Correspondence Filing SystemTM
(c) COPYRIGHT 1992, CSD Incorporated

PO Box 253 Sudbury MA 01776
(508) 443-2750
FAX:(508) 443-0631
Compuserv - 72470,3265

Introduction
Installation
Vendor Information
Disclaimer - Agreement
Definition of Shareware
Licensing Agreement
Registration Form
Customer Support
Enhancements in progress

Enhancements in progress

There are a number of enhancements to CFS in the works below is a short list of coming attractions. Please contact C.S.D. Inc. for the status of these and other enhancements. Also feel free to contact C.S.D. Inc. with any suggestions, or special requirement.

* View is gaining new formats (pcx, tiff, etc...)
* Multi-volume feature extensions
* Compression option for storing file to CFS file
* Field tags on user information to be modifiable

The Correspondence Filing System™, CFS,   provides a system to file, index and retrieve documents and files under the windows environment.   The system stores files, called documents,   in an orderly well defined data base.   The documents are stores in one compact database including indexing information.   This allows for easy access through the windows graphical user interface.   By viewing the index information displayed on the screen the user can select a document, extract it from the data base and launch the application required to access it.   The simplified menu system and structure of CFS provides quick start up for new users and access to new applications to improve productivity of the users.

CFS can store any type of Document, word processing, Spread sheet data, Fax files, Images, Text or Binary data and program files.   The type of data and structure of the data is not considered by CFS when storing or retrieving.   CFS does however know of some special file types. These include:

Windows Word DOC file (.DOC)
TIFF image files (.TIF)

When these files are detected CFS fills its index information from the appropriate fields from in the file.   The user has the option to change this information if desired or accept the default information.

The user can examine the index information of an FOLDER to locate the desired document or search the index and document for a text string.   Once the desired document has been located it can be extracted from the folder to its original file name or a new one entered.   Once extracted the application used to process the document can be started and the document automatically opened (if supported by the application).

CFS builds a database of index information and the actual file data. This database replaces the original file, the file is optionally deleted after it has been inserted in to the database.   This eliminates the problem of filename clutter that can occur when attempting to give each file a meaning name.

The manual installation process is very simple, the steps are as follows:

1. Copy CFS.EXE to the Windows directory.
2. Edit the WIN.INI file, add CFS=CFS.EXE ^.CFS to the extensions section.
3. Run Windows, add CFS to the Program Group or group of your choosing, using the Program Manager File <u>New</u> command.
4. Start CFS and create the new FOLDERS to contain your documents.

Customer Support

      To obtain customer support on this product contact us 9:00AM to 4:30PM eastern time, Monday thru Friday except Holidays:

      CSD Incorporated
      PO Box 253
      Sudbury Massachusetts 01776

      (508) 443-2750
      Fax:(508) 443-0631

We can also be reached on the following Electronic Mail services:

      COMPUSERV - 72470,3265

We check these services daily and make a best effort to answer inquires with in 24 hours.

Vendor Information

This file is addressed to Disk Vendors, BBS operators, and Shareware Distributors who wish to distribute the Correspondence Filing System (CFS)TM .

Program Information

Name: Correspondence Filing System (CFS)TM

Category: Document Image Processing
           Electronic Filing Cabinet
           File Organizer

Keywords: Windows
          DIP
          Document
          Viewer
          Word
          Retrieval
          Database

Description:

The Correspondence Filing System (CFS)TM is a Windows application to organize word processor documents, Fax's, Images and all other Disk Files. The CFSTM Program allows the user to create a single file folder containing many files related to a subject. For example a months memo's, a years fax's, or all the documents, data, spreadsheets, and programs related from a project can be saved together in a single read-only file, from which the information can be easily accessed. For each entry in the folder user input fields of date, to, from, subject are provided, if the file a a WORD doc file the summary information is automatically placed in the input fields.

Distribution Requirements

Anyone distributing Correspondence Filing System (CFS)TM for any kind of enumeration must first contact **CSD Incorporated** at the address below for authorization. This authorization will be automatically granted to distributors recognized by the Association of Shareware Professionals as adhering to its guidelines for shareware distributors, and such distributors may begin offering Correspondence Filing System (CFS)TM immediately (However **CSD Incorporated** must still be advised so that the distributor can be kept up-to-date with the latest version of Correspondence Filing System (CFS)TM).

DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With   registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

DISCLAIMER - AGREEMENT

Users of Correspondence Filing System (CFS)TM must accept this disclaimer of warranty. Correspondence Filing System (CFS)TM is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchant ability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of Correspondence Filing System (CFS)TM.

Correspondence Filing System (CFS)TM is a "shareware program" and is provided at no charge to the user for evaluation.   Feel free to share it with your friends, but please do not give it away altered or as part of another system.   The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to

continue to develop new products.   If you find this program useful and find that you are using Correspondence Filing System (CFS)TM and continue to use Correspondence Filing System (CFS)TM after a reasonable trial period, you must make a registration payment of $25.00 to C.S.D. Inc..   The $25.00 registration fee will license one copy for use on any one computer at any one time.   You must treat this software just like a book.   An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of Correspondence Filing System (CFS)TM must register and pay for their copies of Correspondence Filing System (CFS)TM within 30 days of first use or their license is withdrawn.   Site-License arrangements may be made by contacting C.S.D. Inc..

Anyone distributing Correspondence Filing System (CFS)TM for any kind of enumeration must first contact C.S.D. Inc. at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering Correspondence Filing System (CFS)TM immediately (However C.S.D. Inc. must still be advised so that the distributor can be kept up-to-date with the latest version of Correspondence Filing System (CFS)TM).

You are encouraged to pass a copy of Correspondence Filing System (CFS)TM along to your friends for evaluation.   Please encourage them to register their copy if they find that they can use it.   All registered users will receive a copy of the latest version of the Correspondence Filing System (CFS)TM system.

Licensing Agreement

As a licensed   user you may not transfer your license with out written permission of C.S.D. Inc. Only one operational copy of CFS may exist on computers of the license holder. You may terminate this agreement by destroying all copies of CFS. The users license will also be terminated upon the failure to comply with this agreement.

Warranty:

Users of Correspondence Filing System (CFS)TM must accept this disclaimer of warranty: Correspondence Filing System (CFS)TM is supplied as is.   The C.S.D. Inc. disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchant ability and of fitness for any purpose. The C.S.D. Inc. assumes no liability for damages, direct or consequential, which may result from the use of Correspondence Filing System (CFS)TM.

Governing Laws:
This agreement shall be governed by the laws of the State of Massachusetts.

CSD_____

Correspondence Filing System (CFS)™

License form for CFS for Windows
Copyright (c) 1992 C.S.D. Inc.
Version 2.12

_____
Name

_____
Company

_____
Title

_____
Address

_____
Address

_____ _____ _____
City   **State**   **Zip**

_____
Country
(___)-____-_____   (___)-____-_____
Phone   **Fax**

	Quantity	**Price**	**Total**
CFS license disk: 5.25(__) 3.25(__)	_____	*	**$25.00** =
Massachusetts residents add 5% sales tax	_____	*	**$1.25** =
U.S. Residents - shipping and handling	_____		**$4.00** =
Non-U.S. - shipping and handling		**$6.00** =	_____
Total in US Funds drawn on a US bank			_____

Make checks payable to: C.S.D. Inc.
C.S.D. INC.
P.O. Box 253
Sudbury, MA 01776