

Index

The following Help Topics are available:

[What are QuickCards?](#)

[QuickCard Dialogbox](#)

[QuickCard Features](#)

[Viewing a Quickcard](#)

[QuickCard Options](#)

[QuickCards on Networks](#)

[Common Errors](#)

[Installing more than one QuickCard product](#)

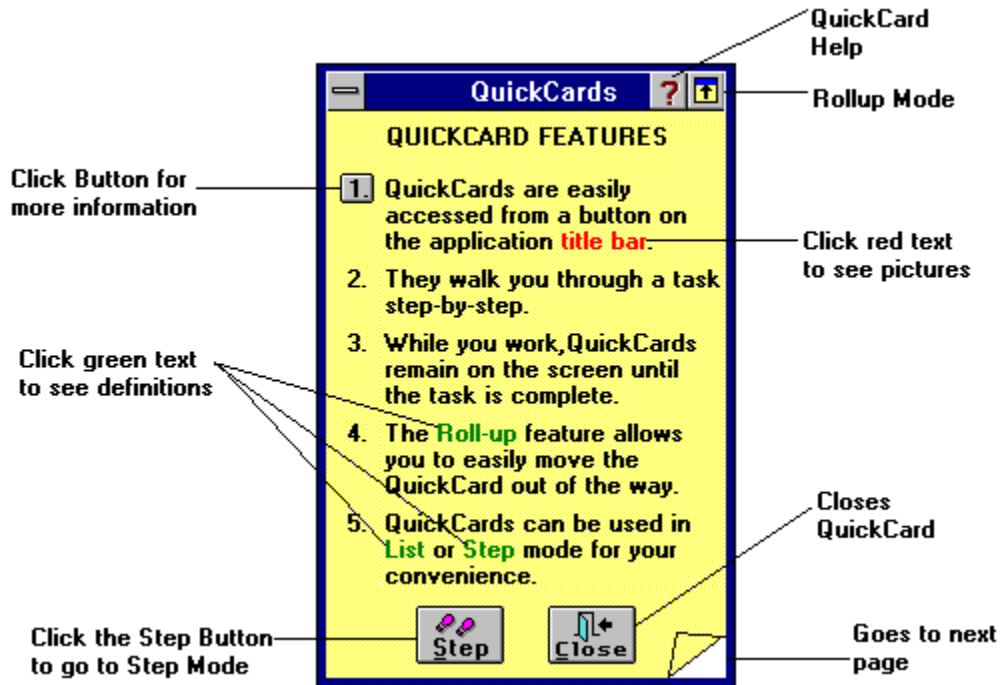
[Uninstalling Quickcards](#)

[Usability Sciences and QuickCards](#)

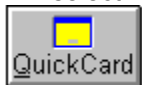
For Help on QuickCard Help, Press F1

What are QuickCards

A QuickCard is a step-by-step list of instructions explaining how to perform a function. QuickCards are always-on-app . windows that users can use to quickly perform a new or difficult task. A QuickCard will stay on the screen until the user closes it, enabling the user to refer to it as he/she performs a function. QuickCards are tied to the application on which they were opened, which allows you to have QuickCards up for many different applications. For example, a QuickCard for Program Manager will minimize if Program Manager is minimized. To close a QuickCard, a user can click the Close button on the QuickCard. The following picture is an example of a QuickCard in List Mode .



You can access a QuickCard by clicking on **QuickCards** button in the application title bar, selecting a function from the QuickCard dialogbox, and then clicking



Other Topics of Interest

[Viewing a QuickCard](#)

[QuickCard Dialogbox](#)

[QuickCard Features](#)

[QuickCard Options](#)


[QuickCards on Networks](#)

QuickCard dialogbox


The QuickCard dialog box contains the following features:



The QuickCard button  allows you to view a QuickCard.

The Cancel button  allows you to exit the QuickCard dialog box.

The Help button  opens the QuickCard Help File.

The Options button  allows you to change QuickCard Options.

The About button  gives information about QuickCards.

Other Topics of Interest

[Viewing a QuickCard](#)

[QuickCard Features](#)

[QuickCard Options](#)

[QuickCards on Networks](#)

QuickCard Definition

A QuickCard is a step-by-step list of instructions on how to perform a task.

Viewing a QuickCard

You can access QuickCards by clicking on the QuickCards button in the application title bar. When the QuickCard dialog box is displayed, highlight a function in the list box and click on the **QuickCard**



button , highlight a function and press enter or just double click on the correct function.

Other Topics of Interest

[What are QuickCards](#)

[QuickCard Dialogbox](#)

QuickCard Features

The following is a list of QuickCard features.



: Clicking this button puts the QuickCard into List Mode.



: Clicking this button puts the QuickCard into Step Mode.



: Clicking this button rolls the QuickCard up into the title bar.



: Clicking this button rolls the QuickCard down into its last mode.



: Clicking this button brings up the QuickCard help file.

Red Hot Words : Clicking on red Hot Words bring up pictures associated with the red words.

Green Hot Words : Clicking on green Hot Words bring up pictures associated with the green words.

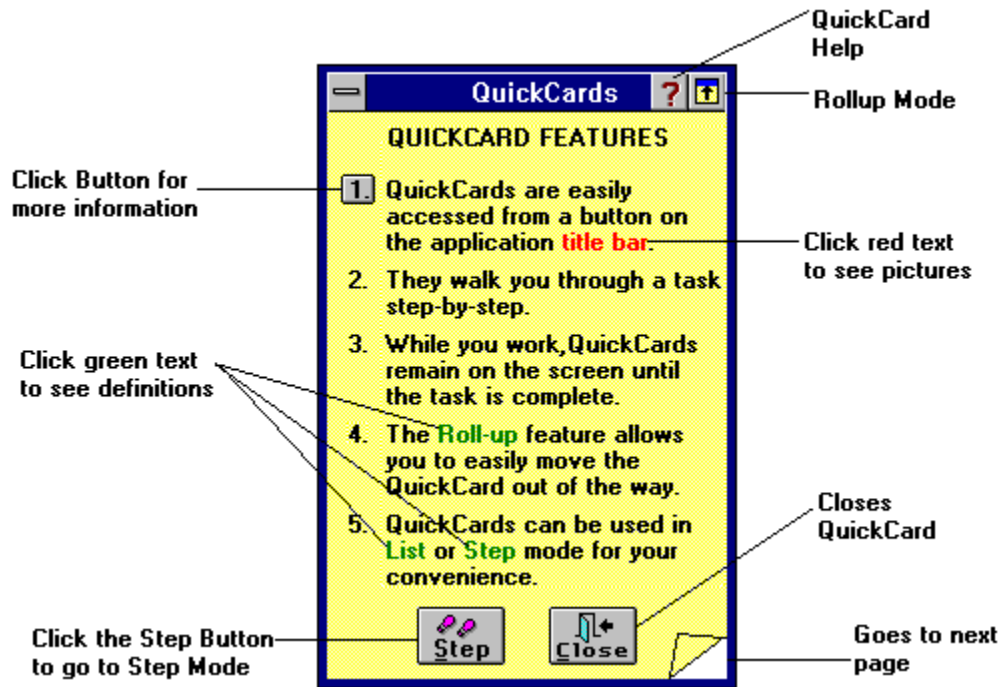


: Clicking on the numbered buttons give you a menu of other functions. Currently you can only access pictures that demonstrate the current complete step. Later versions of QuickCards may contain sounds or video.

Moving QuickCards around the Screen: QuickCards can be moved around the screen by clicking on the QuickCard and dragging it to the desired location.

List Mode

List Mode is the default for QuickCards. List Mode shows as many steps as possible on a given QuickCard. If there are more steps, you will see the **Next tab** in the lower right corner. Pressing the next tab will take you to the next page of the QuickCard. On the second page, you will see a **Previous tab** in the lower left corner that will take you back one page if pressed. The following picture is an example of List Mode.

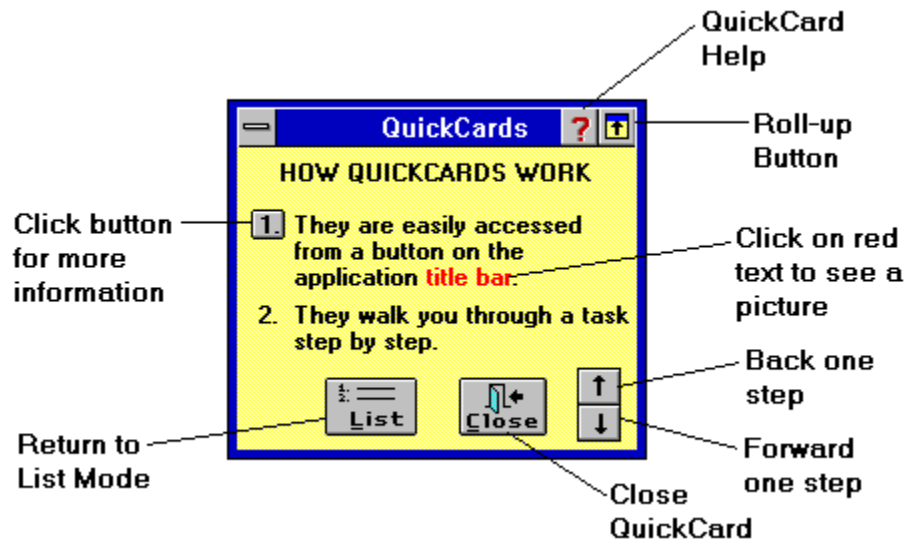


Other Topics of Interest

[QuickCard Features](#)

Step Mode


Step Mode is accessed by pressing the Step button at the bottom of the QuickCard. In step mode, you are presented with a set amount of steps. Having fewer steps makes the QuickCard smaller so that you have more room with which to work. The default number of steps is 2. You can change this number in the QuickCard Options dialog box. The picture below is an example of step mode.




Other Topics of Interest

[QuickCard Features](#)

Roll-up Mode


Clicking the Roll-up button  will roll the QuickCard up into the title bar of the QuickCard. Roll-up mode makes the quickcard as small as possible without closing the QuickCard. The following picture is an example of a rolled up QuickCard.




Clicking on the Roll-down button  will roll the QuickCard back down into the last mode (Step or List) it was in before being rolled up.

Other Topics of Interest
[QuickCard Features](#)

Help for QuickCards

Help for QuickCards can be accessed in several places. Pressing F1 or the  button while the QuickCard dialog box is up will bring up QuickCard help.

The  button on each QuickCard brings up help.

Other Topics of Interest
[QuickCard Features](#)


Hot Words

Hot words are colored text which give more information to the user when the users clicks on the word. Green hot words give definitions of the green words. Red hot words display pictures associated with the red words.

Other Topics of Interest

[QuickCard Features](#)

Numbered Buttons

Numbered Buttons  give a menu of extra functions available for the current step. QuickCards 1.0 allow only pictures but later versions may include sound and video.

Other Topics of Interest
[QuickCard Features](#)

QuickCard Options

There are several preferences that can be set in the QuickCard Options dialogbox. You can access



the QuickCard Options in two ways. One is to click on the [QuickCard dialogbox](#). Another is to click on the QCRRunner icon and then clicking on the options button in the QuickCard message box.

The following are several preferences that can be set in the Options dialogbox:

Change the QuickCard to Always-on-Top from Always-on-App.

Hide the QCRRunner icon:  .

If this option is turned off it will take QuickCards out of the Load statement in the Win.ini so QuickCards do not automatically run when Windows starts. If this option is turned on, it will place QuickCards in the Load statement of the Win.ini. QuickCards will then be run when Windows starts.

Set number of steps shown in Step Mode.

Other Topics of Interest

[Launching QuickCards from Program Manager](#)

[QuickCard Dialogbox](#)

QuickCards on Networks

The following install topics are available:

[How to install on a standalone machine.](#)

[How to install on a network server.](#)

[How to install on a network workstation.](#)

How to install on a stand alone machine.

To install QuickCards on a single machine follow the instructions provided on the QuickCards install disk.

Other Topics of Interest

[How to install on a network server.](#)

[How to install on a network workstation.](#)

How to install on a network server

During the QuickCard install you will be asked which install they wish to use: Quick Install or Network. The default is Quick install. If you select Network install, QuickCards will install the network ready files to the network server. After a Network install, the user can run netinst.exe from a network node to setup QuickCards on the node machine.

Other Topics of Interest

[How to install on a standalone machine.](#)

[How to install on a network workstation.](#)

Installing Multiple QuickCard products

If you already have QuickCards installed for one product and you are installing a separate set of QuickCards, you will not be asked any questions because QuickCards will install the new files in the current QuickCard directory and update any other program files. The install program will let you know when the install is finished and what products were installed. The rest of the install will follow the normal install routine.

Other Topics of Interest

[How to install on a standalone machine.](#)

[How to install on a network server.](#)

[How to install on a network workstation.](#)

[QuickCard Options](#)

Common Errors

A list of possible errors has been compiled to assist you if you encounter problems in using QuickCards.

Problem: The QuickCard button does not appear.

Solution: The Automatic Start option may have been turned off. Start QuickCards from Program manager by double clicking the QuickCard icon in the QuickCard group and turn on the Automatic Start option from the Options dialogbox. Also the QT.INI, or the QCM.EXE may have been deleted from the Windows directory. Copy the missing files from the default QuickCard directory to the Windows directory or reinstall QuickCards.

Problem: Nothing happens when the QuickCard button is pressed.

Solution: Some files may have been deleted or the QT.INI file may have been corrupted. Reinstall QuickCards to fix this problem.

Other Topics of Interest

[How to install on a standalone machine.](#)

[How to install on a network server.](#)

[How to install on a network workstation.](#)

[QuickCard Options](#)

Uninstalling QuickCards

QuickCard files will be located in the default QuickCard directory and in the Windows directory. QuickCard file in the Windows directory are listed below:

QT.INI

QCM.EXE

To Uninstall QuickCards follow these steps:

1. Delete the QuickCard default directory and the three files in the Windows directory.
2. Take QuickCards out of the Win.ini Load statement.
3. Restart Windows.

Other Topics of Interest

[How to install on a standalone machine.](#)

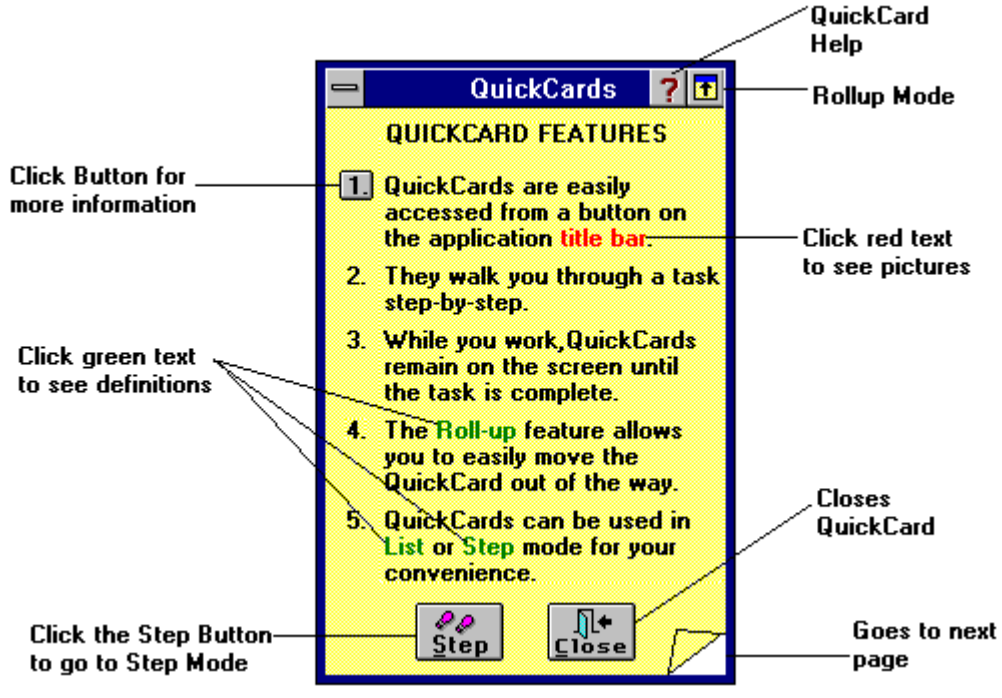
[How to install on a network server.](#)

[How to install on a network workstation.](#)


[QuickCard Options](#)

Launching QuickCards from Program Manager

By default QuickCards will place a statement in the Win.ini Load statement which will start QuickCards as soon as Windows Starts. This can be changed in the QuickCard Options menu accessed from the QuickCard dialogbox by pressing the



If QuickCards startup option has been turned off. You can start QuickCards by double clicking on the

QCRUNNER icon  in the QuickCards program group of Program Manager.

Other Topics of Interest
[QuickCard Options](#)

How to install on a network workstation.

After installing QuickCards on the network server using the Network Install, you can use the **netinstl.exe** program in the QuickCards default directory to install on network nodes.

To install on a network node perform the following steps:

1. Launch the netinstl.exe from the default QuickCard directory on the network server.
2. The install program will copy the necessary files to the Windows directory and modify the Win.ini Load statement on the node machine.
3. The install will ask you if you would like to restart windows. Once Windows is restarted, QuickCards will become active on the node machine, but most program files will be on the network server.

Other Topics of Interest

[How to install on a standalone machine.](#)

[How to install on a network server.](#)

Usability Sciences and QuickCards

Usability Sciences Corporation has been performing usability testing of PC software products since 1988. Through usability testing, many of today's Windows products have become easier to learn and use. Nevertheless, there is an ongoing need to provide users with innovative learning tools that help them perform the tasks they want to perform. QuickCards have been developed as a result of our extensive experience in watching thousands of PC users work with new programs. Everything that we have learned about how people work with Windows software has shaped the design approach of QuickCards. We have learned that people want online learning tools - hard copy tutorials and documentation are cumbersome and frequently unavailable. We know that most people are task oriented and that when they want to perform a task they want clear, concise, step-by-step instructions on how to perform it. We have seen people struggle to find the topic they are looking for in an online help system. We know that the easier it is to get to a help or learning tool, the more users will take advantage of it.

As a result you have QuickCards for Windows. The QuickCard button sits on the application title bar where it is easily accessible and a constant reminder to users. The QuickCard titles are alphabetically arranged in the dialog box and a brief description of each topic is available when the title is highlighted. When a QuickCard is activated it stays on top of the application while the user works through the step-by-step instructions. To get the QuickCard out of the way it can be moved, switched to step mode, or rolled up so that only the title bar is visible. Because different people have different levels of Windows knowledge, a term in green text can be clicked to get a definition of that term. Pictures can help - particularly in identifying icons - so red text means that there is a picture associated with that term. When you have completed the task, click the close button and the QuickCard disappears.

QuickCards are currently available for many of the most popular Windows applications. Many more are under development and will be available soon. As technology advances, we will exploit it to the extent that it will help users learn and use software better. Our goal is to provide learning tools that will be fun, easy, and encourage users to explore their software without fear.

QuickCards

The image shows a screenshot of a software window titled "QuickCards". The window has a yellow background and a blue title bar. The title bar contains the text "QuickCards" and two icons: a question mark and a small square with a plus sign. The main content area contains a list of five numbered items under the heading "QUICKCARD FEATURES". At the bottom of the window, there are two buttons: "Step" and "Close".

Annotations with arrows point to various elements:

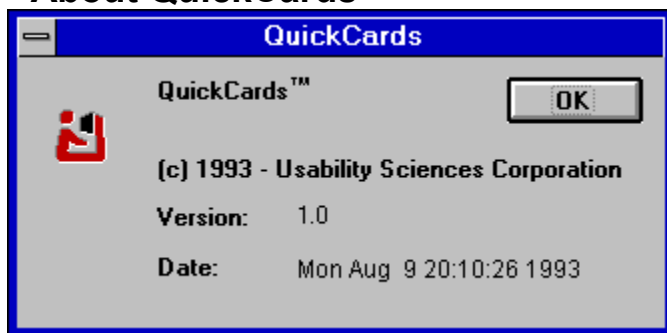
- QuickCard Help**: Points to the question mark icon in the title bar.
- Rollup Mode**: Points to the small square icon with a plus sign in the title bar.
- Click Button for more information**: Points to the number "1" in the first list item.
- Click red text to see pictures**: Points to the word "bar" in the first list item.
- Click green text to see definitions**: Points to the words "Roll-up", "List", and "Step" in the fourth and fifth list items.
- Closes QuickCard**: Points to the "Close" button.
- Goes to next page**: Points to the "Step" button.
- Click the Step Button to go to Step Mode**: Points to the "Step" button.

QUICKCARD FEATURES

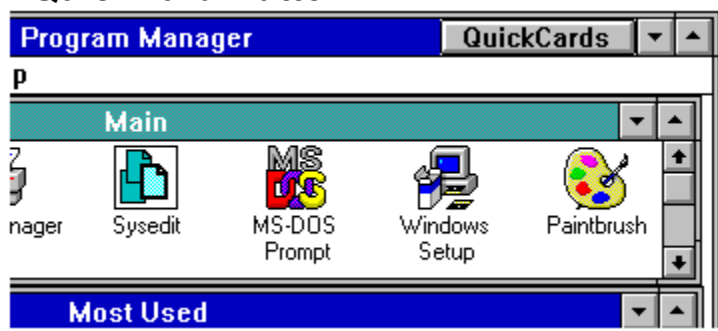
1. QuickCards are easily accessed from a button on the application **title bar**.
2. They walk you through a task step-by-step.
3. While you work, QuickCards remain on the screen until the task is complete.
4. The **Roll-up** feature allows you to easily move the QuickCard out of the way.
5. QuickCards can be used in **List** or **Step** mode for your convenience.

Step **Close**

About QuickCards



QuickCard Button



QuickCards Dialogbox



QuickCard in List Mode



QuickCard in Step Mode



Roll-up

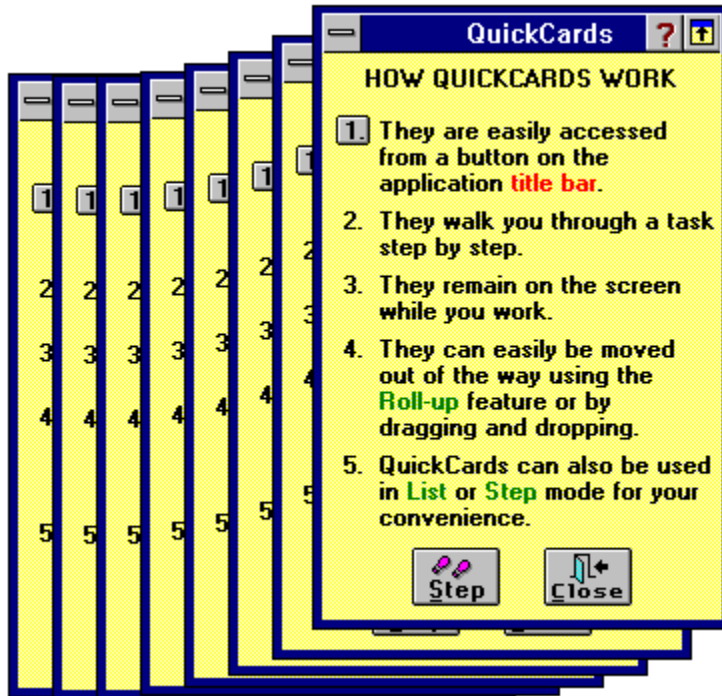


Numbered Button Menu



Moving QuickCards

QuickCards are Sticky so you can click on them anywhere except hot areas and drag them around the screen. Hot words and buttons are hot areas.



Always-on-app

A QuickCard in Always-on-app mode stays on top of its parent window(the Application) at all times.

Always-on-top

A QuickCard in Always-on-top mode stays on top of all windows except other Always-on-top windows.