

Help on BusinessCards

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What is BusinessCards?

BusinessCards for Windows is a free form database program, useful for keeping track of any type of textual information. You can use **BusinessCards** to organise and manage various information, such as names, addresses, and phone numbers.

Specifically, with **BusinessCards** you can:

- Represent any unstructured textual data in a usual business card form.
- Scan your data quickly using easy to follow book-alike interface and work with each card individually by simply selecting it.
- Access the most often used commands by simply clicking on appropriate toolbar button.
- View the table of contents for quick and easy navigating through entire BusinessCards file.
- Control the way your information is displayed by taking advantage of the fonts, colors and alignment styles available.
- Find exactly the information you require by using powerful Searching feature.

For experienced Windows users, **BusinessCards** for Windows also offers advanced abilities such as:

- Attachment feature, which allows to associate specific business card with any number of external files.
- Launching external applications from inside **BusinessCards**, passing a file name associated with a business card.
- Transferring data between the **BusinessCards** format and Windows Cardfile file format.
- Configurable toolbar, which allows you to assign any menu command to any toolbar button.
- User preferences feature, which enables to set up various user options and save them for the next **BusinessCards** session.

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New Command

Opens a new empty **BusinessCards** file. When you choose New, you can save changes to the document you have been working on.

Shortcut key: Ctrl N



Open command

Opens an existing **BusinessCards** or Windows Cardfile file. By default, **BusinessCards** files have .BCR extension and Cardfile files .CRD extension. When you choose [Open](#), you can save changes to the document you have been working on.

Shortcut key: Ctrl O



Save Command

Saves changes to the **BusinessCards** file you have been working on. By default files are saved as **BusinessCards** documents with .BCR extension. To save a file in Cardfile format, use [Save As](#) command. When you choose [Save](#), the document remains open so you can continue working on it.

Shortcut key: Ctrl S



Save As Command

Saves current file in either **BusinessCard** (.BCR extension) or Cardfile format (.CRD extension). You can name a new file or save an existing file under a new name. The original file remains unchanged. When you choose [Save As](#), the current file remains open so you can continue working on it.



Print Command

Prints a copy of the current **BusinessCards** file. You can specify how many copies to print and whether or not they are collated, which pages to print, and the printing quality. You can also choose to print to a file instead of to a printer.

Shortcut key: Ctrl P

Printer Setup Command

Selects a printer and sets printing options. The available options depend on the type of printer selected.



Exit Command

Closes the file you have been working on and quits **BusinessCards**. You can save the file before quitting. Current **BusinessCards** settings (i.e. toolbar configuration, user preferences, etc.) are saved if [Save Settings On Exit](#) option in Options Menu has been checked.

Shortcut key: Alt F4



Undo Command

Undoes your last editing or formatting action, including cut and paste actions. If an action cannot be undone, [Undo](#) appears dimmed on the Edit menu.

Shortcut key: Alt Backspace



Cut Command

Deletes text from a card and places it onto the Clipboard, replacing the previous Clipboard contents.

Shortcut key: Shift Delete



Copy Command

Copies text from a card onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

Shortcut key: Ctrl Insert



Paste Command

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a card.

Shortcut key: Shift Insert

Clear Command

Deletes selected text from a card, but does not place the text onto the Clipboard. Use [Clear](#) when you want to delete text from the current business card but you have text on the Clipboard that you want to keep.

Shortcut key: Ctrl Delete

Select All Command

Selects all the text in a card at once. You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

Shortcut key: Ctrl Enter



Attachments Command

This command allows to attach one or more external files to the current business card. You also may launch applications, associated with attached files from within **BusinessCards**.

Shortcut key: F4



Contents Command

Shows the table of contents in the right side of the cardbook. Table entries consist of card's identifier (i.e. first two words of card contents) and card's page number. When scrolling through or pointing to the table of contents, the appropriate pages are automatically turned on the left side of the cardbook.

To return from the table back to cards view just repeat the [Contents](#) command.

Shortcut key: F2



Prior Page Command

Shows the previous page unless you don't stay on a first book page. The same effect has a left button click on a left side of the cardbook.

Shortcut key: PageUp



Next Page Command

Shows the next page unless you don't stay on a last book page. The same effect has a left button click on a right side of the cardbook.

Shortcut key: PageDown



First Page Command

Shows the first page of the book.

Shortcut key: Ctrl Home



Last Page Command

Shows the last page of the book.

Shortcut key: Ctrl End



Goto Command

Moves to a specific page in the current **BusinessCards** file. To specify the page you should enter page letter and number in **GoTo** dialog box and click **OK** button.



Search Command

Searches for text in the current **BusinessCards** file. You can match letters case in the search. If target string is found, you can turn to appropriate page to locate the card.

Shortcut key: F3



Regular Command

Changes current font style to regular. This style may be used together with *italic* font style. The change affects all business cards.

Shortcut key: Ctrl R



Bold Command

Changes current font style to **bold**. This style may be used together with *italic* font style. The change affects all business cards.

Shortcut key: Ctrl B



Italic Command

Changes current font style to *italic*. This style may be used together with **bold** or regular styles. The change affects all business cards.

Shortcut key: Ctrl I



Left Command

Changes card's text alignment to left, so that cursor moves from left to right during text entry. The change affects text appearance in all business cards.



Right Command

Changes card's text alignment to right, so that cursor moves from right to left during text entry. The change affects text appearance in all business cards.



Center Command

Centers card's text, so that text appears centered inside a card. The change affects text appearance in all business cards.

Shortcut key: Ctrl C



Font Command

You can use the [Fonts](#) command to change font styles and sizes of business cards. The change affects text appearance in all business cards. The current font style and size are overwritten by the new styles and sizes you select.

Making a selection in one area of the dialog box does not affect the other areas. For example, if you change the font style but not the size, the current size remains, but font style in cards is overwritten.

Shortcut key: Ctrl F



Color Command

This command lets you change background color of business cards. You may select desired color from a palette of standard colors, or design your own custom color. The change affects all business cards.



Toolbar Command

This command lets you configure the toolbar according to your needs. In the appearing **Configure Toolbar** dialog box you see all possible toolbar buttons along with description of their functions.

To assign a new button select it in the dialog box and then just click on desired spot inside the toolbar. To save settings push **Close** button. To cancel settings press **Cancel** button. To reset the toolbar configuration to its previous state press **Reset** button. Current toolbar configuration is saved for the next session depending on [Save Settings on Exit](#).

Shortcut key: F7



Preferences Command

This command lets you define user preferences. In the appearing **Preferences** dialog box they are as follows:

- Show page turns** controls, whether pages turns are shown on screen.
- 3D controls** controls, whether dialog box controls have three dimensional look. CTL3D.DLL dynamic link library is required to turn this option on.
- Exploding dialogs** controls, whether "exploding" effect appears when a dialog box pops up.
- Index as card number** if turned on, when exporting **BusinessCards** file to cardfile file format card's index is written as a card's number.
- Index as card id** if turned on, when exporting the **BusinessCards** data to cardfile file format each card's index is written as first two words of a card.
- No index** if turned on, when exporting the **BusinessCards** data to cardfile file format no indices are written.
- Create backup** controls, whether backup files should be created before saving the current file. Backup file extensions are .BC~ for **BusinessCards** and .CR~ for cardfile.
- Store index** if turned on, when importing data from cardfile indices are not stored with a cards' text.

Shortcut key: F8



Information Command

This command displays the information about current **BusinessCards** file and Windows system resources. Specifically, you get the following information:

1. Full file specification of the current file.
2. Database version number.
3. Date and time of last saving.
4. Total number of cards in the file.
5. Total number of card attachments in the file.

The Windows system information includes the following data:

1. CPU model of your computer and current Windows mode.
2. Total of free available memory.
3. Percentage of free system, user and graphics resources.

Shortcut key: F9

Save Settings on Exit Command

When this option is turned on the user preferences data is saved in **BCARDS.INI** file for the next **BusinessCards** session. Upon start-up **BusinessCards** searches this file for configuration data. Specifically, the following information is saved:

1. Current preferences dialog box settings.
2. Current toolbar configuration.
3. [Save Settings on Exit](#) flag value.

Please note, that current font and color information is not saved in **BCARDS.INI** file. Instead, such data is saved on per-database basis, i.e. each database file contains information about its font and color settings.

Help Index Command

This command displays index of topics, available in **BusinessCards** Help. To choose a specific topic just click on its title.

Shortcut key: F1

Using Help Command

This command provides the information on using Windows Help.



About Command

This command lets you view the information about current version and the author of **BusinessCards**. If you have registered version of the program, the appearing **About** dialog box also shows you the registration information (owner's name, company and registration date).

Registering BusinessCards

This software is a fully operational program. You are encouraged to use, copy, and distribute it as freely as you wish. But if you do find it useful, the author asks that you please register your copy. There are several reasons why it is to your advantage to do this:

1. This is the only way in which this software is supported. If the author does not receive your registration, he will be unable to continue offering programs like this to you.
2. By registering, you are assured of receiving the most up-to-date and full-featured product possible. When you register, you will be placed on mailing list to receive notices of new revisions when they become available.
3. The initial registration reminder dialog box which appears at the beginning of the program is removed when you install your registered copy.

To become a registered owner of **BusinessCards** for Windows please send to the author registration fee and the following data:

1. Owner's first and last names.
2. The company name.

In return the author will provide you with the unique serial number, which would allow you to register your copy of the program.

Distribution Policy

This program may be freely copied and distributed, as long as it is not modified in any way, and this help file is always included with the executable. You are encouraged to copy and redistribute **BusinessCards**, so feel free to place it on bulletin boards, anonymous ftp sites, Bitnet listservers, etc. However, please do not give it away altered or as part of another system.

Please note, that **BusinessCards** is NOT a freeware program, so you may use it for evaluation purposes no more than 30 days. After that period *if you like the program and continue using it* you must register your copy. Please consider sending a small contribution of **\$10** to the address below. For this payment I'll register your copy; this will also encourage me to prepare a new release with more options, more functions and more fun.

Please send any suggestions, comments, bug reports or just greetings to the following address (I'll try to send a reply to everyone!):

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Credits...

BusinessCards Version v1.00
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Written in January - March, 1993 in Vilnius, Lithuania

Dedicated to my lovely Diana

My special thanks to...

