## Introduction

Thank you for choosing the Shuffle! Windows Card Deck system.

Shuffle! allows you to manage information in an index card fashion. You can have several card decks open at the same time in the Shuffle! window. Shuffle! has programmable jump links to allow easy linking of related cards in the card deck. Also, Shuffle! places no artificial limits on the size of your card deck. You can use all of available memory for card decks, allowing the creation of truly comprehensive card deck applications. And it features a flash card function to help with learning the information in the card deck.

The shareware version of Shuffle! allows approx. 16K of text per card. The registered version of Shuffle! features a full text editor for card text, and up to 64K of card text per card.

Borland Pascal 7.0 source code for Shuffle! is also available.

Choose any of the following topics for more information about Shuffle!

Starting a new card deck

Add cards to the deck

Adding or changing text or card key

Moving through a card deck

Quick Shuffle! Keys

Shuffle! Menu Structure

Registering your copy of Shuffle!


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# Moving through a card deck

You can use the Page-Up and Page-Down keys to move between the cards in the card deck. If a card contains more information that what can be displayed on the card, you can use the scroll bar on the side of the card's text box to scroll through the additional text on the card.

F3 and F4 may also be used to move through the cards. They function like Alt-Page-Up and Alt-Page-Down. Also you may use the Goto menu to select which card to move to.

The Goto menu also contains menu items that will allow you to search for a card that has a specified key, or any card that contains certain text.

See Also:
Resizing card deck views
Searching a card deck

# Resizing a card deck

A card deck view window has a thick border. If you move the mouse cursor on top of the border for the card, it will change to a double arrow. When the mouse cursor is in this double arrow formation, you may click and hold the right mouse button while moving the mouse, to drag that border of the card view to a new location. When you release the mouse button, the card view will be resized to the new position.

See Also:
Moving through a card deck

# Searching a card deck

The Goto | Search option on the menu allows you to easily search the entire card deck for any card that contains certain text.

# Main Menu Structure

File
    New
    Open
    Import...
    Export...
    Save           F2
    Save As
    Print
    Print All
    Page Setup
    Print Setup
    Merge
    Info
    ---------------
    Flash Cards
        Show key then text
        Show text then key
        Show both at same time
    ---------------
    Exit

Edit
    Undo
    ---------------
    Cut
    Copy
    Paste
    Paste Link
    Paste Special
    Restore
    ---------------
    Text
    Picture
    ---------------
    Links
        Add
            Goto Card With Key Link
            Find Card with Text Link
            Sound Link
        Delete
        Move
    Object
    Insert Object

Goto
    Next Card     F4
    Previous Card  F3
    ---------------
    Goto
    Find
    Find Again

Card
     Add               F7
     Delete
     Duplicate
     Sort Order
         ASCII
         International
         User-Defined

Window
     Tile
     Cascade
     Close All
     Split

Help
     Contents          Shift-F1
     How to use help
     How to Register
     ---------------
     About Shuffle!

# Creating a new card deck

To create a new card deck, use the File | New menu item. A card deck display window will be created. You may add new cards to the window. When you save the card deck, you will be automatically prompted for a name for the card deck.

# Opening an existing card deck

To open an existing card deck, use the File | Open menu item. You will be given a file dialog of card decks. If you select one, it will be loaded and displayed.

# Changing text

To change the text on the card, click on either the card key or the card text, and enter new text.

# Opening a second window on a single card deck

To open a second window on a card deck that is already open, select the current window for the card deck, then use Window | Split to cause a second window for that card deck to be opened.

# Tiling Windows

Selecting Window | Tile from the menu will cause all the open card deck window to be displayed without overlaping.

# Cascading Windows

Selecting Window | Cascade from the menu will cause all the open card deck windows to be displayed in an overlapping cascade.

# Closing All Windows

Selecting Window | Close All from the menu will cause all the open card deck windows to be closed. Any card decks that have been modified will display a message asking whether or not they should be saved before Shuffle! ends.

# Link Menu

Selecting the Links menu (under Edit on the main menu), contains the menu options that allow you to prepare links between the cards in your card deck.

See also:
Add
Delete
Move

# Links Add Menu

Selecting the Edit|Links|Add menu selection lets you add several kinds of link buttons to the currently displayed card.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link
Moving Links
Deleting Links

# Links Goto Key Menu

Selecting the Edit|Links|Add|Goto Card With Key menu selection lets you add a button to the currently displayed card that, when pressed, will cause another card to be displayed. This menu selection will present an input box asking for the key of the card to be selected, and then a link button will be placed on the card, in the lower right of the card window.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link

# Links Find Text Menu

Selecting the Edit|Links|Add|Find Card With Text Link menu selection lets you add a button to the currently displayed card that, when pressed, will cause a search for the first card in the deck with a given text string in it. When this kind of link button is pressed, if a card with this string is found in the card deck, it will be displayed as the current card. This menu selection will present an input box asking for the text to be searched for, and then a link button will be placed on the card, in the lower right of the card window.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link

# Links Sound Menu

Selecting the Edit|Links|Add|Sound Link menu selection lets you add a button to the currently displayed card that, when pressed, will cause a sound to be played. This menu selection will present an input box asking for the name of a .WAV file that is to be played when the link is selected. A link button will then be placed on the card, in the lower right of the card window.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link

# Links Move Menu

Selecting the Edit|Links|Move menu selection lets you add a button to move. After selecting this menu item, press the link button you want to move. You will then be able to click and drag it to a new a spot.
By default, link buttons are placed on the card in the lower right of the card window. These default placement link buttons will automatically move when the size of the window is resized. But if a link button is moved from the default position, it will no longer move to match the resizing of the window. It's position will be fixed if it has been moved with this option to a new location.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link
Deleting Links

# Links Delete Menu

Selecting the Edit|Links|Delete menu selection lets you delete a link button. After selecting this menu item, press the link button that you want to delete. The link button will disappear.

See Also:
Goto Card With Key Link
Goto Card With Text Link
Sound Link
Moving Links

# Goto Next Card

Selecting the Goto|Next Card menu selection lets you select the card after the current card.

# Goto Prev Card

Selecting the Goto|Prev Card menu selection lets you select the card before the current card.

# Goto Card

Selecting the Goto|Goto menu selection lets you select a new card to display that has a specific key. After selecting this item, an input box will prompt for the key of the new card to display. If the given key is not found, the current card will remain displayed.

# Goto Menu

Selecting the Goto menu presents several different options for moving among the cards in the deck.

See also:
- Next Card
- Previous Card
- Goto
- Find
- Find Again

# Save Menu Item

Selecting the File|Save menu selection will cause the deck to be saved to disk, and any old copy of the deck to be renamed to the .BAK extension.

# Save As Menu Item

Selecting the File|Save As menu selection will cause the deck to be saved to disk under a new name. A file dialog will prompt for a new name for the deck. Any old copy of the deck to be renamed to the .BAK extension. The name of the deck, displayed at the top of the card window, will be changed to the new name that the deck was saved as.

# Info Menu Item

Selecting the File|Info menu selection will cause information about the deck to be displayed. This will include information such as the number of cards in the deck, and whether or not the deck has been modified since the last time it was saved.

# Exit Item

Selecting the File|Exit menu selection will close the Shuffle! program. Any open card decks will be closed. If they have been modified, a prompt will be displayed asking if the modified deck should be saved.

# Importing data to a card deck

To import data to a card deck, use the File | Import menu item.

Shuffle! supports several different formats of data. Refer to the appropriate screen for the version of import format you want to use:

Control-A Format
ASCII Delimited Format

If the data to be imported should be it's own card deck, first select File|New to start a new deck, and then use File|Import to add the records from a file containing data to import. Or you can merge the data to import with an existing card deck. Select the existing card deck with File|Open, then use File|Import to add the records from a file to import. All imported data is merged into the top most stack in the Shuffle! window.

This function is restricted to purchases of the premium version of Shuffle!.

See also:
Registering your copy of Shuffle!

# Importing Control-A format data

One of the formats that Shuffle! accepts is called Control-A format. If Shuffle! finds a Control-A at the start of the file, it processes the file as a Control-A formatted file.

A Control-A format file is structured as a series of blocks, each separated from the next by a Control-A. The first line of the block is used as the index for the card, and the rest is used for the text of the control. The file should start with a Control-A on the first line. All Control-A's should be on their own line. Here is an example:

^A
Summary of data
This is the text of the card.
It has three lines of data for
the text of the card.
^A
Second Card Index
Two lines of text for the
second card.
^A

When imported, this would add two cards to the current card deck.

See Also:
Importing data

# Importing ASCII delimited format data

One of the formats that Shuffle! accepts is ASCII delimited format. If the file to be imported does not begin with a Control-A, the Shuffle! automatically selects ASCII delimited import routine. Shuffle! will ask for which field should be used as the index for each card. Each record of the ASCII delimited file will be turned into a separate card.

See Also:
    Importing data

# Exporting data from a card deck

To export data from a card deck, use the File | Export menu item.

This function is restricted to purchasers of the premium version of Shuffle!.

See also:

[Registering your copy of Shuffle!](#)

# Resorting a new card deck

To sort an existing card deck, first create a new card deck, select the new sort order, then merge the existing card deck into the new deck. Your cards will now be sorted according to the new order. You may use Save As to replace the old card deck with your newly sorted version, or save a second copy of the card deck in the new sort order.

See Also:
Merging Card Decks

# Quick Keys for moving through Shuffle!

F3
Alt-PageDown
    Select the previous card for display and editing.

F4
Alt-PageUp
    Select the next card for display and editing.

Shift-F1
    Introduction

F7
    Add new card

F2
    <u>Save</u> the card deck

F10
    Select the text field of the card for editing. The cursor is moved to the text field.

ALT-F10
    Select the index field of the card for editing. The cursor is moved to the index field.

F5
    Select <u>goto a card</u>. An input box will ask for the index of the card to be moved to and selected as the current card for display and editing.

F6
    Select <u>find</u> a card. An input box will ask for the text to find as part of the index or text of any of the cards. The search will go from the start of the card deck.

ALT-F6
    Select <u>find next</u>. The previous search will be repeated from the current position in the card deck.

# Removing Editing Changes

All the current editing to the card may be removed by selecting Edit | Restore from the menu. This will restore the card to its original state, as long as a new card has not been selected.

# Merging two card decks

You can combine two or more card decks with the merge function. Open the first deck, then select File | Merge to specify the name of the second card deck to be combined with the first.

See Also:
Resorting card decks

# Printing a card decks

Printing is reserved for registered users of Shuffle!.

See also:

Registering your copy of Shuffle!

# Selecting User Defined Sort Order

Shuffle! can sort your card deck in an order that you specify, by means of the loadable sort order tables. The loadable sort order table is available when you register your copy of Shuffle!.

See also:
Registering your copy of Shuffle!

# Selecting ASCII Sort Order

Shuffle! can sort your card deck in normal ASCII sort order when this option is selected from the menu, Card | Sort Order | ASCII. This sort will be done in a case insensitive fashion.

# Selecting International Sort Order

Shuffle! can sort your card deck in an international sort order when this option is selected from the menu, Card | Sort Order | International. International sorting order causes all of the different accented letters to fall in a sort order that disregards any special accent characters that the letter may have.

# Flash Cards

Shuffle! can present your card deck to you in a flash card format. This is useful when the card deck contains information that you want to learn. There are three different ways to present the flash card information. For more information, select one of the following.   See Also:

Show key then text
Show text then key
Show both at same time

# Flash Cards With Key First

Shuffle! will present a series of message boxes for each card. You will be shown the key of the current card. When you select OK, you will then be shown the text of the current card. If you select Cancel at any point, the flash card viewing will stop.

# Flash Cards With Text First

Shuffle! will present a series of message boxes for each card. You will be shown the text of the current card. When you select OK, you will then be shown the key of the current card. If you select Cancel at any point, the flash card viewing will stop.

# Flash Cards With Both Key And Text At Same Time

Shuffle! will present a message box for each card. You will be shown the key and the text of each card. When you select OK, you will then be shown the next card. If you select Cancel at any point, the flash card viewing will stop.

# Adding Cards

Use the Card | Add menu choice to add new cards to your card deck. You can also use the F7 key to quickly add new cards to your card deck.

# Deleting Cards

Use the Card | Delete menu choice to delete cards from your card deck. Move to the card to be deleted, then select Card | Delete to cause the currently displayed card to be deleted.

# Duplicating Cards

Use the Card | Duplicate menu choice to quickly create a duplicate copy of a card in your card deck. You can then edit the duplicate to create a new card.

# Registering Your Copy of Shuffle!
## Another fine Richardson&Chaney Engineering Product

Thank you for trying Shuffle! We are always striving to improve our products. If you find this program useful, we'd like you to register, so that we can send you the latest version. We have several levels of registration for Shuffle!, as follows:

    Basic -     $40 - The latest version plus the following enhancements:
          - Printing
          - Up to 64K of text per card
          - Sound play links.
          - Additional examples.

    Premium - $50 - All the extras of the basic level plus:
          - Import and export
          - User Definable Sort Orders.
          - One Free Upgrade.

    Source - $100 - The latest source code for Shuffle! for you to modifiy and expand. Source
    code is in Borland Pascal 7.0 format. You also receive the sources to the resources used
    in Shuffle!


Register today, and receive the latest version of Shuffle!   Some of these new features may already be available in the version of Shuffle that you will receive:
                    - OLE links
                    - Enhanced hypertext links
                    - Launching other programs
                    - Reading Cardfiles
                    - Other features suggested by our users

To register, please send the appropriate registration fee, payable to:

    Garnet R. Chaney
    P.O. Box 708
    Felton, CA 95018

    Compuserve CIS:71773,3712
    GlobalNet:Garnet Chaney

Within 48 hours of receiving your certified check or money order, we will send you the latest version of Shuffle!

**Important things to include with your order:**

  - For priority shipping, or orders outside of U.S.A., include $5 extra for shipping and handling (unless ordering through Modem Express).
  - California Residents please include 8% sales tax.
  - Please allow 7 days for personal checks to clear.
  - Please include your telephone number, or CompuServe ID, with your order so that we can easily contact you if we have any questions.

# New, Modem Express Delivery!

If you have a CompuSERVE account, we can ship Shuffle! directly to you via your EasyMail account! There is no extra charge for this Modem Express Delivery!*   Save Trees! Save The Environment! Save Time! with our new Modem Express Delivery option.

We can also Modem Express your purchase on the APCUG GlobalNet BBS. GlobalNet 16 line BBS can be contacted at 1-408-439-9367.

Also, we'll send you notification of upgrades, via your electronic mail account. Upgrades are only $15, and upgrade you at whatever level you originally registered at. For example, if you buy version 1.0 source code for $100, the upgrade for source code of the next revision is only $15.

* (Your normal CompuSERVE access fees for accessing your EasyMAIL account do apply.)