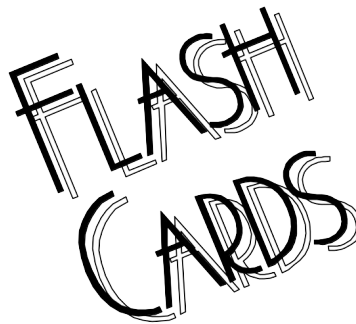# FLASH CARDS FOR WINDOWS
Release 1.2e

User's Guide

FLASH
CARDS

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INTRODUCTION

The Flash Cards system was created to help people studying for tests to memorize information, by providing memory drill on the questions and answers in a database.

The system uses databases of questions and answers developed to assist those preparing for the tests leading to Novell's CNA, CNE, ECNE, or CNI designations.

The system allows the user to specify which database to use, keeps track of the number of errors in a test, and offers to re-test the user on questions for which the answers were missed the first time around.

While taking a Flash Cards test it is possible to change the wording of existing questions and answers. And users can create new databases and add to and delete from existing databases.

The system was programmed in Microsoft Visual Basic version 1.0. For database access the Pioneer Software Query and Extract extensions to Visual Basic were used.

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Disclaimer

Though all reasonable care has been exercised in creating this system and the databases that accompany the system or are available as options, the student is wholly responsible for knowing the content of the course being studied.

The system is supplied on an "as-is" basis. The author and Startext Computing Services Ltd. disclaim all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose.

The author and Startext Computing Services Ltd. assume no liability for damages, direct or consequential, which may result from the use of the Flash Cards system, even when the author and/or Startext Computing Services Ltd. have been informed of the possibility of such damages. In no case shall the liability of the author and/or Startext Computing Services Ltd. exceed the registration fee paid.

Registration

A registration card is included in the package when you purchase the Flash Cards System from a supplier other than directly from Startext Computing Services. You are encouraged to mail in your registration, so that you will receive periodic mailings announcing new databases or system releases.

Also, registration is required if a customer wishes to purchase databases directly from Startext. This would usually occur when the local supplier does not stock the particular databases the customer may wish to purchase.

Copyright Information

The Flash Cards for Windows program is copyright © 1992,1993 by Startext Computing Services Ltd. Novell and NetWare are registered trademarks of Novell, Inc. Query and Extract is a trademark of Pioneer Software Inc. Visual Basic is a registered trademark of Microsoft Inc.

INSTALLING THE SYSTEM

The installation process involves extracting the files in the compressed FILES.EXE document on the distribution disk and storing them in a directory on your computer's hard drive. A batch file called INSTALL.BAT has been provided to help with the process. To use it, insert the disk in the floppy drive, type the letter referring to that drive at the DOS prompt, and type one of the following commands at the prompt:

```
INSTALL STD
INSTALL [source drive] [destination path]
```

Using the first command causes the install program to use A: as the source drive and C:\FLASH as the destination path. That is, `INSTALL STD` has the same effect as

```
INSTALL A: C:\FLASH
```

Once the batch file has run, you have two further tasks to take care of to complete the installation. First, add this command to your computer's AUTOEXEC.BAT file:

```
C:\DOS\SHARE.EXE
```

Second, start Windows and create an icon in an appropriate Program Group within Program Manager. Use File New (Program Item), type Flash Cards as the description, `[destination path]\flashr.exe` as the Command line, and `[destination path]` as the Working Directory, then choose OK.

FILES IN THE FLASH CARDS SYSTEM

FLASHR.EXE - This is the executable file.

NW.DBF* - The question and answer databases. *(Each database will have a name which is an abbreviation of the corresponding course name or number)*

FLASH.WRI - This user's guide.

ORDER.WRI - An order form that can be mailed or faxed to Startext Computing Services Ltd., to order additional databases.

QEVBDBF.VBX - A run-time file which must be available to allow a Q+E application to run on a system where Q+E/VB is not installed.

VBRUN100.DLL - A run-time file which must be available to allow a Visual Basic application to run on a system where Visual Basic is not installed.

(These last two files are made available by their respective manufacturers to be distributed with applications created with their programming languages, and are legitimately included with this system.)

COMMDLG.DLL - A required file that is not always present on a Windows 3.0 system.

RUNNING THE SYSTEM

When the FLASH.EXE program is launched, a "Flash Cards" application window opens on your desktop. Text boxes show the currently selected database and category as "unspecified". Five command buttons are visible, but only the *Choose Database* and *Exit Flashcards* buttons are enabled.

Selecting the *Choose Database* button causes a standard Windows file open dialog box to be displayed. Select the database you want, and select OK. The *Choose Category* and the *Maintain Database* buttons are now enabled as well.

Running a Drill

When you select the *Choose Category* button, the system opens the database specified and creates a list of the categories available in the database. A new screen displays the list, and two command buttons are shown: *Done* and *Cancel*.

Choose a category from the list, then select *Done*. The system now loads all the questions from this category, and shows a new screen called Flash Cards Questions.

The system randomly selects a record from among those in the current category, and displays the question in the box called <u>Question</u>. The cursor is in another box called <u>Your</u> <u>Answer</u>. Type in your answer, and press the Tab key to check your answer against the one in the database (or simply press the Tab key without typing an answer).

If your answer exactly matches the answer in the database (upper and lower case letters are assumed to match), the system subtracts one from the number of questions left, and shows its next random selection.

If your answer does not exactly match the answer in the database, the latter is shown in the box called <u>Expected answer</u>.

You now have three choices (four, if you include *Stop Test*).

If your answer was "close enough" and you want the system to treat your answer as correct, choose *Accept Answer*. As in the case where your answer exactly matched the expected answer, the system subtracts one from the number of questions left, and shows its next random selection.

If you want the system to ask you the question again later in this session, choose *Next Question*. The system will add one to the "errors so far" field (if this is the first time you have missed this question), and choose another question.

If you want to change the wording of the question, the answer, or both, you can make the appropriate changes and choose *Modify*. The database is updated, and the session proceeds as though you had chosen *Accept Answer*.

The End of the Drill

When all the questions have been answered (or if you select *Stop Test*), the system presents a dialog box like the following

      Section 06a: Performance Management

      2 errors

When you choose the *OK* button, the system asks whether you want to re-test on your errors (if there were any). If you select *Yes*, the system will drill you on just those questions for which you selected the *Next Question* button.

If you select the *No* button (or if you had no errors), the system returns to the opening screen, and you can choose to be drilled on the same category (by clicking on the *Re-test* button), another category, another database and category, or exit.

Commands on the Menu Bar

There are a number of commands which are accessible from the menu bar of the startup screen.

File New

To create a new database, choose <u>File New</u> from the menu bar. A standard Windows dialog box is shown so you can specify where and under what name you want your new database to be created.

File Open

Choosing <u>File Open</u> from the menu bar is equivalent to selecting the *Choose Database* button. A standard Windows dialog box is shown so you can specify which database you want to use.

File Save As

This facility is not available in this version.

File Exit

Choosing <u>File Exit</u> from the menu bar is equivalent to selecting the *Exit Flashcards* button. The system closes the active database and exits.

About

Choosing <u>About / About Flashcards</u> from the menu bar causes a dialog box to be displayed which gives copyright and version information about the Flashcards system.

Maintaining a Database

To create a new database, choose File New from the opening Flash Cards screen.

To maintain a database, first choose the database from the startup screen, then select the *Maintain Database* button. A new form appears, which initially has only some labels and command buttons. The system will not show any questions or answers until the user has chosen a category to work with. Use the *Choose* button to see a list of the existing categories, and the *New* button to create a new one.

Once a category has been chosen or created, you can modify the category, question and answer fields shown by simply overtyping them. You can move to the previous or next question by selecting the appropriate button. And you can add a new question and answer by selecting the *Add* button.

There is no need to modify the number field: it is there for your convenience in finding a question you may want to change. Question numbers are reassigned when you exit the maintenance function (unless you have neither added nor deleted any records).

Selecting the *Delete* button deletes the current record (after you have been given a chance to reconsider). If you delete the only record in a category, the data fields are hidden, and you have to choose another category to proceed.

Selecting the *Definition* button causes a dialog box to be shown, asking you what term you want to have replace the letters XYZ in the question "What does XYZ stand for". Text entered in lower case, such as "afp", is capitalized in the question that is created.

Selecting the *Provides* button causes a dialog box to be shown, asking you what term you want to have replace the letters XYZ in the question "What does XYZ provide". Text entered is not capitalized in the question that is created.

Selecting the *Replicate* button causes a new record to be created with the same text for category, question and answer as the currently displayed one. The newly-displayed record can then be modified.

When you want to end the maintenance function, select the *Exit* button. If you have added or deleted records, you are asked whether you want to resequence the database. Choosing *Yes* causes new record numbers to be assigned to the records in the database. Choosing *No* causes the resequencing to be skipped, and choosing *Cancel* aborts the Exit command.

Note: running a drill against a database which has been added to or deleted from but not resequenced will cause unpredictable errors. It is reasonable to skip resequencing only if you know you will be doing more work on the database before running any tests.

A Note on the Answers

The convention used in creating answers is that if there is a list of terms in the answer (such as Ethernet, Token/Ring and Arcnet) they will be listed in alphabetic order with commas between them and no conjunctions. So the answer to "What are the commonly used cabling types" would be "Arcnet, Ethernet, Token/Ring".

This alphabetical order convention is not followed if there is a logical order or time sequence in the answer, so the answer to "What are the steps in installing NetWare" would be "Prepare hardware, install operating system, generate workstation shell".

Making Suggestions

Startext is very interested in creating improved versions of the Flash Cards system and therefore welcomes any suggestions you may have. Please send them to the address given above.