

Cardfile Quick Look

Click a folder or topic title.



Cardfile Quick Looks

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[Card View](#)


[List View](#)

Cardfile

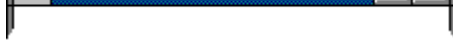
Lets you file information and pictures on a set of index cards. You can use Cardfile to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. You can also add pictures to the cards, and use a card to dial a phone number if you have a Hayes or Hayes-compatible modem.

Cardfile has two views--Card and List. In Card view, you see a file of cards. In List view, you see a list of the cards' index lines.

application Control-menu

	
R estore	Restores the application window to its former size.
M ove	Moves the application window to another location.
S ize	Changes the size of the application window.
M inimize	Shrinks the application window to an icon.
M aximize	Enlarges the application window to its maximum size.
C lose	Closes the application window.
S witch To...	Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Cardfile.

- ▶ Drag the title bar to move an application window on the screen.

Minimize button



- ▶ Click the Minimize button to shrink the Cardfile window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the Cardfile window to its maximum size.

File menu

File	
<u>N</u>ew	Creates a new file.
<u>O</u>pen...	Opens an existing file.
<u>S</u>ave	Saves changes to the current file.
<u>S</u>ave <u>A</u>s...	Saves a new file or an existing file under a new name.
<u>P</u>rint	Prints the card at the front of a file.
<u>P</u>rint <u>A</u>ll	Prints all the cards in a file.
<u>P</u>age <u>S</u>etup...	Sets margins, and adds headers and footers.
<u>P</u>rinter <u>S</u>etup...	Sets printer options for Cardfile before printing.
<u>M</u>erge...	Merges the cards in two files.
<u>E</u>xit	Exits Cardfile and closes the Cardfile window.

Edit menu

<u>E</u>dit	
<u>U</u>ndo	Undoes the most recent typing or editing action.
<u>C</u>ut	Cuts selected text or a picture and puts it on the Clipboard.
<u>C</u>opy	Copies selected text or a picture onto the Clipboard.
<u>P</u>aste	Pastes a copy of the Clipboard contents onto a card.
<u>I</u>ndex...	Lets you edit the index line of a card.
<u>R</u>estore	Restores a card by undoing changes you have made.
<u>T</u>ext	Switches to text mode.
<u>P</u>icture	Switches to picture mode.

View menu

View

Card

List

Displays a file as a series of cards.

Displays the index lines of cards as an alphabetical list.

Card menu

Card

Add...

Adds a new card to a file.

Delete

Deletes a card.

Duplicate

Duplicates the selected card.

Autodial...

Dials a phone number on the selected card.

Search menu

Search

Go To...

Find...

Find Next

Brings a specified card to the front of a file.

Finds specified text on cards in a file.

Continues the search without opening the Find dialog box.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Cardfile key combinations.

Commands

Displays Help on Cardfile commands.

Procedures

Displays Help on Cardfile procedures.

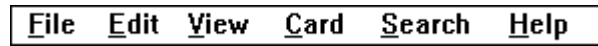
Using Help

Displays information about Windows Help.

About Cardfile...

Displays important information about Cardfile.

menu bar



Contains the names of all the Cardfile menus.

- ▶ Click a menu name to display the menu commands.

view

Card View

Indicates the current view, in this case Card view. The line that indicates the view is called the status line.

Cardfile scroll arrows



Arrows on the status line, used to move to the previous or next card.

- ▶ Click a scroll arrow in the status line to move to another card.

number of cards

7 Cards

Indicates the number of cards in the file. The line that shows the number of cards is called the status line.

insertion point |

A flashing vertical bar that shows where text you type or insert appears.

index line

Sweet Cicely

The line of text at the top of a card.

- ▶ Double-click an index line to create or edit index line text.

information area



Text or graphics displayed in the card below the index line. You can create and edit text or add graphics here.

view

List View

Indicates the current view, in this case List view. The line that indicates the view is called the status line.

Cardfile scroll arrows ▶

Arrows on the status line, used to move to the previous or next index line.

- ▶ Click a scroll arrow in the status line to move to another index line.

index line Angelica

The line of text from the top of a card.

- ▶ Double-click an index line to create or edit text.

selected index line

Lemon Balm

A highlighted index line.

- ▶ Double-click an index line to create or edit text.

application window

The main window for an application, in this case the Cardfile window. It contains the application's menu bar and main workspace. The Cardfile application window can display either the card view, which displays the cards in a file, or the list view, which shows the index line of every card in the file in alphabetical order.

window border



The outside edge of a window.

- ▶ Drag the window border to change the size of the window.

