

# **Rolodeck Help File Contents**

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## General Information

Hi, I am glad that you have registered or are trying before you buy the Rolodeck program. Rolodeck has been one of my pet projects for a couple of years and I have used it faithfully in my business. It has not been a premier program from a business standpoint though. In fact, I had planned on dropping it from the product line this year but there has been renewed interest in the program this year and probably the driving factor, my wife started using the program at her work and has requested some enhancements. It would be difficult for me to drop the product when my best critic, counselor, and friend is using the program.

So, here is the new updated Rolodeck program. There are so many enhancements over the old program it is difficult to know where to begin. But before I begin describing the capabilities of Rolodeck I want to briefly say something about Harvey McKay. Harvey is the author of Swim with the Sharks without Being Eaten Alive and Beware of the Naked Man Who Offers You His Shirt. In a 1995 Insight issue from Nightengale-Connant, Harvey talked about the importance of his Rolodex. I have tried to incorporate all of the good things about the Rolodex into this electronic Rolodeck. There is room in each entry for 500 characters and the capability of having 2000 cards. With 500 characters you can not only have the name and address information on your card you can put down likes/dislikes, birthday, anniversary, or any other information that you can use to personalize your contacts. The global search feature of the program can then be used to look for items such as birthdays on a specific date, etc.

Another advantage of Rolodeck over a database program is that all of the entries are free form which means you can put the information in any order and in any format you want, and include those items of interest to you, not some programmer sitting in a messy office totally detached from the real world. I think you will find Rolodeck an invaluable part of your Windows desktop and your business.

## Features

- Alphabet tabs for quick access to cards alphabetically.
- Card tabs for the current 4 cards.
- Speed buttons for commonly used functions.
- Ability to print a single, multiple, or all cards in the database.
- Printing envelopes and labels (in two common formats).
- Common editing features of Cut, Copy, and Paste.
- List of cards by index line.
- Searching all of the card data for specific values.

This Help file is the complete documentation for the Rolodeck program. Windows does allow you to print help file information if you really want a hard copy. If you are ready to start then click this link to the [Getting Started](#) section.

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## Getting Started

Rolodeck uses a free form format for card data. This does not mean that you can put information on the card willy nilly though, that is if you want to find it. The first line of each card provides the alphabetical index for the database. So, if you are keeping business card data you might want to put the business name, or the contacts name (last name first) on the first line of the card. After the index line, the information can go just about anywhere and in any order. For you own sanity though you might want to think about a standard format for data entry so that you will be able to easily use the printing features of the program.

A suggested format for data entry of a company might be:

Company Name  
Contact Name  
Address Line 1  
Address Line 2  
City, State Zip  
Phone numbers

Products ordered from this company  
Comments

A suggested format for an individual might be:

Last Name, First Name

Title First Name Last Name  
Company  
Address Line 1  
Address Line 2  
City, State Zip  
Phone numbers

Birthday  
Anniversary  
Wife and childrens names  
Favorite restaurant  
Hobbies

### Examples

Henning Associates  
Mike Henning

1710 Allied St. #36  
Charlottesville, VA 22903  
voice/fax 804-823-0554 800-823-6896

Rolodeck Shareware

Good software at a fair price.

**Or**

Henning, Mike

Mr. Mike Henning  
Henning Associates  
1710 Allied St. #36  
Charlottesville, VA 22903  
voice/fax 804-295-0554 800-823-6896

Birthday - 12/03  
Anniversary - 11/23  
Wife and childrens names - Bonnie, David, Dan, Dana  
Favorite restaurant - Outback  
Hobbies - Bicycling

Your ultimate goal in entering the Rolodeck data is to be able to use what you have entered, so with that in mind let your imagination run wild with the data that you need to retrieve.

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## Entering a Card

To enter a new card you must either select the New Card speed button (index cards with down arrow) or select Add from the Cards menu item. The data on the card is free form but a couple words of warning are in order. You should always have something on the first line of the card. You should also not precede the first line of the card with leading spaces.

Once you have formatted the data on your card you will need to quit editing to enable the other functions on the speed bar and the menu bar. To complete your card entry select the End new card entry speed button (closed book) or Complete Entry from the Cards menu.

The new card will be sorted alphabetically and entered into your database.

To edit an existing card see the [Editing a Card](#) help topic

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## Editing a Card

The currently active card is presented in a Windows Memo Box. This allows you to change any data on the selected card. When you leave the program or switch to another card, the edited data on the card is saved and so when the card is called up again it will be updated.

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## **Card List**

You can display a list of all of the card index lines from the Cards menu item, List. The List function displays a list box of all of the cards in the database. When you select a card on the list you will see the card on the Rolodeck pad.

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## **Card Search**

You can search the database for any value in any line on the card. When you select search a dialog box asks for the search criteria. Find First will start from the beginning of the database looking for the search data. (This is a case sensitive search.) Using the Find Next button causes the search to start at the current card and progress toward the bottom of the database. To exit the search window select the Cancel button.

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## Printing Functions

There are several different printing functions that have been provided in the software. You can:

- Print an envelope
- Print a mailing label (Avery 5260, 5262)
- Print a single card
- Print the entire data base as an address book
- Print any group of cards

When you select the Print Envelope/Label speed button or choose one of the envelope/label print functions from the menu item, you will be given the print dialog box. The data that you will be presented with in the edit box is either the whole card data, or just the data that you have selected by highlighting with your mouse. You can change the font of the printer output and see that change in the window. You can also change the print font size but that change will not be reflected in the window. If printing a label you can select a valid label row and column and press the print button. **If you are printing an envelope you will need to enter the printer setup mode and select the proper size envelope and any printer specific features for printing the envelope. For instance on my HP 560 set up, I need to select the envelope size, and then select landscape to print an envelope the long way.** The print envelope and label features may require some experimentation on your part. I have also included a vanilla print envelope and print label function that give you a blank edit box to enter data into. This data is neither taken or added to your data base.

The address book will give you a hard copy of your entire database. On the right hand side of the page at the top will be the letter corresponding to the first letter of the card on that page.

Finally, under the main menu there is another Print function. This function allows you to select the entire data base or any sequential subset of the database to be printed. Additionally you can select multiple copies of the printout and whether the data will be collated or not.

I think you will find the print functions very useful. You need to thank my lovely wife for their inclusion into the program since she is constantly needing to print envelopes at her job.

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## **Registration**

When you have paid your registration fee you will receive a registration name and number. When this data is entered into the program the nuisance screens will be eliminated and the print functions of the program will be enabled.

To enter your registration data, select the pencil speed button or the Registration item under the Main menu. The data that you receive must be entered exactly as shown in upper and lower case.

By the way, thank you for your registration and helping to make shareware work.

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## **Return Address**

When printing an envelope you can specify to print a return address with the check box. To enter up to four lines of return address select Return Address from the print menu. Remember when you print an envelope you will need to setup your printer for envelopes and may have to select landscape mode.

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## **Select Font**

Using the Select Font action off of the Main menu you can change the appearance of the font used to display the cards in the Window. This action will remain even after you have left the program.

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# Ordering Information

## Order Methods

Henning Associates has tried to make registration as easy as possible. This new version of Rolodeck does not require a program update for registration, just a registration name and number. That information can be gotten by phone, e-mail, or snail mail, (of course registration over the phone or by e-mail requires a credit card). You can also fill out the registration form and mail it with your registration payment.

If you want to FAX the registration form you can easily do that by selecting your FAX/Modem as the Windows default printer. Call up the order form from the Main menu or the Registration window. Fill out the form completely, including the credit card information and then select **Print**. Your registration form will be printed on your FAX. Use our toll free number **(800-823-6896.)** If you include a FAX number with your address information I will FAX the registration information back to you or I will send it out by snail mail.

To order by e-mail, instead of selecting the **Print** option choose the **File** option. This will create a file named ORDER.TXT in your Rolodeck directory. Attach this file as a message to any of the e-mail addresses that are listed below. **If you are ordering by Internet it is best to include the file as your message text because there are so many different Internet attachment formats, not all of them are processed by every service.**

## Cost

The cost for registering Rolodeck is \$14.95 plus \$2.95 for S&H. This price will get you a registration name and number provided by e-mail or phone. Additionally you will be sent a master diskette of the program with a confirmation of your registration information, a diskette of other shareware, and a nifty pen.

Site licenses for Rolodeck can also be purchased if you are going to have multiple users of the same copy of the program. This information will be furnished on request.

**If you are a registered owner of Rolodeck and do not have access to an on-line service to get the updated version you can request a diskette for a S&H fee of \$5.00.**

## Support

The purchase of Rolodeck comes with lifetime support and lifetime free upgrades. I value your support and am always willing to talk with you about any problems you may be having or just to discuss enhancements you would like to see in the program. Your registration name and number will be good for the life of the program and will work on all future versions of the program. You will be notified of major upgrades to the program by mail so that you can look for it on the major networks. All Henning Associates shareware is currently available on the WWW at - <http://users.aol.com/mikerh1053/>.

## **Addresses**

**Henning Associates**  
**1710 Allied St. #36**  
**Charlottesville, VA 22903**  
**voice/fax - 804-295-0554 or 800-823-6896**

**AOL - mikerh1053**  
**CompuServe - 72176,2507**  
**MSN - Henning\_Associates**  
**Internet - mikerh1053@aol.com**  
**WWW - <http://users.aol.com/mikerh1053/>**

Henning Associates is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a Compuserve message via Compuserve: Mail to ASP Ombudsman 70007,3536.

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## 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. 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 **Rolodeck** must accept this disclaimer of warranty: **Rolodeck** is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of **Rolodeck**.

**Rolodeck** 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 **Rolodeck** and continue to use **Rolodeck** after a **30 day** trial period, you must make a registration payment of **\$14.95** to **Henning Associates**. The **\$14.95** 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 **Rolodeck** must register and pay for their copies of **Rolodeck** within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting **Henning Associates**.

Anyone distributing **Rolodeck** for any kind of remuneration must first contact **Henning Associates** 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 **Rolodeck** immediately (However **Henning Associates** must still be advised do that the distributor can be kept up-to-date with the latest version of **Rolodeck**).

You are encouraged to pass a copy of **Rolodeck** 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 **Rolodeck** system.

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## **Warning - No Rolodeck File**

You have started the program in a directory that does not contain a ROLODECK.DB file. If you continue to run the program a new ROLODECK.DB will be created. If you think you should have a ROLODECK.DB in the directory that you are in leave the program without modifying any card information and look for a file called ROLODECK.BAK and change that file name to ROLODECK.DB to recover previous information.

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## **Warning - Bad Page Selection**

The page parameters that you entered for the print function are not within the number of cards that you have in the database. The page selection in the print dialog refers to the card number and not the actual page count.

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## **Delete Card**

When you delete a card from the database it is gone forever. When you take the delete action you will be asked if you are sure you want to make the deletion. If you confirm the delete the card will be removed from the database and all other cards reindexed.

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## **Warning - Maximum Number of Cards Reached**

You have reached the maximum number of cards for the database. If you cannot delete any cards from your current database you can create another copy of the program in another directory and start a new database with that copy of the program. If it is really important for you to keep all of your cards in a single database you can request a special version of the program from Henning Associates with an expanded database.

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## **Warning - Currently Entering a Card**

You are currently entering a card and cannot proceed in the program until you have completed the new card entry by clicking on the Closed Book, or selecting Complete Entry from the Cards menu. Alternately you can abort the card entry by selecting Abort and eliminate the entry of the current card.

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## **Warning - Not Entering a Card**

You have taken an action that is normally used to complete a card entry. You are not entering a card. If you want to enter a new card you can take that action with the speed buttons, arrow into card deck, or Enter Card from the Card menu item.

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## **Warning - Bad Label Parameters**

The row and/or column parameters that you have entered for printing the label are not correct for the label type selected. If you use the up/down arrow keys for selecting the label you will not be able to enter a bad label parameter.

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## **Conversions**

If you are currently using another rolodex type program and find the Rolodeck v 2.0 better suits your specific needs, you can have your current data files converted to Rolodeck format by Henning Associates.

This conversion will require that you provide a text file of your current card data, a DBF file, or a tab and comma delimited file. You must also supply the way that you want the information to appear in the Rolodeck program from your current database file.

The cost for the conversion will be \$15 per file. For more information contact Henning Associates at 800-823-6896.

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## **Rolodeck 1.0 Update**

If you are a current user of Rolodeck version 1.0 you will need to manually move your current ROLODECK.DB file to the new Rolodeck directory. If you have used the default values follow the procedures below:

### WIN 3.X

1. In the file manager open the old Rolodeck directory.
2. Highlight the ROLODECK.DB file name.
3. Press F8
4. In the To: edit box enter - C:\NEWROLO.
5. Click on OK.

### WIN 95

1. In Windows Explorer find C:\ROLODECK.
2. Highlight ROLODECK.DB.
3. Press the Copy speed button or Edit/Copy.
4. Use Explorer to go to C:\NEWROLO.
5. Press the Paste speed button or Edit/Paste.

You old Rolodeck file will be converted for use in the new program. As anytime you update software you should be sure that you have a verified backup of the program you are replacing so that in the case of a catastrophic problem you can at least restore what you had.

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## Siesta Software

Henning Associates will be marketing all new software under the name Siesta Software. The letters in the name Siesta have a special meaning to me. As part of a self improvement program I was asked to come up with some sayings or acrostics that had special meaning for me. As I thought about my life and the way that I tend to do things the word SIESTA became extremely important. I am the kind of person who wants results now. The word siesta in Spanish means to take a nap and the acrostic that I came up with for siesta is:

Suppressing  
Instantaneous  
Expectations  
Sets up  
Towering  
Achievements

To explain briefly, we often defeat ourselves by expecting results to happen faster than they do. For me, this always has been a weak point. By having the word Siesta always in front of me, I am forced to remember that I can achieve much more by waiting for results while continuing to persist, notice I did not say procrastinating.

The Siesta logo was done by my very talented son Dan.

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## Referrals

Earlier this year I asked a number of Henning Associates customers to respond to a questionnaire. One of the recurring comments that I received was that people would like to get referral fees. Starting with Rolodeck as a trial balloon, any registered user who introduces a person to Rolodeck and that person registers the program I will send the referring person a picture of Abe Lincoln, yes, a \$5 bill. It will be important for you to make sure that the referred person puts your name in the space on the registration form where it asks where they got the program.

How can you recognize someone who needs Rolodeck? Well, it is the person who has a pile of business cards in their desk, who cannot find an address or phone number when they want, or who has to call up a word processor to print an address or label.

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