

NoteCard 2.4

Documentation

by Dale H. Marsh MS, MFA, MD

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Add Command

On the Windows menu.

The Add command adds the file associated with the current active window to the list of files that are seen randomly in the Test window. The name of the file Added is changed to the Outline font style as seen on the Windows menu.

Bold Command

On the Font menu.

The Bold command makes selected characters bold, or removes the bold format if all the characters are already bold. If you have multiple formats in your selection, NoteCard uses the first character in the selection to determine whether to turn bold on or off. For example, if the first character in the selection is bold, NoteCard turns off bold for the entire selection.

These characters have been formatted in bold.

You can choose the bold command before typing so that the text you type at the insertion point is bold.

Clear Command

On the Edit menu.

The Clear command deletes a selection without placing it on the Clipboard, leaving the contents of the Clipboard intact. You can also use the backspace or delete key to remove a selection without placing it on the clipboard.

This command is useful if you have already copied or cut a selection to the Clipboard and then find text that you want to delete without replacing the contents of the Clipboard.

Close Command

On the File menu.

The Close command closes the active window.

If you try to close a window of a file with unsaved changes, you will see the message "Save changes before closing?" Clicking Yes, (or pressing the return key) saves the changes. If the file is untitled then NoteCard displays the Save As dialog box so you can name the file. Clicking No discards the changes.

Commands

A command is an instruction to NoteCard to perform an action. As in other Macintosh applications, NoteCard's commands are on the pull-down menus at the top of the screen.

The following illustration shows the menus available to the NoteCard user.

File	Edit	Search	Text	Special	Windows
New %N	Undo Copy %Z	Find... %F	Font ▶	Test %T	Close All
Open... %O		Find Again %A	Size ▶	Edit Questions %E	Save All
	Cut %H	Enter Selection %E	✓ Plain Text		
Close %W	Copy %C		Bold %B	First %1	Genetics
Save %S	Paste %U		<i>Italic</i> %I	Previous %2	Heart
Save As...	Clear		<u>Underline</u> %U	Next %3	Orthopedics
Revert to Saved	Delete Question... %D		Outline	Last %4	✓ Ped. Electrolytes
	Show Clipboard		Shadow	Skip Question %K	
Export...			Condensed	Preferences...	Add %+=
Page Setup...			Extended		Remove %-
Print... %P			UPPERCASE %]		Reset
Quit %Q			lowercase %[Reset All & Add All
			Align Right		
			Align Left		
			Align Center		

Choosing a Command

NoteCard carries out some commands as soon as you choose them. If NoteCard needs more information before carrying out a command, it displays a dialog box or special window. If an ellipsis (...) appears after a command name on a menu, NoteCard opens the appropriate dialog box or window when you choose that command.

You choose commands with the mouse and provide dialog box information in NoteCard as you do with other Macintosh applications. You can also use a system of key combinations to choose a command. To choose a menu command from the keyboard, press the key combination listed to the right of the command on the pull-down menu.

Selecting Options in a Dialog Box

You select options in dialog boxes by typing information into boxes, clicking option buttons and check boxes, and selecting options from a list.

Converting NoteCard 1.0 Files

NoteCard 2.4 does not support files created with version 1.0.

Copy Command

On the Edit menu.

The Copy Command copies selected text or graphics to the Macintosh Clipboard, replacing the previous contents of the Clipboard. You can then paste text into your file at another location, into another NoteCard file, or into a document in another program.

NoteCard always includes character and paragraph formats when you copy text and paste it within the same file or into another NoteCard file.

Copying Text with Cut and Paste

1. Select the text you want to copy.
2. Choose copy from the Edit menu.
3. Position the insertion point at the new location, or select text to be replaced by the copied text.
4. Choose paste from the Edit menu.

Cut Command

On the Edit menu.

The Cut command deletes selected text and puts it onto the Clipboard, replacing the previous contents of the clipboard. You can paste the clipboard contents into a file at the insertion point, or to replace selected text. A copy of the text remains on the clipboard until something else replaces it.

You can use Cut to move text from one part of a file to another, from one file to another file, or from NoteCard to another application's document.

You can reverse a cut by choosing the Undo command as the first action after making the cut.

Delete Question... Command

On the Edit menu.

The delete question command deletes the current question and its answers from the active window. An alert box is shown prior to deleting the question. This command cannot be undone. Once the question and answers are deleted they are gone for good.

Edit Questions

On the Special menu and only available when the Test window is showing.

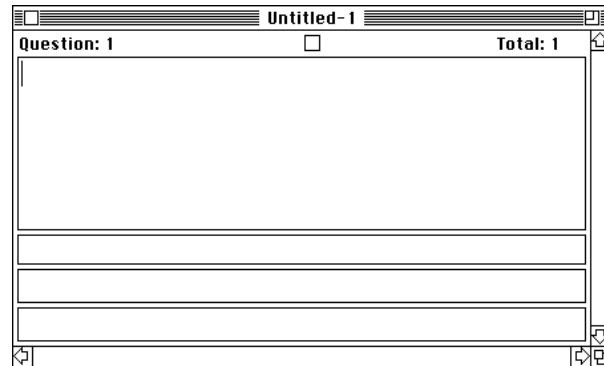
This command hides the Test window and shows all the file windows that were previously hidden. The edit window containing last question showing in the Test window is brought to the front and made the active window. Edit windows appear as shown in the following diagram:

The image shows a Macintosh-style window titled "General". Inside the window, there is a header section with "Question: 5" on the left and "Total: 27" on the right, separated by a small square icon. Below this is a large text area containing the text "Associated with **potassium** derangements:" followed by a bulleted list: "• PERIODIC PARESIS", "• CENTRAL PONTINE MYELINOSIS", "• BOTH", and "• NEITHER". Below the text area is a single-line text input field containing the text "periodic paresis". At the bottom of the window is a status bar with a small square icon on the left and a small square icon on the right.

The information in all four fields can be altered with the standard Macintosh editing commands. The Score and Progress are saved and when you go back to the Test window the Score and Progress are updated accordingly. For more information on writing and editing questions see Writing Questions.

Edit Window

When you first start the NoteCard program (by double clicking on its Finder Icon) NoteCard displays an empty editing window like the representation below:



Drag Bar

Located at the very top of the window, the Drag Bar shows the title of each file. The title will remain as "Untitled" until you save the file the first time

By clicking in the Drag Bar and holding the mouse button down you can move the window around on the Macintosh screen. If the window is not the active window and you wish to move it without making it the active window, press the ⌘ key and hold it as you are dragging the window.

Close Box

The square box on the far left of the Drag Bar is the Close Box. Clicking in this box performs the same function as selecting Close from the File menu.

Zoom Box

The square box on the far right of the Drag Bar is the Zoom Box. The Zoom Box toggles the size of the window between two states; full size and any user selected size. To select the size of the window use the Size Box described below.

Question number

Just below the Drag Bar on the right NoteCard displays the current question number.

Check Box

The check box in the center of the window just below the Drag Bar indicates the progress state of the question. If the box is checked then it indicates the question has been skipped or answered correctly. If the box is not checked then the question has yet to be answered correctly. The Reset command unchecked all boxes in a file.

You can click on the box to change its state.

Total

Just below the Drag Bar on the left NoteCard displays the total number of questions in the file. There is no software limit to the maximum number of questions allowed per file.

Horizontal Scroll Bar

The horizontal scroll bar allows you to move from one question to another. Clicking in the far right arrow takes you to the next question and by holding the mouse button down you can flip rapidly through the questions. Clicking in the left arrow takes you to the previous question in a similar fashion.

The box in the middle is called the thumb. By clicking on it and dragging it you can move to the question that would exist at the approximate linear dimension suggested by the placement of the thumb.

Vertical Scroll Bar

The vertical scroll bar scrolls text in the Top Editing Field. Clicking in the bottom arrow scrolls text upward and clicking in the top arrow scrolls text downward. The scroll bar is inactivated if all text in the Top Editing Field is within view.

Size Box

The Size Box is located in the lower right-hand corner of the window. By clicking in this box and holding the mouse button down you can change the size of the window. A dotted **outline** follows the pointer to indicate the size.

Top Editing Field

The Top Editing Field is used for the question. This field supports most of the editing commands available on other Macintosh applications, such as Bold, Italic, etc. Also, multiple fonts can exist within the text. The text is automatically wrapped around when a word gets near the right-handed side of the field.

To move to the Bottom Editing Fields either press the tab key or click the mouse pointer in the field in which you wish to type.

The return key starts a new paragraph in the Top Editing Field.

Bottom Editing Fields

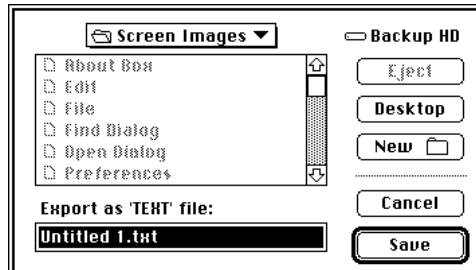
The Bottom Editing Fields are used for answers to the above question. Only one answer is needed, however, up to three possible synonyms can be used. Avoid placing spaces after the last letter in an answer field. Some of the style commands affect changes on the Bottom Editing Fields, however, these changes are always temporary, (i.e., not saved with the file).

The return key advances to the next question when the cursor is in any of the three Bottom Editing Fields.

The tab key moves the insertion point from one editing field to the next in order. After reaching the last Bottom Editing Field the insertion point moves to the Top Editing Field and the sequence is repeated.

Export Command

On the File menu. This brings up the export dialog box:



NoteCard has the capability of exporting its files in a text format that can be read by most database applications and word processing applications. Files saved with the Export command are saved as ASCII TEXT files.

The format used to export files by NoteCard is a standard used by many database applications. In the exported file each record is separated by a character return and each field within that record is separated by a tab. For example:

QUESTION (tab) ANSWER (tab) ANSWER (tab) ANSWER (return)

All return characters in the question field are converted to soft return characters (\$0B) which are interpreted like new-line characters in most word processing and database applications.

Find Again

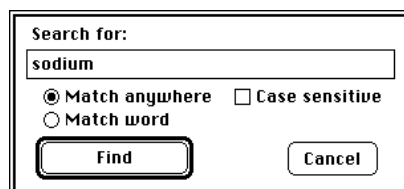
On the Search menu.

This command finds the next occurrence of an item per the information from the Find dialog box. This command is dimmed if all occurrences of a search item have been found or if the Find command has never been chosen.

Find Command

On the Search menu. This allows the user to search for text. NoteCard will search for the indicated text in all the documents that are currently open.

This command brings up the Find dialog box as shown below:



Search For

This text edit box is for you to enter the characters for which you wish to search.

Match anywhere

When this is selected the search characters will be found anywhere in a word. For example the search characters The will be found when they are included in the word There.

Match word

When this option is selected the search characters will only be found when they constitute what is perceived by NoteCard to be a complete word. For example the search string The will only find occurrences of the word The and will not stop on There.

Case sensitive

When this option is selected the only occurrences of the search characters that will be found are those that match in case. For example the search string the will stop on the but not The.

Enter Selection

On the Search menu.

If there is selected text in an editing window this command places a copy of the text in the "Search for" editing box in the Find dialog. If there is no text selected then this command is dimmed. See Find Command.

First Command

On the special menu.

This command takes the user to the first question of the active window.

Font Size Commands 10, 12, 14, etc.

On the Font menu.

These commands change the size of the font of any selected text. If no text is selected then all new text in a field will be entered in the font selected.

Font type and size commands work on any selected text in the topmost editing field (the question field). The text in the bottom three fields is set according to the information in the Preferences dialog box.

Fonts

Fonts are the designs of the characters you display on the screen. No two fonts are the same. You can distinguish between fonts by looking for such characteristics as the presence or absence of serifs, the character height, the length of ascenders and descenders, and variations in the thickness of lines. Each font has a name by which you can select and apply it. Some common fonts are shown below:

Helvetica
Times
New York

Courier

Συμβολ(symbol)

Some fonts like New York, Geneva, and Monaco are “screen” fonts that were designed to look best on the Macintosh’s 72 dot per inch screen. Other fonts like Helvetica and Times were designed to give the best results when printed on a laser printer. Since NoteCard always prints using the Helvetica font you should write your questions using one of the “screen” fonts so that they look best when viewing them on the Macintosh screen.

Font type and size commands work on any selected text in the topmost editing field (the question field). The text in the bottom three fields is set according to the information in the Preferences dialog box.

Import Command

On the File menu.

The Import command allows NoteCard to read files created by other applications such as word processing and database applications. The other application must be able to save TEXT files in the following format:

First Record: DATA (tab) DATA (tab) DATA (tab) DATA (return)

Second Record: DATA (tab) DATA (tab) DATA (tab) DATA (return)

Third Record: DATA (tab) DATA (tab) DATA (tab) DATA (return)

etc...

NoteCard expects four fields, with the first three followed by the tab character (\$09) and the last field followed by the return character (\$0D). Database applications like Claris FileMaker® will convert return characters in the DATA fields to soft returns during Export operations. If you are importing from a word processing application you must be sure to use soft returns rather than hard returns in the data fields. To type a soft return in a program like Microsoft Word® use the key combination SHIFT-RETURN. The Microsoft Word® documentation calls the soft return an end-of-line-mark.

Importing From Microsoft Word®

1. Type the question using end-of-line-marks (↵) whenever you want to start a new paragraph in the question. It may be easier to use the Microsoft command **Show ¶** while typing and editing questions.
2. Follow the question with one tab. Do **not** follow the tab with a return (¶) or a space.
3. Type the answer.
4. Follow the answer with one tab. Do **not** follow the tab with a return (¶) or a space.
5. Type an alternate answer. If there are to be no alternate answers than type two tabs.
6. After the last answer or the last tab type a return (¶).
7. Start again at number one above until all questions are entered.
8. Use the Microsoft Word command **Save as...** and select **Text only** from the dialog box.

9. Open NoteCard and use the Import... command. The questions will appear in a new editing window.

Advanced Users

Advanced users can Export NoteCard files to word processing applications, check spelling, etc. and import the files back again using the Import command. All style information, however, will be lost when exporting and the import command will not import styled characters.

Last Command

On the Special menu.

This command takes the user to the last question of the active window.

lowercase Command

On the Style menu.

The Lowercase command transforms any selected text in the upper editing field (the question field) to all lowercase letters.

Moving Text

1. Select the text you want to move (make it inverse by dragging the cursor across it with the mouse button depressed).
2. Choose Cut from the edit menu.
3. Position the insertion point at the new location, or select text to be replaced.
4. Choose paste from the Edit menu and the text Cut in step 1 will appear in the new location.

New Command

On the File menu.

The New command displays a new, blank editing window. The default text font and style are assigned to the first character typed.

The last new window you create is the active window. Your monitor determines the size of the window in which new files are initially displayed. If you are using the standard Macintosh Plus/SE/Classic monitor, and the default Full Size Windows is set (see Preferences... Command) the file window fills the screen when you Open a file or create a new window. Files you had open before choosing New remain open but are covered by the new file. You can click the size box in the lower right to see windows beneath the front window. If Full Size Windows is selected in the Defaults dialog then at least part of four windows will be visible at a time.

Next Command

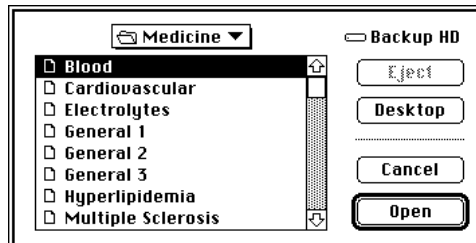
On the special menu.

This command takes the user to the next question of the active window. If the current question is the last question, then a new blank question page is displayed and the total number of questions is increased by one.

Open Command

On the File menu.

The Open command gets a file from a disk and displays its questions in an editing window. The first question is shown and the insertion point is placed at the beginning of the first question.



The List Box

Lists the names of all the NoteCard files and folders on the current disk. Icons to the left of the name indicate whether the item is a file or a folder. The list box only shows files that were created with NoteCard.

Open

Opens the selected file

Eject

This command ejects the disk whose name appears above the eject button. If you have another disk drive, NoteCard then displays the contents of the disk in that disk drive. When you insert a disk in the empty disk drive, NoteCard displays the contents of the disk you inserted.

Desktop

Moves the list box directly to the highest folder hierarchy; the desktop.

Cancel

Takes you back to the NoteCard program without affecting any change.

Page Setup... Command

On the File menu.

With the Page Setup command you can select the paper type, paper orientation, and special printing effects for the file. The special printing effects available depend on which printer is currently selected with the Chooser command on the apple menu.

If you change printers, check the Page Setup options for each file you open to make sure that the correct Page Setup options for the new printer is selected.

Paste Command

On the Edit menu.

The Paste command inserts a copy of the Clipboard contents at the insertion point or replaces the selection.

You can use Paste to move text from one part of a file to another, from one file to another file, or from NoteCard to another application's document.

You can reverse Paste by choosing the Undo command as the first action after the Paste.

Previous Command

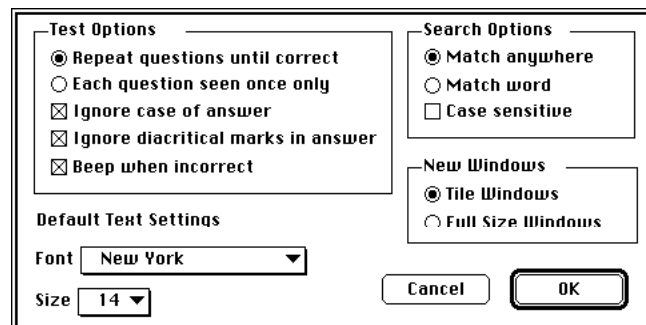
On the special menu.

This command takes the user to the previous question of the active window.

Preferences...Command

On the Special menu.

The Preferences command brings up the Preferences dialog box. When you start typing a new question the initial font and size is determined by the settings in the defaults dialog box shown below:



You can select the font and size from the pop-up menus in the dialog box. The fonts available are dependent on the system file of the computer in which NoteCard is currently resident. Other features are as follows:

Full Size Windows

When this option is selected all windows that are opened or created fill the entire screen (except for the menu bar).

Tile Windows

When this option is selected all windows that are opened or created are layered such that the drag bars of more than one window are visible at one time.

Repeat Questions Until Correct

When this option is selected questions will continue to appear in the Test window until all are answered correctly or skipped.

Each Question Seen Once Only

When this option is selected each question will appear in the Test window once only and will not appear again until the file is Reset (see Reset) or the box at the top of the question in the Edit window is unchecked.

Ignore Case of Answer

When this option is checked NoteCard will not require the answer that the user types in the Test window to match the case of the answer as it appears in the Edit window.

Ignore Diacritical Marks in Answer

When this option is checked NoteCard will not require the answer that the user types in the Test window to match the exact diacritical spelling as it appears in the Edit window. For example the character O would be considered the same as Ö, Ø or Õ.

NoteCard uses the Macintosh Toolbox routine `RelString()` to check the answers in the Test window. If Ignore Case of Answer and Ignore Diacritical Marks in Answer are both checked then dohle would be considered the same as Döhle.

Beep When Incorrect

When this option is selected an error beep will sound if a question is answered incorrectly. NoteCard uses the default system as set in the Sounds control panel in the Macintosh system software.

Search Options

These parameters are the default settings that will appear in the Find dialog box (see Find Command).

Print... Command

On the File menu.

The Print command prints the questions in the active window. The questions will be printed in Helvetica 12 point font. The name of the file is printed in the upper left-hand of each page, and the page number is printed in the upper right-hand corner of each page.

When you choose print NoteCard displays the dialog box that corresponds to the printer you selected in the Chooser command. Printer Dialog Box options vary from one printer to the next and from one version of the printing resource (printer driver) to the next. For details on your printer's options, see your printer manual.

Selecting or Changing Printers

If you have only one printer, you need to select a printer only once.

If you have multiple printers, you can change back and forth easily with Chooser. To print to a different printer, you must have the printing resource (printer driver) for that printer installed in the System Folder of the start up

disk and the printer must be connected to the Macintosh. For instructions on installing a printer, see your printer manual.

To select or change printers:

1. Choose Chooser from the Apple menu.
2. Activate AppleTalk if your printer is connected to the Macintosh with an AppleTalk cable.
3. Click the icon for your printer.
4. Click the port (printer or modem) your printer is attached to or select the name of the printer from the list box.
5. Set the port to modem only if there is a printer attached to the modem port. Do not set the port to modem if you have a hard disk attached to the modem port. If you select the modem port and it is connected to a hard disk drive, the hard disk might be erased.
6. Close the Chooser dialog box (open Chooser dialog boxes create a lot of unnecessary activity on networks).
7. Choose Page Setup from the File menu to ensure that the correct options are selected.

Printing

1. Make sure the correct printer is chosen with the Chooser command on the apple menu.
2. Choose Page Setup from the File menu and make sure the correct Page Setup options are selected.
3. Choose Print from the File menu.

Quit Command

On the File menu.

The quit command ends a NoteCard session and returns you to the Finder. If you have made changes to a file without saving, NoteCard displays a message asking, "Save changes to [filename]?"

NoteCard asks whether you want to save changes in each unsaved file. If the file is untitled, NoteCard presents the Save As... Dialog box.

Remove Command

On the Windows menu.

The Remove command removes the active window from the list of questions that will appear in the Test window. The name of the file no longer appears in **Outline** font on the windows menu.

Reset Command

On the Windows menu.

The Reset command resets the progress of a file to zero. The progress check box at the top of each question will be unchecked and all questions will be in the pool of questions that appear in the Test window.

Reset All & Add All Command

On the Windows menu.

The Reset All & Add All command performs the Reset function and the Add function on all the files that are open (all files currently in RAM).

Revert Command

On the File menu.

The Revert command erases any changes made to a file since it was last saved and restores the file to the condition in which it was last saved.

Save Command

On the File menu.

The Save command saves the current file on the disk from which it was opened or on the disk to which it was directed to with a Save As command. A dialog box or message appears if the file was opened for read only or if it is untitled. If you choose Save to save an unnamed file, NoteCard displays the Save As dialog box so that you can name the file.

The Save command saves any changes that are made to a file including the status of the Check Box (See Edit Window). This means that NoteCard can save ones place and resume testing later without having to re-answer questions that had been previously answered.

Save All Command

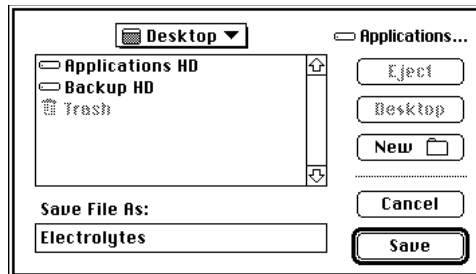
On the File menu.

The Save all command performs a Save function on all files that are open (all files currently in RAM).

Save As... Command

On the File menu.

The Save As dialog box appears whenever you choose Save As, or when you choose Save and the file is untitled or the file was opened from a locked volume or if the file opened is locked.



Disk or Folder Name

Shows the current disk or folder name above the list box.

List Box

Shows you all files and folders on the current disk. You can scroll the list and select a folder to save to, but you cannot select any of the files.

Save as

This command allows you to type in a name for the file. The name can be any combination of letters, numbers, and symbols except the colon (:). If the file already has a name, NoteCard proposes it. If you type a name that is the same as the name of another file on the disk, NoteCard asks if you want to replace the existing file when you click Save. If you want to keep different versions of a file, you can continue to edit it and save it under a new name for each version.

Disk Name

Shows you the current disk (or volume on a hard disk).

Eject

This button ejects the disk from the disk drive so that you can insert another disk to save on.

New Folder

This Brings up a small dialog box that allows one to create a new folder.

Desktop

Moves the list box directly to the highest folder hierarchy; the desktop.

Save

This button saves the file named in the Save as box. After a file is saved, it remains on the screen.

Saving a File

Whether you're creating a new file or changing an older one, you need to save it on the disk so that you can add to it or print it later.

It is a good idea to save changes to your file often, especially if you are moving or copying text to the file from another program or another file.

NoteCard has two commands for saving files: Save As for saving new files and Save for saving changes to previously saved files.

You can also use the Save As command to:

1. Make a backup copy.
2. Rename a file.
3. Save a copy of a file on a different disk.

When you use Save As all subsequent changes made to the file are saved to the location directed by the Save As dialog box. If you change the name of a file using Save As the old file still remains intact. You will have to go back to the Macintosh Finder to delete the old file.

Selecting Text

Selecting is the process for designating areas of your file text that you want to work on. Most editing and formatting actions require two steps: first you select text you want to work on then you initiate the appropriate action. For example, to select a word, select the word, then choose the Cut command.

You can select whenever the mouse pointer is an I-beam within a text area. Text you select appears highlighted. The appearance of highlighted text differs depending on your monitor. If you are using a black and white monitor or have color disabled, highlighted text appears as white characters on a black background. If you have a color monitor and have color enabled, highlighted text appears in the color that you have set in the control panel.

After you make a selection you can expand or contract its size. Whether the selection size expands or contracts depends on two factors: the starting location, called the anchor point, and the direction from the anchor point in which the change is being made. A change that moves away from the anchor point extends (expands) the selection. A change that moves toward the anchor point contracts the selection up to the anchor point.

Selecting with the mouse replaces the previous selection except when you extend or contract the selection with the Shift-click method. This effect makes it easy to correct a selection.

Selecting any Amount of Text

Drag over the text.

Selecting a Character

Drag over it.

Selecting a Word

Double-click anywhere in the word.

Selecting a Block of Text

1. Click where you want the selection to start.
2. If necessary ,scroll to the end of the text you want to select.
3. Hold down the Shift key and click on the last character you want to select.

Extending a Selection

To extend a selection from any selection or insertion point:

1. Select a unit of text.
2. Press the Shift key and position the mouse where you want the selection to be extended or compressed to.
2. Press the mouse button and drag to the end of the text you want to select.

For example, select a word by double-clicking it. Then hold down the Shift key after the second press (Shift-click). Then drag the mouse pointer and the selection extends and compresses.

Skip Question Command

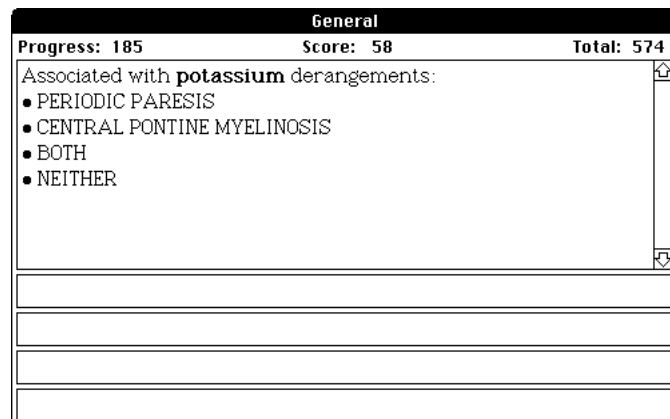
On the Special menu and available only while the Test window is showing.

This command passes up a question without changing the score. The question will not be seen again in the Test window until the Reset or Revert commands have been used.

Test Command

On the Special menu.

This command temporarily hides the editing windows of all files and shows the previously hidden Test window.



Questions appearing in the Test window are drawn at random from the files shown in **outline** font on the Windows menu. (See Add and Remove).

Correctly answered questions will not come up again until the file is Reset (see Reset Command). Whether incorrectly answered questions will be seen again before using the Reset command is determined by the settings in the Defaults Dialog box (see Set Defaults... Command).

Score

Score is based on a ratio of the total number of correct and incorrect attempts at answering each question. The score is calculated only from files that appear in **outline** font on the windows menu.

Skipping a question, and/or changing the progress state of the question by clicking on the check box at the top of the editing window does not alter the score.

When all the questions in a file have been answered correctly or skipped the file will be removed automatically from the window menu and the Total, Progress, and Score will be adjusted accordingly.

Progress

The progress is a sum of the progress state for all questions of all files that are in *outline* font on the windows menu.

Skipping a question, and/or changing the progress state of the question by clicking on the check box at the top of the editing window will change the progress without affecting the score.

Total

This indicates the total number of questions in all the files that appear in *outline* font on the windows menu. The Test will be concluded when the progress and total are equal.

Editing Questions

To change a question or an answer use the Edit questions command. While editing the questions you can Delete questions, add questions, Revert files, Open and Close Files, and Add and Remove. The Score, Progress and Total are always based on the files appearing in *outline* font on the Windows menu at any given time.

NoteCard saves the progress status of each question (based on if it has been answered correctly or skipped) and also saves the score individually for each file when the file is saved. Therefore, you can come back to a file later and continue where you left off later.

Underline Command

On the Style menu.

The Underline command underlines selected characters or removes underlining if all the characters are already underlined. If you have multiple formats in you selection, NoteCard uses the first character in the selection to determine whether to turn the underline format on or off. For example, if the first character in the selection is in underline format, NoteCard turns off underline format for the entire selection.

This is underlined text.

Undo Command

On the Edit menu.

The Undo command reverses the last editing or formatting action. If the most recent command cannot be undone, the Undo command is dimmed.

Typing

Undo removes text typed since last command or action.

Cut, Clear

Undo restores selection.

Paste

Undo removes pasted text and restores any selected text.

Undo

Undo re-does the last Undo command.

UPPERCASE Command

On the Style menu.

The Uppercase command transforms any selected text in the upper editing field (the question field) to all uppercase letters.

Writing Questions

1. Start the NoteCard program by double clicking on its Finder Icon.
2. A new editing window appears with a blinking cursor in the Top Editing Field. Type a question into this field. Remember that the question should not be ambiguous and only one possible answer should be correct.
3. When the question is finished use the tab key or just position the mouse pointer in the first Lower Editing Field. The cursor should now be in the first of the smaller editing fields at the bottom of the window.
4. Type in the answer to the question. If it is possible for a synonym to correctly answer the question type the synonym in one of the Lower Editing Fields.
5. To advance to the next question click in the right-handed arrow at the bottom of the window, press the return key, or select Next from the special menu. Continue from number 2 above.
6. To save the questions to disk use the Save command. The first time you save a new file you will be shown the Save As... dialog box. For details see Save as... Command. From then on each time you use the Save command the file will overwrite the previous version of the file. NoteCard will not bring up the Save As... dialog box again, because it remembers where the file is to be saved each time you use the Save command.

Windows Menu

The windows menu shows the names of all windows open by NoteCard. If the name is in regular typeface then the file is not available to have its questions appear in the Test window. If the file name appears in **outline** font then the questions from that file will appear randomly in the Test window. Selecting a window from the list makes that window the active window and brings it in front of the other windows.