needed in extremely rare cases where the default printer's driver prevents Jarte from starting.

This is an example DOS prompt command to start Jarte with the Clip List disabled, forced use of metric units, and C:\My Folder as the initial open/save folder:

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

40 Advanced Settings

Jarte maintains all of its options settings in a special file named *Settings.ini*. The *Settings.ini* file contains more settings than those that can be accessed through Jarte's program interface. These additional settings are generally referred to as advanced settings. The *Edit Settings* button in Jarte's [System Information](#)^[163] window provides direct access to the *Settings.ini* file.

Changing Advanced Settings

Main menu: Help > System Information > Edit Settings
Compact layout^[17]: Help > System Information > Edit Settings
Classic layout^[12]: Help > System Information > Edit Settings

Warning: Editing settings directly in the *Settings.ini* file is not recommended unless you are sure of what you are doing! Jarte does not check the *Settings.ini* file for errors. If you make a mistake while editing the settings it may destabilize the Jarte program and cause it to misbehave or crash.

Edit Settings will open the *Settings.ini* file within Jarte so that it can be directly edited. Perform a text search to find the name of the setting to be changed. Then, simply change the value on the right side of the "=" to the desired value.

The *Settings.ini* file must be saved after a setting is modified. Note that changes made to the *Settings.ini* file will not take affect until Jarte is exited and then restarted.

Fixing the Setting.ini File

It is a good practice to create a backup copy of the *Settings.ini* file before changing it. This is done for you if the [Create Document Backups](#)^[25] option is turned on. If you inadvertently damage the *Settings.ini* file you can restore it with the backup copy. The *Settings.ini* file can also be safely deleted. Jarte will automatically create a new *Settings.ini* file if it is missing. This has the effect of returning Jarte to its factory default settings. The *Settings.ini* file can be found in [Jarte's data folder](#)^[163].

40.1 Abbreviate Captions

As document tabs fill Jarte's [tabs bar](#)¹³⁶ the file name captions in the tabs will automatically abbreviate as necessary to allow all of the tabs to remain visible within the available width of the tabs bar. Abbreviation of the tab captions can be disabled by changing advanced setting **Abbreviate Captions** to a value of "0":

```
Abbreviate Captions=0
```

The default value is "1":

```
Abbreviate Captions=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.2 Aggressive Auto Correct

By default, Jarte's [Auto Correct](#)^[89] feature does not correct common misspellings of three letter words and some four letter words. This is because many such words are acronyms rather than misspellings. Advanced setting **Aggressive Auto Correct** controls this behavior.

If you prefer that Jarte auto correct small words then set the value of **Aggressive Auto Correct** to "1":

```
Aggressive Auto Correct=1
```

The default value is "0":

```
Aggressive Auto Correct=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.3 Allow Full Pinch

Advanced setting **Allow Full Pinch** controls whether the [pinch gesture](#)^[155] on a tablet or other touch display device can be used cause a document zoom out to less than 100%. Setting **Allow Full Pinch** to "1" allows you to use the pinch gesture to vary a document's zoom level from 50% to 200%. Setting **Allow Full Pinch** to "0" limits the pinch gesture to varying a document's zoom level from 100% to 200%. Setting the value to "0" makes pinch gesturing quicker and easier if you rarely need to zoom a document to less than 100%. Example:

```
Allow Full Pinch=0
```

The default value is "1":

```
Allow Full Pinch=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Inertial Scroll](#)^[228]

[Pinch Sensitivity](#)^[241]

40.4 Allow Portable File Assoc

Advanced setting **Allow Portable File Assoc** controls whether Jarte is allowed to create [file associations](#)^[148] between itself and file format types RTF, DOC, DOCX, and TXT, even if Jarte is running from a portable drive. If Jarte is running from the primary Windows disk drive then it will always be able to set up file associations and the value of **Allow Portable File Assoc** is ignored. If Jarte is running from a secondary hard drive then Jarte will assume the drive is portable since it can not be sure.

The drive letter of a portable drive can change between Windows sessions, especially if the drive is sometimes disconnected from the computer. A change in the portable drive's drive letter would break any file association with any program that runs from the drive. Therefore, it is generally not a good idea to allow file associations to a program residing on a portable drive. However, if your drive is always connected to the computer then you may want to force Jarte to allow setting up file associations.

Set the value of **Allow Portable File Assoc** to "1" to allow Jarte to set up file associations from a portable drive:

```
Allow Portable File Assoc=1
```

The default value is "0":

```
Allow Portable File Assoc=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.5 Allow Scroll Lock

Advanced setting **Allow Scroll Lock** is used to enable Jarte's support for the keyboard's *Scroll Lock* key. When the *Scroll Lock* key is toggled on the keyboard's Up and Down arrow keys are used to scroll the current document up and down, rather than moving the text cursor up and down. If **Allow Scroll Lock** is enabled but you rarely use the *Scroll Lock* feature then it may cause confusion if it is inadvertently toggled on. Set **Allow Scroll Lock** to "1" to enable the feature:

```
Allow Scroll Lock=1
```

The default value is "0" (disallow *Scroll Lock*):

```
Allow Scroll Lock=0
```

The current toggle status of the *Scroll Lock* key is indicated in the [status bar](#)^[131].

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

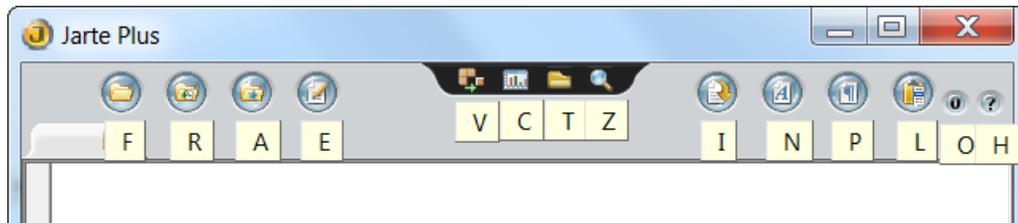
Related Settings

[Deaden Control Keys](#)^[201]

[Disable Overwrite Mode](#)^[210]

40.6 Alt Key Tag Delay

Advanced setting **Alt Key Tag Delay** controls how long the Alt key must be pressed before Jarte's Alt key tags are displayed. The Alt key tags are small yellow boxes that appear to identify the Alt key assignments of the buttons on Jarte's [compact layout](#)^[11]. A display of Jarte's Alt key tags is show below:



The display indicates that, for example, pressing Alt+F is the equivalent of clicking Jarte's File button on the compact layout. Note that the Alt key assignments are only available for Jarte's compact layout and only if the main menu is not displayed (the main menu has its own Alt key assignments).

The **Alt Key Tag Delay** value is in millisecond units (i.e., 1000 milliseconds = 1 second). A value of 0 disables the display of the Alt key tags. The following example sets an Alt key tag delay of 1.5 seconds:

```
Alt Key Tag Delay=1500
```

The default value is "208":

```
Alt Key Tag Delay=208
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.7 Alternative Main Menu

The layout of Jarte's main menu is designed to conform as closely as possible to the main menu layout of other word processors such as WordPad and Word. This helps ease the transition from those word processors to Jarte. However, Jarte also provides an alternative main menu layout that you may find to be more efficient. The alternative main menu mirrors the menu button layout in Jarte's [Compact Layout](#)^[11] and includes all of the same functions as the classic (default) main menu.



Alternate Main Menu

Set **Classic Main Menu** to "0" to use the alternative main menu:

```
Classic Main Menu=0
```

The default value is "1" (i.e., use the classic style main menu):

```
Classic Main Menu=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.8 Asterisk In Tabs

Normally, the [status bar](#)^[129]'s unsaved changes indicator is used to indicate whether the current file contains unsaved modifications. If the status bar is not being displayed then an asterisk is displayed at the end of the file name in the [document tabs](#)^[135] as in indicator instead.

If you want an asterisk to always be used at the end of the file name to indicate unsaved changes, regardless of whether the status bar is being displayed, then set advanced setting **Asterisk in Tabs** to "1":

```
Asterisk in Tabs=1
```

The default value is "0":

```
Asterisk in Tabs=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.9 Auto Cap I

When the [Auto Capitalize](#)^[89] feature is enabled the word "I" is normally capitalized automatically. However, this behavior is not always desirable (in non-English languages, for example). Auto capitalization of the word "I" can be disabled whenever the Auto Capitalize feature is enabled by changing setting **Auto Cap I** to "0":

```
Auto Cap I=0
```

The default value is "1", meaning auto capitalization of "I" is enabled if the Auto Capitalize feature is enabled:

```
Auto Cap I=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.10 Auto Center Pictures

Advanced setting **Auto Center Pics** determines whether [inserted pictures](#)^[110] are automatically centered in the document on a line by themselves, or inserted inline with the text. Note that even if this setting is turned on pictures can be inserted inline using the *Shift* key as described in [inserting pictures](#)^[110].

Set **Auto Center Pics** to "0" to always insert pictures inline with the text:

```
Auto Center Pics=0
```

The default value is "1" (i.e., center pictures):

```
Auto Center Pics=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.11 AutoHotkey Path

Advanced setting **AutoHotkey Path** specifies the file location of the installed [AutoHotkey](#) program file used for running [Jarte scripts](#)^[37]. The **AutoHotkey Path** setting only needs to be specified in special situations, such as if AutoHotkey has been installed as a portable program. Otherwise, Jarte can normally discover the path of the AutoHotkey program file automatically.

If necessary, set **AutoHotkey Path** to an appropriate AutoHotkey program file path as shown in this example:

```
AutoHotkey Path=E:\Programs\AutoHotkey\AutoHotkey.exe
```

The default is to leave the setting blank, which causes Jarte to find the AutoHotkey program automatically:

```
AutoHotkey Path=
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.12 Auto Tabs

Normally, the display of the [document tabs](#)^[135] are controlled by setting [Show Tabs](#)^[135]. However, advanced setting **Auto Tabs** can be used to cause the document tabs to appear only when more than one document is open in Jarte. **Show Tabs** must be enabled in order for **Auto Tabs** to take effect.

Set **Auto Tabs** to "1" to hide the document tabs unless multiple documents are open:

```
Auto Tabs=1
```

The default value is "0", which means the document tabs are always shown, or always hidden, depending on the value of **Show Tabs**:

```
Auto Tabs=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.13 Backup Folder Path

Advanced setting **Backup Folder Path** allows you to specify the path of the folder used by Jarte for storing [backup files](#)^[25]. By default, backup files are stored in a "Backups" subfolder of the folder used to store Jarte's settings.

The following example shows **Backup Folder Path** being used to store Jarte document backup files on an external drive used for storing backups:

```
Backup Folder Path=E:\Backup Files\Jarte Document Backups
```

The default is to leave the setting blank:

```
Backup Folder Path=
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.14 Case Sensitive Compare

This option is located in the [Line Guide] section of the Settings file. Case Sensitive Compare is used to control whether the [Line Guide](#)^[139] performs a case sensitive or case insensitive comparison when the Line Guide's Compare Mode is enabled.

The following example causes the Line Guide to use case insensitive comparison by assigning the setting a value of "0":

```
Case Sensitive Compare=0
```

The default value is "1" (case insensitive comparison):

```
Case Sensitive Compare=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.15 Clip Limit

Advanced setting **Clip Limit** controls the maximum number of clips kept in the [Clips List](#)^[78]. Increase the number if you reach the limit. Example:

```
Saved Clip Limit=25
```

The default value is "15":

```
Saved Clip Limit=15
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Saved Clip Limit](#)^[250]

40.16 Clip List Enabled

Jarte's [Clip List](#)^[78] works by monitoring the Windows clipboard for any content copied to the clipboard by any program. If you do not use the Clip List and would prefer that it not monitor the clipboard then set advanced setting **Clip List Enabled** to "0":

```
Clip List Enabled=0
```

The default value is "1":

```
Clip List Enabled=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.17 Custom Insert Item

Jarte Plus allows you to add your own custom menu item to the **Insert** menu. This is useful if you often insert a certain type of object into your documents. For example, suppose you often insert WAV sound objects into your documents. You could create an **Insert** menu item named *Sound* that inserts a sound object into the current document. This is done using advanced settings **Custom Insert Ext** and **Custom Insert Name**. **Custom Insert Ext** is the file name extension associated with the type of object you wish to insert. **Custom Insert Name** is the name of the menu item as it should appear in the **Insert** menu. Note that if you include an ampersand in the name then the letter succeeding the ampersand becomes the menu item's mnemonic, or keyboard shortcut.

In our example, WAV is a file name extension of a common sound file format. Therefore, a custom **Insert** menu item for inserting WAV sounds can be defined as follows:

```
Custom Insert Ext=wav  
Custom Insert Name=&Sound
```

The default settings are blank:

```
Custom Insert Ext=  
Custom Insert Name=
```

Note that sounds and other objects not already included in the **Insert** menu can also be inserted using [Insert Object](#)^[121].

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.18 Date and Time Formats

Jarte's [Insert Date and Time](#)^[109] formats the date and time inserted into a document according to the conventions of your geographic locale. However, advanced settings **Long Date Format** (F5 key), **Short Date Format** (Shift+F5 key), **Day Date Format**, and **Time Format** can be used to control the format of the date and time. These four settings are associated with the four date and time menu selections of the Insert Date and Time feature. Note that settings **Long Date format** and **Short Date Format** are used to format the date in the [header and footer line designer](#)^[56] as well. The value of each setting is a string that describes the format according to the table shown below.

These examples...

```
Long Date Format=mmmm d, yyyy
Short Date Format=m/d/yy
Day Date Format=ddd, mmm d, yyyy
Time Format=hh:mm:ss AM/PM
```

...produce dates in the following formats respectively...

```
July 12, 2007
7/12/07
Thu, Jul 12, 2007
10:23 PM
```

The settings can be returned to their default values by leaving them blank. For example:

```
Short Date Format=
```

The following table details the specifiers that can be used in the date and time format values:

Specifier	Displays
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat).
dddd	Displays the day as a full name (Sunday-Saturday).
m	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.

Specifier	Displays
mmm	Displays the month as an abbreviation (Jan-Dec).
mmm m	Displays the month as a full name (January-December).
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).
h	Displays the hour without a leading zero (0-23).
hh	Displays the hour with a leading zero (00-23).
n	Displays the minute without a leading zero (0-59).
nn	Displays the minute with a leading zero (00-59).
s	Displays the second without a leading zero (0-59).
ss	Displays the second with a leading zero (00-59).
am/ pm	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'am' for any hour before noon, and 'pm' for any hour after noon. The am/pm specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
a/p	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'a' for any hour before noon, and 'p' for any hour after noon. The a/p specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
/	Displays the date separator character.
:	Displays the time separator character.
'xx'/'x x"	Characters enclosed in single or double quotes are displayed as is, and do not affect formatting.

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.19 Deaden Control Keys

Advanced setting **Deaden Ctrl Keys** is used to disable the keyboard's *Ctrl* keys while working in Jarte. This setting is useful if you often inadvertently press the *Ctrl* key when you mean to press the *Shift* key and end up triggering a feature you did not want. For example, if you are trying to type a capital letter "B" and press the *Ctrl* key instead of the *Shift* key then your subsequent typing will appear in bold type because Ctrl+B is the keyboard shortcut for the font bold feature.

That problem can be prevented by setting **Deaden Ctrl Keys** to "1":

```
Deaden Ctrl Keys=1
```

The default value is "0":

```
Deaden Ctrl Keys=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[187] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Allow Scroll Lock](#)^[186]

[Disable Overwrite Mode](#)^[210]

40.20 Default Initial Folder

Advanced setting **Default Initial Folder** specifies the default folder used by **Open** and **Save**. If the setting is left blank Jarte will automatically default to the Windows documents folder for your account (i.e., usually *C:\My Documents* on Windows XP and above). Example:

```
Default Initial Folder=D:\My Stuff\Special Documents
```

The default is to leave the setting blank:

```
Default Initial Folder=
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Default Picture Folder](#)²⁰⁴

40.21 Default Open Filter Index

Advanced setting **Default Open Filter Index** specifies the default document format used to control which files are displayed in the [Open File](#)^[21] dialog window. The available values are:

- 0 - Default to the document format selected in the previous use of the Open File dialog window
- 1 - Always default to RTF (rich text format)
- 2 - Always default to DOC (Microsoft Word format)
- 3 - Always default to DOCX (Microsoft Word 2007 format)
- 4 - Always default to TXT (plain text format)
- 5 - Always default to "All files"

For example, if Open File dialog window should always default to initially showing only DOC files then **Default Open Filter Index** should be set to "2":

```
Default Open Filter Index=2
```

The default value is "0":

```
Default Open Filter Index=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Default Save Filter Index](#)^[206]

40.22 Default Picture Folder

Advanced setting **Default Picture Folder** specifies the default folder used by [Insert Picture](#) ¹¹⁰. If the setting is left blank Jarte will automatically default to the Windows pictures folder for your account (i.e., usually C:\My Documents\My Pictures on Windows XP and above). Example:

```
Default Picture Folder=D:\Document Images\Favorites
```

The default is to leave the setting blank, in which case the system default printer is used:

```
Default Picture Folder=
```

How to Change an Advanced Setting

See [Advanced Settings](#) ¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.23 Default Printer Name

Advanced setting **Default Printer Name** allows Jarte to default to a printer other than the system default printer. This feature is only available in [Jarte Plus](#). Specify the name (or partial name) of the printer to be used as the default printer for Jarte. Example:

```
Default Printer Name=Epson
```

The default is to leave the setting blank, in which case the system default printer is used:

```
Default Printer Name=
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.24 Default Save Filter Index

Advanced setting **Default Save Filter Index** specifies the default document format used to save files in the [Save File](#)^[25] dialog window. The available values are:

- 0 - Default to the document format selected in the previous use of the Save File dialog window
- 1 - Always default to RTF (rich text format)
- 2 - Always default to DOC (Microsoft Word format)

For example, if the Save File dialog window should always default to saving files in DOC format then **Default Save Filter Index** should be set to "2":

```
Default Save Filter Index=2
```

Note that **Default Save Filter Index** is only used when saving [rich text](#)^[147] documents. The Save File dialog window always defaults to TXT when saving [plain text](#)^[147] documents.

The default value is "0":

```
Default Save Filter Index=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Default Open Filter Index](#)^[203]

40.25 Default to Arabic Outline

The [Auto Outline](#)^[47] feature normally uses the Roman outline numbering scheme by default. Advanced setting **Default To Arabic Outline** allows the Auto Outline feature to default to the Arabic numbering scheme instead. Change **Default To Arabic Outline** to "1" to change the default outline numbering scheme to Arabic:

```
Default To Arabic Outline=1
```

The default is "0", meaning outlines will default to Roman numbering:

```
Default To Arabic Outline=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.26 Default to Plain Text

Advanced setting **Default to Plain Text** specifies the *New* command should create a new [plain text](#)^[147] document, rather than create a [rich text](#)^[147] document, if its value is set to "1". The following example indicates the *New* command should create plain text documents:

```
Default to Plain Text=1
```

The default is for the *New* command to create rich text documents:

```
Default to Plain Text=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Default Picture Folder](#)^[204]

40.27 Disable Instances Reminder

Setting **Disable Instances Reminder** is used to disable the appearance of the reminder message that appears when a running instance of Jarte is closed while there are multiple instances of Jarte running.

Assigning a value of "1" to **Disable Instances Reminder** prevents Jarte from displaying the reminder:

```
Disable Instances Reminder=1
```

The default value is "0":

```
Disable Instances Reminder=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Single Instance Only](#)^[253]

40.28 Disable Overwrite Mode

Setting **Disable Overwrite Mode** is used to disable the action of the keyboard's Insert key. The Insert key toggles between insert mode and overwrite mode. Insert mode causes characters typed at the keyboard to be inserted at the text cursor position in the current document. Any characters to the right of the text cursor moved further to the right to make room for the newly typed characters. Insert mode is the normal typing mode. When the Insert key is toggled into overwrite mode then characters typed at the keyboard will overwrite any characters to the right of the text cursor.

Some users find that they occasionally press the Insert key inadvertently and are then confused by the behavior of typing in overwrite mode. Assigning a value of "1" to **Disable Overwrite Mode** prevents Jarte from entering the overwrite typing mode when the Insert key is pressed:

```
Disable Overwrite Mode=1
```

The default value is "0", which means the Insert key will toggle between insert and overwrite modes:

```
Disable Overwrite Mode=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Allow Scroll Lock](#)^[186]

[Deaden Control Keys](#)^[201]

40.29 Dockable Panels

Jarte's tool panels can be undocked by dragging them away from the main program window with the mouse. If this ability is undesirable then it can be disabled by setting **Dockable Panels** to "0":

```
Dockable Panels=0
```

The default is "1" which allows dockable panels:

```
Dockable Panels=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.30 Enable Accent Shortcuts

Advanced setting **Enable Accent Shortcuts** controls whether the keyboard shortcuts for [accented characters](#)^[173] are enabled. The setting can be used to disable some, but not all, of the accent shortcuts. Disabling the accent shortcuts can be used to resolve certain shortcut key conflicts. For example, if accent shortcuts are enabled then Ctrl+= is used to insert certain mathematical symbols. If accent shortcuts are disabled the Ctrl+= is the keyboard shortcut for font subscripting.

Accent shortcuts can be disabled by setting **Enable Accent Shortcuts** to "0":

```
Enable Accent Shortcuts=0
```

The default value is "1":

```
Enable Accent Shortcuts=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.31 Enable Converter Caching

Advanced setting **Enable Converter Caching** controls whether Jarte can cache and execute Microsoft converter files in its data folder. This is primarily used to make it possible for Jarte to continue working with DOC binary files when the user upgrades to Windows Vista or above which no longer provide the converter files necessary to open DOC binary files.

Normally, this setting should be enabled. However, one known situation where it should be disabled is if a Windows software restriction policy prevents the execution of code from the Windows application data folders. If you are not sure what this means then it probably does not apply to you.

Specify a setting of "0" to disable the execution of cached converters:

```
Enable Converter Caching=0
```

The default is to enable **Enable Converter Caching** by specifying a value of "1":

```
Enable Converter Caching=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.32 Enable Find Bar Sound

This settings controls whether Jarte plays a sound effect when a text search fails while using the [Find Bar](#)^[107]. A value of "0" disables the play of a sound effect when a text search fails:

```
Enable Find Bar Sound=0
```

The default is to enable the sound effect when a text search fails:

```
Enable Find Bar Sound=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Find History Limit](#)^[219]

40.33 Engine Rollback

Jarte is based on Microsoft's WordPad word processing engine which is built into every copy of Windows. Actually, there are multiple versions of the WordPad engine in most Windows installations. Jarte automatically uses the latest available engine. In rare circumstances the user may want to revert back to an older version of the WordPad engine if a problem is encountered that only occurs when using the newer engine.

Note that some of Jarte's features are not available when you rollback to an older version of the WordPad engine.

Advanced setting **Engine Rollback** is used to direct Jarte to use an older version of the WordPad engine. Specify a setting of "1" to use an older WordPad engine:

```
Engine Rollback=1
```

The default is to disable **Engine Rollback** by specifying a value of "0":

```
Engine Rollback=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.34 Equation Editor

Advanced setting **Equation File Ext** is used to determine the equation editor program Jarte associates with its [Insert Equation](#)^[120] command. If the setting is left blank Jarte will use the MathType equation editor for inserting equations if that program is installed.

The value of this setting is the file name extension of the equation files produced by the desired equation editor. For example:

```
Equation File Ext=mmf
```

"mmf" is the file name extension of equation files created using the MathMagic equation editor. The above setting will cause the **Insert Equation** command to start the MathMagic program to create a new equation instead of looking for the MathType equation editor (assuming MathMagic is installed).

The file name extension used by an equation editor program can usually be determined by selecting **Save As** in the program and looking at the **Save As Type** field. The specified file name extension must be an extension specific to the equation editor program (i.e., the extension can not be a generally used extension such as EPS, WMF, JPG, or GIF).

The default is to leave the setting blank:

```
Equation File Ext=
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.35 Favorite File Limit

Advanced setting **Favorite File Limit** controls the maximum number of favorite files allowed in the [favorite files list](#)^[22]. Increase the number if you reach the limit. Example:

```
Favorite File Limit=100
```

The default value is "65":

```
Favorite File Limit=65
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Favorite Folder Limit](#)^[218]

[Recent File Limit](#)^[246]

[Recent Folder Limit](#)^[247]

[Privacy Guard](#)^[245]

40.36 Favorite Folder Limit

Advanced setting **Favorite Folder Limit** controls the maximum number of favorite folders allowed in the [favorite folders list](#)^[22]. Increase the number if you reach the limit. Example:

```
Favorite Folder Limit=50
```

The default value is "35":

```
Favorite Folder Limit=35
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Favorite File Limit](#)^[217]

[Recent File Limit](#)^[246]

[Recent Folder Limit](#)^[247]

40.37 Find History Limit

Advanced setting **Find History Limit** controls the maximum number of history entries in the [Find box](#)^[107] that are saved and restored between Jarte sessions. Example:

```
Find History Limit=20
```

The default value is "10":

```
Favorite Folder Limit=10
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Replace History Limit](#)^[249]

[Privacy Guard](#)^[245]

40.38 Force Compact Spell Mode

Normally, Jarte's [menu based spell checking](#)^[84] is used for spell checking whenever the side tool panel is not displayed. Jarte normally uses its spell check tool panel to perform spell checking when the side tool panel is displayed. However, setting Force Compact Spell Mode can be used to force Jarte to always use its menu based spell checking mode even when the side tool panel is being displayed. The setting can also be used to force Jarte to use the side panel based spell check if the side tool panel is not already displayed.

Set **Force Compact Spell Mode** to a value of "1" to force Jarte's menu based spell check:

```
Force Compact Spell Mode=1
```

Set **Force Compact Spell Mode** to a value of "2" to force Jarte's side tool panel based spell check:

```
Force Compact Spell Mode=2
```

The default value is "0" (Jarte automatically chooses the spell check method):

```
Force Compact Spell Mode=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Full Path Caption](#)^[222]

40.39 Force Last Session

Option **Always Reopen Last Session** causes Jarte to automatically reopen the files that were open at the end of the previous editing session when Jarte starts. The exception is when Jarte is started by double clicking a file in Windows Explorer. In that case, Jarte only opens the selected file. That exception can be overridden with advanced setting **Force Last Session**. When **Force Last session** is set to "1", and option **Always Reopen Last Session** is enabled, Jarte will always reopen the previous session's files even when Jarte is started by double clicking a file in Windows Explorer. Example:

```
Force Last Session=1
```

The default value is "0":

```
Force Last Session=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.40 Full Path Caption

Advanced setting **Full Path Caption** controls whether the current document's full file path (e.g., *C:\My Documents\My To Do List.rtf*) appears in Jarte's title bar caption, or just the file name portion of the path (e.g., *My To Do List.rtf*). Set **Full Path Caption** to "1" to show the full file path in the title bar. Example:

```
Full Path Caption=1
```

The default value is "0":

```
Full Path Caption=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.41 Header Line Spacing

This setting controls the amount of space between the [horizontal divider line](#)^[58] used for page headers and footers and the header and footer text. The space is specified in units of pixels.

This example sets the divider line spacing to 10 pixels:

```
Header Line Spacing=10
```

The default value is "5" pixels:

```
Header Line Spacing=5
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Header Line Thickness](#)^[224]

[Use Header Line](#)^[262]

40.42 Header Line Thickness

This setting controls the thickness of the [horizontal divider line](#)^[58] used for page headers and footers in units of pixels.

This example sets the header and foot divider line thickness to two pixels:

```
Header Line Thickness=2
```

The default value is "1" pixel:

```
Header Line Thickness=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Header Line Spacing](#)^[223]

[Use Header Line](#)^[262]

40.43 Hot Connect Settings

The commonly used [Hot Connect](#)^[123] settings are controlled through the [Hot Connect Options](#)^[126] window. Additional settings for the Hot Connect feature are described here. These settings are found in the **[Hot Connect]** section of the [advanced settings file](#)^[181].

Plain Text

Hot Connect normally transfers text between Jarte and hot connected windows as unformatted [plain text](#)^[147], but there are exceptions where rich text is used. If these exceptions cause problems then set the **Plain Text** setting to "1" to ensure plain text transfers are *always* used:

```
Plain Text=1
```

The default value is "0":

```
Plain Text=0
```

Hot Key Delay

The Hot Connect feature is triggered as soon as the Hot Connect hot key is pressed. However, Jarte must wait for the user to release the hot key before text can be transferred from the hot connected window to Jarte. Jarte can detect when the hot key (e.g., **F7**) is released, but if the **Alt**, **Ctrl**, and/or **Shift** keys are being used with the hot key then Jarte can not detect when those keys are released. Therefore, Jarte waits a prescribed amount of time after the hot key is released for the **Alt**, **Ctrl**, and/or **Shift** keys to be released as well. By default, Jarte waits 0.7 seconds for the **Alt**, **Ctrl**, and/or **Shift** keys to be released after it detects the hot key has been released. If the user continues to press the **Alt**, **Ctrl**, and/or **Shift** keys longer than that then Jarte will fail to properly transfer text from the hot connected window to Jarte.

The **Hot Key Delay** setting can be used to increase or decrease the time Jarte waits for the **Alt**, **Ctrl**, and/or **Shift** keys to be released after the hot key is released. The value of this setting is specified in millisecond units (1000 milliseconds equals 1 second). For example, the delay period can be reduced to 0.3 seconds by changing the setting to 300:

```
Hot Key Delay=300
```

The default value is "700" (0.7 seconds):

```
Hot Key Delay=700
```

Switch Delay

Jarte introduces a slight delay after switching focus between Jarte and the hot connected window and before transferring text. This delay is necessary to ensure the switch between windows is completed before the text transfer is initiated. If cases are encountered where the length of the delay is insufficient to allow proper text transfer then the **Switch Delay** setting can be increased to resolve the problem. The value of this setting is specified in millisecond units (1000 milliseconds equals 1 second). For example, the delay period can be increased to 0.2 seconds by changing the setting to 200:

```
Switch Delay=200
```

The default value is "100" (0.1 seconds):

```
Switch Delay=100
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.44 Ignore Printer

Advanced setting **Ignore Printer** determines whether Jarte disables its printer related functions (e.g., print, print preview, page setup, page counting, etc). **Ignore Printer** is generally only needed in rare cases where Jarte's attempts to communicate with the printer's driver software causes problems. In those scenarios an error occurs in printer driver software which then triggers an error within Jarte. **Ignore Printer** can be used to prevent Jarte from communicating with the bad printer driver and thereby avoiding any problems with it. Set **Ignore Printer** to "1" to direct Jarte to ignore the printer:

```
Ignore Printer=1
```

The default value is "0":

```
Ignore Printer=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.45 Inertial Scroll

Advanced setting **Inertial Scroll** controls the deceleration rate of inertial scrolling. Inertial scrolling occurs when a [finger swipe](#)^[155] is used to scroll a document on a tablet or other touch display device. When the finger is lifted after the swipe the document continues scrolling and slows to a stop. A higher value of for **Inertial Scroll** causes scrolling to decelerate more slowly. A value of 1000 (the maximum allowed value) causes inertial scrolling to continue without slowing at all (i.e., inertial scrolling stops when the end of the document is reached, or when the user taps the screen). A lower value for **Inertial Scroll** causes scrolling to decelerate more quickly. A value of zero prevents inertial scrolling entirely. Example:

```
Inertial Scroll=900
```

The default value is "935":

```
Inertial Scroll=935
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Pinch Sensitivity](#)^[241]

[Allow Full Pinch](#)^[184]

40.46 Light Blue Links

The WordPad word processing engine Jarte is based on normally colors hyperlinks a dark blue color as of Windows 8. Before Windows 8 the WordPad engine colored hyperlinks a lighter shade of blue. Jarte ensures that, by default, hyperlinks continue to be colored light blue even in Windows 8. If dark blue links are preferred then change advanced setting **Light Blue Links** to a value of "0":

```
Light Blue Links=0
```

The default value is "1" (i.e., hyperlinks are colored light blue):

```
Light Blue Links=1
```

Note that this setting has no effect in versions of Windows previous to Windows 8. Also note that [auto detected hyperlinks](#)^[143] are not effected by this setting (i.e., auto detected hyperlinks are always dark blue in Windows 8 and above).

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.47 Lock Settings

The **Lock Settings** setting is used to prevent Jarte from remembering changes made to its settings from one session to the next. This can be useful in special situations, such as a school, library, or other public computer. In those situations it may be desirable to provide access to Jarte without allowing changes made to Jarte's program settings to be saved (i.e., it is desired that Jarte come up in the same default state each time it is started).

Assign **Lock Settings** a value of "1" to prevent changes to Jarte's settings from being retained:

```
Lock Settings=1
```

The default value is "0":

```
Lock Settings=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Note: Changing the **Lock Settings** value from "1" to "0" can not be done from within Jarte since the Settings file is locked. In this case, the Settings file must be accessed and modified using a text editor, such as Notepad.

40.48 Minimize On Close To Tray

When option [Use System Tray Icon](#)^[141] is enabled Jarte minimizes to the system tray, rather than the taskbar. Previous to Jarte version 5.0, clicking the Close button in the upper right corner of the program window closed the program, even Jarte was set to minimize to the taskbar. This behavior was changed in version 5.0 such that clicking the Close button when **Use System Tray Icon** is enabled causes Jarte to minimize to the system tray, rather than close. This change was made to provide consistency with other most programs that minimize to the system tray. Jarte users who prefer the previous behavior of Jarte closing when the Close button is clicked can restore that behavior by changing advanced setting **Minimize On Close To Tray** to "0":

```
Minimize On Close To Tray=0
```

The default value is "1":

```
Minimize On Close To Tray=1
```

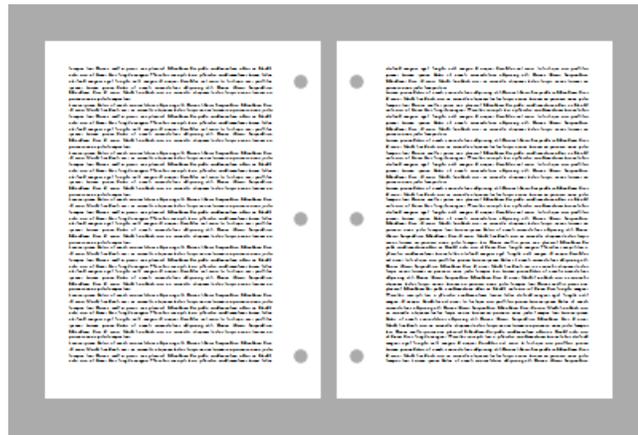
How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.49 Mirrored Pages

Jarte is capable of printing mirrored page margins and mirrored header/footer lines when performing double sided printing (i.e., using a duplex printer to print on both sides of each page). Mirroring page margins is the practice of swapping the left and right margins on the evenly numbered pages of the printout. Similarly, mirroring the header and footer lines is the practice of swapping left and right header/footer elements on the evenly numbered pages.

Mirroring is particularly useful, for example, when printing double sided pages that will be inserted into a notebook binder. In this, case the inside page margins are usually larger than the outside page margins in order to allow room for the paper holes used to hold the paper in the notebook binder rings. An example of page mirroring is illustrated below:



Mirrored page margins



Mirrored header lines

By default, Jarte automatically performs page mirroring whenever a document is printed double sided on a duplex printer, or whenever printing is restricted to the [even pages only](#)^[51] (it is assumed that even page printing is being done as one pass of a two pass process to achieve double sided printing using a simplex printer). This behavior can be controlled via the **Mirrored Pages** setting using the following values:

Mirrored Pages Value	Behavior
0	Never perform printed page mirroring
1	Mirror printed pages for double sided printing only
2	Mirror printed pages for even page printing ^[51] only
3 (default)	Mirror printed pages for both double sided printing and even page printing ^[51]
4	Always mirror printed pages

The following example enables page mirroring for double sided printouts only:

```
Mirrored Pages=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.50 More Suggestions Depth

Advanced setting **More Suggestions Depth** controls the number of spelling suggestions displayed in the pop-up spell check menu when a misspelling is encountered and *More Suggestions* is chosen from the menu. For example:

```
More Suggestions Depth=20
```

The default value is "14":

```
Suggestions Depth=14
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Suggestions Depth](#)^[258]

40.51 Open To Bookmark

Jarte Plus can automatically scroll to the first [bookmark](#)^[69] in a file when the file is opened. This provides a convenient means of immediately starting work in a document at some point other than the top of the file. Set advanced setting **Open To Bookmark** to "1" to automatically scroll an opened file to its first bookmark, if present:

```
Open to Bookmark=1
```

Set **Open To Bookmark** to "2" to automatically scroll an opened file to its last bookmark:

```
Open to Bookmark=2
```

The default value is "0" (i.e., do not automatically scroll to a bookmark):

```
Open to Bookmark=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.52 Override Screen Reader

Advanced setting **Override Screen Reader** is used to control whether Jarte starts in [screen reader mode](#) regardless of whether it detects a [screen reader program](#) running on the computer. This setting is useful in cases where Jarte needs to be forced into screen reader mode because it does not recognize the presence of a particular screen reader. It is also useful for preventing Jarte from entering screen reader mode in cases where it falsely detects the presence of a screen reader.

Set **Override Screen Reader** to "1" to ensure Jarte always starts in screen reader mode:

```
Override Screen Reader=1
```

Set **Override Screen Reader** to "2" to prevent Jarte from entering screen reader mode:

```
Override Screen Reader=2
```

The default value is "0", which indicates Jarte will automatically enter screen reader mode if it detects a screen reader program is running when Jarte is started:

```
Override Screen Reader=0
```

How to Change an Advanced Setting

See [Advanced Settings](#) for details on how to find and change the value of a Jarte advanced setting.

40.53 Page Break Shade

Advanced setting **Page Break Shade** controls the shade of gray used to display page breaks and page numbers in Jarte's editing pane. Valid values are from 0 to 255. A value of 0 represents black and a value of 255 represents white. The values between 0 and 255 represent the various shades of gray. Example:

```
Page Break Shade=192
```

The default shade of gray is 208:

```
Page Break Shade=208
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.54 Page View

Advanced setting **Page View** determines whether Jarte displays documents in the editing pane using the new *page view* introduced in version 5.0. The *page view* shows the document much as it would appear on a printed page, including the left and right page margins and the relative width of the paper (top and bottom page margins can still only be viewed using [Print Preview](#)^[60]). *Page view* is only in effect when [word wrap](#)^[144] is set to *Wrap to Page*.

Page view can be disabled to revert document display to the appearance used in Jarte versions previous to version 5.0. The following example disables *page view*:

```
Page View=0
```

The default value "1" enables *page view*:

```
Page View=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.55 Paste Board Settings

The following settings are used by Jarte's [Paste Board](#)^[79] feature. They appear in the [Paste Board] section of Jarte's Settings file.

Add to Bottom

The *Add to Bottom* setting determines whether new clipboard entries are always added at the bottom of the *Paste Board*, rather than having the most recent clipboard entry always be at the top of the *Paste Board*. The default is "0" which indicates new clipboard entries are added to the top of the *Paste Board*. The following example specifies new clipboard entries should be added to the bottom of the *Paste Board*.

```
Add To Bottom=1
```

Divider Char

The *Divider Char* setting specifies the character used to create the divider line used by the *Paste Board* to separate clip items. The default character is a dash. A space character will make the divider line a blank line. If no divider character is specified then no divider will be used between the *Paste Board's* clip items. The following example specifies the divider line should be created using the asterisk character:

```
Divider Char=*
```

Divider Length

The *Divider Length* setting specifies the number of times the *Divider Char* should be repeated to create the *Paste Board's* divider lines.

The default value is 80. The following example specifies the divider line should be composed of 100 *Divider Chars*:

```
Divider Length=100
```

Plain Text

The *Plain Text* setting indicates Windows clipboard clips are to be pasted in the *Paste Board* as plain text clips. This means any text formatting is stripped away from text clips before pasting them into the *Paste Board*. Plain text clips may be preferred by some users who do want the text formatting supplied by web browsers when copying text from web pages. The *Plain Text* setting defaults to "0" (disabled) by default. The following example specifies the *Plain Text* feature should be enabled by setting it to a value of "1":

```
Plain Text=1
```

Save Prompt

When the *Paste Board* is closed a "Do you want to save the Paste Board clips?" prompt appears. The *Save Prompt* setting controls whether that prompt appears. The default value is "1" (the prompt should appear). The following example specifies the prompt should not appear by setting *Save Prompt* to a value "0":

```
Save Prompt=0
```

Save Clips

By default, the *Paste Board* document does not save its recorded clipboard clips from one session to another (i.e., the *Paste Board* is empty each time it is started). The *Save Clips* setting can be used to change this behavior by setting it to a value of "1" (enabled). A value of "1" causes the *Paste Board* to retain all of the clips it has recorded from previous sessions. The default value is "0" (disabled). The following example enables the *Save Clips* feature by setting it to a value of "1":

```
Save Clips=1
```

State

The *State* setting appears in the [Paste Board] section but it is for Jarte's internal use only. Do not modify this setting.

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.56 Pinch Sensitivity

Advanced setting **Pinch Sensitivity** controls the amount of [pinching action](#)^[155] required to change a document's zoom level on a tablet or other touch display device. A higher value causes more pinching action to be required to change a document's zoom level. A lower value causes less pinching action to be required to change a document's zoom level.

Example:

```
Pinch Sensitivity=15
```

The default value is "25":

```
Pinch Sensitivity=25
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Inertial Scroll](#)^[228]

[Allow Full Pinch](#)^[184]

40.57 Plain Menus

For those who prefer plainer looking menus, advanced setting **Plain Menus** is used to hide most of the icons that appear in Jarte's various menus. Example:

```
Plain Menus=1
```

The default is for menu icons to be displayed:

```
Plain Menus=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

40.58 Plain Text Default

Advanced setting **Plain Text Default** controls whether the **New** command creates a new [rich text document](#)^[147] or a new [plain text document](#)^[147]. The default is for the **New** command to create a rich text document, but users who work primarily with plain text documents may prefer the **New** command to create plain text documents, which can be specified as follows:

```
Plain Text Default=1
```

The default is for the **New** command to create rich text documents:

```
Plain Text Default=0
```

Note that Jarte Plus users can alternatively use a shortcut key to create new plain text documents by assigning a [custom shortcut key](#)^[171] or a custom [Quick Bar](#)^[97] button to command **New Plain Text**.

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.59 PDF Printer Name

Advanced setting **PDF Printer Name** determines the PDF "printer" used to export documents to PDF files. [Jarte's PDF export](#)^[27] function is implemented through the use of a separate PDF "printer" utility program. A PDF printer utility appears as a printer in your computer's configuration, but it is really a software program pretending to be a printer. Printing a document to a PDF printer utility causes the PDF utility to create a PDF file representing the document being printed, rather than creating an actual paper printout. If you do not already have a PDF printer utility installed on your computer then you may be interested in this [recommended PDF program](#).

Jarte's **Export to PDF** guesses which printer is a PDF printer by looking for the letters "PDF" in the printer name. The first printer name it finds with those letters is assumed to be the PDF printer utility to be used for exporting documents to PDF. However, this can be a problem if your PDF printer utility does not use a printer name containing the letters "PDF", or if you have more than one PDF printer utility installed.

Those issues can be resolved by changing advanced setting **PDF Printer Name** to specify the name of the printer you wish to designate as the printer to be used by the **Export to PDF** function. For example, the following setting directs Jarte to use the printer with the name "PrimoPDF" for PDF exports:

```
PDF Printer Name=PrimoPDF
```

The default is to leave the setting blank:

```
PDF Printer Name=
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.60 Privacy Guard

Jarte automatically maintains a history of [recently opened files](#)^[21], recently searched text from the [Find Bar](#)^[107], and recent [Reference Bar](#)^[101] lookups. This is done so the user can easily reuse these items without having to reenter them from the keyboard. However, if you prefer that Jarte not retain this information between Jarte sessions then the **Privacy Guard** setting can be used for that purpose. The **Privacy Guard** setting can only be used in Jarte Plus.

Set **Privacy Guard** to "1" to disable the retention of file names, search text, and reference lookups:

```
Privacy Guard=1
```

The default is "0" (enable retention of history data):

```
Privacy Guard=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Lock Settings](#)^[230]

40.61 Recent File Limit

Advanced setting **Recent File Limit** controls the maximum number of recent files allowed in the [recent files list](#)^[21]. Increase the number if you prefer access to a longer file history.

Example:

```
Recent File Limit=20
```

The default value is "10":

```
Recent File Limit=10
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Favorite File Limit](#)^[217]

[Favorite Folder Limit](#)^[218]

[Recent Folder Limit](#)^[247]

40.62 Recent Folder Limit

Advanced setting **Recent Folder Limit** controls the maximum number of recent folders allowed in the [recent folders list](#)^[21]. Increase the number if you prefer access to a longer folder history. Example:

```
Recent Folder Limit=20
```

The default value is "10":

```
Recent Folder Limit=10
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Favorite File Limit](#)^[217]

[Favorite Folder Limit](#)^[218]

[Recent File Limit](#)^[246]

40.63 Remember Find and Ref Bars

Normally, Jarte always starts with the [Find Bar](#)^[107] and [Reference Bar](#)^[101] hidden regardless of whether they were displayed at the end of the previous editing session. If you prefer that Jarte remember whether the Find Bar and Reference Bar were displayed, and if so, continue to display them in the subsequent editing session then assign setting **Remember Find and Reference Bars** a value of "1":

```
Remember Find and Ref Bars=1
```

The default value is "0" (do not remember):

```
Remember Find and Ref Bars=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.64 Replace History Limit

Advanced setting **Replace History Limit** controls the maximum number of history entries in the [Replace box](#)^[107] that are saved and restored between Jarte sessions. Example:

```
Replace History Limit=20
```

The default value is "10":

```
Replace History Limit=10
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Find History Limit](#)^[219]

[Privacy Guard](#)^[245]

40.65 Saved Clip Limit

Advanced setting **Saved Clip Limit** controls the maximum number of saved clips allowed in the [saved clips list](#)^[197]. Increase the number if you reach the limit. Example:

```
Saved Clip Limit=200
```

The default value is "100":

```
Saved Clip Limit=100
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Clip Limit](#)^[196]

40.66 Silent Reload

Normally, when a file is open in Jarte, and that file is then opened and modified in another program, Jarte will display a prompt stating the file has changed and asking if you want to reload the file to see the changes. Advanced setting **Silent Reload** directs Jarte to automatically reload a modified file without displaying a prompt. This automatic reload behavior is achieved by assigning a value of "1" as follows:

```
Silent Reload=1
```

The default value is "0":

```
Silent Reload=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[187] for details on how to find and change the value of a Jarte advanced setting.

40.67 Simple Hyperlink Clicks

Normally, activating a [hyperlink](#)^[113] is done by clicking the hyperlink with the mouse while pressing the Ctrl key. If you prefer to activate hyperlinks by clicking without pressing the Ctrl key then modify setting **Simple Hyperlink Clicks** to a value of "1" (enabled). The default value is "0" (disabled).

Note that when this setting is enabled placing the text cursor within a hyperlink for editing purposes must be done with the keyboard to avoid activating the hyperlink.

The following example enables **Simple Hyperlink Clicks** by assigning a value of "1":

```
Simple Hyperlink Clicks=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.68 Single Instance Only

Setting **Single Instance Only** is used to disable the ability to run more than one instance of Jarte simultaneously. When this setting is enabled, and the user activates a Jarte shortcut while an instance of Jarte is already running, the already running instance of Jarte is made active and brought to the screen's forefront, rather than starting a new instance of Jarte.

Assigning a value of "1" to **Single Instance Only** prevents Jarte from running multiple concurrent instances:

```
Single Instance Only=1
```

The default value is "0", which allows the user to run multiple instances of Jarte concurrently:

```
Single Instance Only=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.69 Smart Quote Style

The **Smart Quote Style** setting determines the style of double quote marks used when the [Enable Smart Quotes](#)^[142] feature is enabled and the keyboard's double quote mark key is pressed. Single quote marks are unaffected by this setting. The valid values are:

Smart Quote Style Value	Double Quote Mark Style
0 (default)	Dependent on the selected spelling dictionary language: French - « To be, or not to be » (includes spaces) Italian and Spanish - « To be, or not to be» German - „To be, or not to be“ All other languages - “To be, or not to be”
1	“To be, or not to be”
2	« To be, or not to be»
3	« To be, or not to be » (includes spaces)
4	„To be, or not to be“

A value of zero directs Jarte to automatically select a double quote mark style based on the spelling dictionary language in use for the active document. The other values direct Jarte to use the indicated double quote mark style regardless of the spelling dictionary language being used.

For example, specify a value of "2" to ensure double angle quote marks are used regardless of the spelling dictionary language:

```
Smart Quote Style=2
```

The default value is "0":

```
Smart Quote Style=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.70 Spaces For Tabs

Advanced setting **Spaces For Tabs** causes spaces to be inserted in [plain text](#)^[147] documents instead of tabs whenever the tab key is pressed. The setting specifies the number of spaces to be used to represent a tab. Valid values are 1 through 9. This setting only affects plain text documents.

This setting also causes the [Increase Indent and Decrease Indent](#)^[65] paragraph formatting features to use spaces, rather than tabs, for indenting in plain text documents. The following example specifies that three spaces should be used instead of a tab character in plain text documents whenever the tab key is pressed:

```
Spaces For Tabs=3
```

The default value is -1 which means tabs will not be replaced by spaces:

```
Spaces For Tabs=-1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.71 Spell Check Depth

Advanced setting **Spell Check Depth** is used to control the quality of the suggested spellings provided when the spell checker identifies a misspelled word. Valid values are from 0 to 100. A value of 100 indicates Jarte's spell checker should give its very best effort to find the most likely correct spellings for a misspelled word. However, this "best effort" comes at a price since a value 100 will cause the spell checker to use more time to find the best spellings. Reasonably late model computers should have enough CPU power to allow Jarte's spell checker to use a **Spell Check Depth** value of 100 without using a significant amount of extra time.

Normally, the default value for **Spell Check Depth** is 100 (the maximum). However, there are two situations where the setting defaults to a value of 40:

1. For Windows versions below Windows XP (e.g., Windows 95, 98, ME, etc). In these cases it is assumed the computer may be an older model for which a large value for **Spell Check Depth** may cause significant delays during spell checking.
2. When Jarte is running from a portable drive. USB flash drives use slow memory which can significantly affect the speed of the spell checker if a large value for **Spell Check Depth** is used.

It should be noted that even a **Spell Check Depth** setting of zero will still provide a reasonably satisfactory list of spelling suggestions for a misspelled word in most cases. For best results, set the value of **Spell Check Depth** to the highest value that allows the spell checker to still perform at a satisfactory speed. Example:

```
Spell Check Depth=75
```

The default value is "100":

```
Spell Check Depth=100
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Suggestions Depth](#)^[258], [More Suggestions Depth](#)^[234]

40.72 Start Tool Panel

By default, Jarte initially displays the About panel when it is started in [Classic Layout](#)^[12] mode. Advanced setting **Start Tool Panel** can be used to designate one of the other side tool panels to be the initial panel displayed when Jarte is started. Setting **Start Tool Panel** accepts a numeric value with the following meanings:

- 0 = About Panel
- 1 = File Tools Panel
- 2 = Font Tools Panel
- 3 = Paragraph Tools Panel
- 4 = Spell Check Panel

For example, if you prefer to have the File Tools panel be the initially displayed side tool panel when Jarte is started then you would assign **Start Tool Panel** a value of "1":

```
Start Tool Panel=1
```

The default value is "0":

```
Start Tool Panel=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.73 Suggestions Depth

Advanced setting **Suggestions Depth** controls the number of spelling suggestions initially displayed in the pop-up spell check menu when a misspelling is encountered. For example:

```
Suggestions Depth=10
```

The default value is "7":

```
Suggestions Depth=7
```

How to Change an Advanced Setting

See [Advanced Settings](#)¹⁸¹ for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[More Suggestions Depth](#)²³⁴

40.74 Templates Folder

The **Templates Folder** setting specifies the default templates folder used by the [Save As Template](#)^[259] command. Note that [template files](#)^[31] can be stored anywhere you wish without modifying this setting. Also note that you will need to manually update the Templates entry in the [favorite folders](#)^[22] list if you want it to point to the same folder designated by the **Templates Folder** setting. Example:

```
Templates Folder=C:\Users\Bob\Documents\My Templates
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.75 Traditional Status Bar

Jarte has an alternate status bar that can be substituted for the default status bar via advanced setting **Traditional Status Bar**. The alternate status bar is a simple text based status bar much like the traditional style status bar used by many other programs. The alternate status bar is automatically used when Jarte is in [screen reader mode](#)^[161] because it can be read by some screen readers. However, some Jarte users who prefer Jarte's [Minimal Layout](#)^[11] may also prefer the plainness of the alternate status bar.

Set **Traditional Status Bar** to a value of "1" if you prefer a traditional text style status bar:

```
Traditional Status Bar=1
```

The default value is "0":

```
Traditional Status Bar=0
```

Note: This

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.76 Undo Limit

The number of edits that can be undone with the [Undo](#)^[158] command is capped by advanced setting **Undo Limit**. Increasing the undo limit causes Jarte to consume more computer memory in order to store more of a document's edit history. **Undo Limit** may have a maximum value of 2000. Example:

```
Undo Limit=200
```

The default value is "100":

```
Undo Limit=100
```

Note: This

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.77 Use Header Line

This setting controls whether the header and footer font's "underline" style is used as a flag to indicate a [horizontal divider line](#)^[58] should be drawn below the page header and above the page footer.

Set **Use Header Line** to a value of "0" to disable the drawing of page header and footer divider lines:

```
Use Header Line=0
```

The default value is "1" (enabled):

```
Use Header Line=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Header Line Spacing](#)^[223]

[Header Line Thickness](#)^[224]

40.78 Use Portable File Links

When a [file link](#)^[113] is inserted into a document it is normally inserted as a portable file link. That means if the document containing the link resides on a portable drive, and Jarte is installed on that same portable drive, then Jarte will properly open the file pointed to by the file link when the user activates the link in a later session even if the portable drive's drive letter has changed since the earlier session.

For example, suppose Jarte resides on a USB flash drive assigned drive letter D: and is used to edit file A which also resides on the same flash drive. The user edits the text of file A to include a file hyperlink to file B which also resides on the flash drive. Later, the user inserts the flash drive into a different computer which assigns drive letter E: to the drive. The user opens file A and uses Ctrl+click to activate the file hyperlink which then causes file B to successfully open in Jarte. File B opens successfully in that scenario because of Jarte's use of portable file links.

The disadvantage of portable file links is that they only work in Jarte. So, using the above example, if WordPad is used to open file A, and the user attempts to Ctrl+click the file link, then WordPad will fail to open the file. If this limitation is unacceptable then advanced setting **Use Portable File Links** can be set to "0" to disable Jarte's portable file links feature. Note that a change to **Use Portable File Links** only affects subsequently created file links. Previously existing file links will continue to be portable/non-portable depending on the value of **Use Portable File Links** at the time the link was created.

Set **Use Portable File Links** to a value of "0" to disable portable file links so that file links can be activated from any word processor:

```
Use Portable File Links=0
```

The default value is "1" (enabled) which allows file links to portable files to work properly in Jarte even if the drive letter of the linked file changes:

```
Use Portable File Links=1
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

[****](#)^[224]

40.79 Use Preview Shortcut

Before Jarte version 3.0 shortcut *Shift+Ctrl+P* was assigned to the [Print Preview](#)^[60] feature. In Jarte 3.0 *Shift+Ctrl+P* was reassigned to the new [Quick Print](#)^[49] feature instead. If you prefer that *Shift+Ctrl+P* be assigned to Print Preview then set advanced setting **Use Preview Shortcut** to "1":

```
Use Preview Shortcut=1
```

The default value is "0":

```
Use Preview Shortcut=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.80 Use Standard Find Dialog

Normally, Jarte's [Find Bar](#)^[107] is used to perform text searches within documents. However, advanced setting **Use Standard Find Dialog** can be used to substitute a standard Windows Find dialog for the Find Bar when performing text searches. It also causes the standard Windows Replace dialog to be used when performing text replacements. Change the setting's value to "1" to switch to the standard Find and Replace dialogs:

```
Use Standard Find Dialog=1
```

The default value is "0":

```
Use Standard Find Dialog=0
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

40.81 Web Browser Path

When the user performs an action in Jarte that requires use of a web browser, such as using Ctrl+click on a document hyperlink or accessing Jarte's online Help, Jarte displays the appropriate web page using the user's default web browser. However, there are situations where it is desirable to have Jarte use a different web browser than the default browser. Setting **Web Browser Path** is used to specify the file path of an alternate web browser for Jarte to use. The following example demonstrates use of this setting to direct Jarte to open web pages in the Chrome web browser.

```
Web Browser Path=C:\Program Files (x86)\Google\Chrome\Application\chrome.exe
```

The default is to leave the setting unassigned (i.e., default to the user's default web browser):

```
Web Browser Path=
```

Note that command line parameters may be specified for setting **Web Browser Path** via setting [Web Browser Params](#)^[267].

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Web Browser Params](#)^[267]

40.82 Web Browser Params

Setting **Web Browser Params** allows command line parameters to be used with advanced setting [Web Browser Path](#)^[266]. In the case of the Chrome and Firefox web browsers, this setting is particularly useful in directing Jarte to use a specific [browser profile](#) other than the default profile. One reason for using a non-default profile is to establish a portable browser profile on a USB flash drive. The following example demonstrates specifying a profile location to be used for the Chrome browser:

```
Web Browser Params=--user-data-dir="E:\Browser Profiles\Bob"
```

The default is to leave the setting unassigned:

```
Web Browser Params=
```

Note that setting **Web Browser Params** is ignored if no value is specified for setting [Web Browser Path](#)^[266].

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

Related Settings

[Web Browser Path](#)^[266]

40.83 WordWeb Path

Jarte's [Reference Bar](#)^[101] will use the [WordWeb](#) program to perform dictionary and thesaurus lookups if the WordWeb program is installed.

Setting **WordWeb Path** is used to specify the file path of WordWeb program file WWEB32.EXE. Normally, this setting is not necessary since Jarte can find the file on its own.

However, in special cases, such as moving the WWEB32.EXE file to a USB drive in order to help make the WordWeb program portable, setting **WordWeb Path** may be needed to inform Jarte of the program's location.

Of course, if the WordWeb program is not used, or at least not used with Jarte, then setting **WordWeb Path** is not needed in any case.

The following example assigns a file path to the **WordWeb Path** setting:

```
WordWeb Path=G:\Programs\WordWeb\WWeb32.exe
```

The default is to leave the setting unassigned:

```
WordWeb Path=
```

Note that an asterisk (*) may be used instead of a drive letter at the beginning of WordWeb Path to represent the drive letter of the drive Jarte is running from. This is especially useful in the case where both Jarte and WordWeb are run from a portable USB flash drive whose drive letter may change when plugged into different computers. Example:

```
WordWeb Path=*\My Portable Programs\WordWeb\WWeb32.exe
```

How to Change an Advanced Setting

See [Advanced Settings](#)^[181] for details on how to find and change the value of a Jarte advanced setting.

41 Legal

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