

# CardBook

## Introduction

CardBook was created out of a need --- "I have some good information in my cardfile. How do I get a nice printout that I can carry in my wallet?"

## What is CardBook?

CardBook is a program that will open your cardfile data and print a small book as wide as a folded dollar bill but slightly taller. This ensures that this book will fit in your wallet, as a personal phone book for example.

The pages of the book are printed on all sides and can easily be stapled at the center. Page numbers are printed and records are separated by blank lines.

## How to use CardBook

Step1: Open your card file by clicking on File-Open. Type in a title for your book in the box provided. This name will appear in the front cover.

Step 2: Click on Print-Print Test to make sure that boxes on the sides of the sheets align properly. Do this by printing the side 1 test, reversing the paper, and then printing the side 2 test. Fine-tune the placement of the boxes by moving the boxes left or right and up or down with respect to the paper. You only need to do this once for a specific printer.

Step 3: Make sure you have the right printer selected by clicking on Print-Setup.

Step 4: Print the CardBook by clicking on Print-Print Side 1, reversing the sheets and feeding them back into the printer, and then clicking on Print-Print Side 2. Remember that the first sheet that was printed on during the Side 1 run should also be the first sheet for the Side 2 run.

Step 5: Cut the boxes out. You should see four pages on each side of a sheet. The left and right pages go together (do not separate them). Collate the pages, fold in the middle, and staple. This will form your CardBook. The front cover shows the title you gave it and the date. The back cover shows the registered user name and the card file name. The other pages look like a regular book with page numbers. Enjoy.

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## **T**

title

# Closing card files

Click on File-Close card file.

This will release the card file and empty the CardBook memory.

# Opening card files

Open card files by clicking on File-Open.

Files are opened in shareable and read-only mode. This means that the card file can be opened even if it is already being used by another program like the Cardfile program.



# Print Registration Form

Click on [Help-Print Registration Form](#).

This program is being distributed as shareware. This means that you are free to give a complete (without anything taken away) copy of the software to anybody as long as you do not charge anything for it. However, if you find it useful and would like to own a copy, you will have to register it.

The suggested registration price of this software is \$9.00. However, if you feel the software is worth another amount, feel free to send in your check for that amount. Shareware only thrives through the support of satisfied users.

To register your copy, print the registration form, fill out your name and address and the registered user name exactly as you want it shown, and mail to the address listed. Include your check and a self-addressed and stamped envelope. Your serial number will be mailed back to you. Once you have a valid serial number, "Unregistered Version" messages will not be shown anymore.

# Printing a test page

[Click on Print-Print Test.](#)

This option is used to fine tune the placement of the printed pages on the sheets of paper. Initially, the boxes printed (which show the outline of the actual pages of the CardBook) are centered on the page as accurately as possible from calculations on page dimensions, etc. However, different printers may not center these boxes perfectly.

CardBook assumes a paper size of 8½ inch by 11 inch and prints four pages on each side of the sheet.

To test the page centering, do the following steps:

Step 1. Click on [Print Side 1.](#) This will print a test page labelled "Top Left of Side 1."

Step 2. Reverse the paper and feed it back into the printer. This should be very easy on a laserjet printer because no alignment has to be done. On dot matrix printers, careful alignment is necessary. Click on [Print Side 2.](#) This will print a test page labelled "Top Left of Side 2."

Step 3. Look at the printed sheet through a source of light. You want the boxes to line up as exactly as you can. If you are satisfied with the alignment, click on Exit. This will save your configurations and you are ready to print your own CardBook. You don't have to do this test again unless you change printers.

Step 4. If you are not satisfied with the alignment of the boxes, determine whether you have to move the boxes left or right and also up or down. Move the horizontal slide to move the boxes horizontally and the vertical slide to move vertically. The numbers shown are measurements in twips. One inch is equal to 1,440 twips. This will give you an idea of the adjustments you need. Repeat steps 1 to 3 until you are satisfied.

# Printing the CardBook

Click on [Print-Print Side 1](#) (or [Print Side 2](#))

Before you actually print your CardBook, be sure that you have chosen the right printer by clicking on [Print-Printer Setup](#). Also, it would be a good idea to check the page centering by clicking on [Print-Print Test](#).

Print Side 1 prints one side of all the sheets needed to print your card file. When this is done, you will need to feed all the sheets back into the printer, making sure that the printing order is the same. The only difference is that the other side of the sheets will now be printed on. Then, to finish the print job, click on [Print-Print Side 2](#).

After everything is printed, cut the boxes out. You should get two sheets of cut-out boxes for every sheet printed. Each small sheet contains four pages from your card file. Don't worry about the page numbering. Collate the sheets by searching for the front page (the other side should have page 2), etc. Fold the stack in the middle and staple. You now have your CardBook.

# Setting up the printer

Click on Print-Printer Setup.

This will bring up the printer selection dialog. Just choose the printer you want to print to.

**Click on Print-Print Test**

<Printing a test page>

**Close Card file**  
<Closing card files>

**Open Card file**  
<Opening card files>

## **Open your card file**

<Opening card files>



## **Print Registration Form**

<Print Registration Form>

**Print Side 1**

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<Printing a test page>

## **Print the CardBook**

<Printing the CardBook>

## **Print-Setup**

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## **Printer Setup**

<Setting up the printer>

**title**

The name of your CardBook. This shows on the front cover.





