Cardfile Help Index

The Index lists the Help topics available for Cardfile. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Keyboard

Cardfile Keys

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Cardfile Keys

Use the following keys in Cardfile:

Key(s)	Function
PgDn	Scrolls forward one card.
PgUp	Scrolls backward one card.
Ctrl+Home	Brings the first card in the file to the front.
Ctrl+End	Brings the last card in the file to the front.
Ctrl+letter	Brings a card to the front of the file. Cardfile displays the first card whose index line begins with the letter.
Ctrl+Esc	Opens the Task List dialog box.

Cardfile Commands

To get help with a command, choose the appropriate menu.

File Menu Commands

   New
   Open
   Save
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   Print
   Print All
   Page Setup
   Printer Setup
   Merge
   Exit

Edit Menu Commands

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   Index
   Restore
   Text
   Picture

View Menu Commands

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   List

Card Menu Commands

   Add
   Delete
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   Autodial

Search Menu Commands

   Go To
   Find
   Find Next

File Menu Commands

Use the scroll bar to see more commands.

New
Opens a new file.

When you choose New, Cardfile lets you save changes to the current file.

Related Topics
Creating New Files

Open
Opens an existing file.

When you choose Open, Cardfile lets you save changes to the current file.

Related Topics
Opening Existing Files

Save
Saves changes to the current file.

When you choose Save, the file remains open so you can continue working on it.

Related Topics
Saving Files

Save As
Saves a new or existing file.

You can:
*   Name a new file.
*   Save an existing file under a new name.
    The original remains unchanged.

Related Topics
Saving Files

Print
Prints the card at the front of a file.

Related Topics
Printing Cards or Entire Files

Print All
Prints all the cards in a file.

Related Topics
Printing Cards or Entire Files

Page Setup
Sets the margins, and adds headers and footers to printed cards.

You can specify:
*   Margins--Left, right, top and bottom.
*   Headers or Footers--Text and/or codes.

Related Topics
Printing Headers and Footers

<u>Setting Margins</u>

Printer Setup

Sets printer options for Cardfile before printing.

You can:
*   Select a printer for Cardfile.

*   Choose Setup and change options for the printer.
    The available options depend on the type of printer selected.

Related Topics
<u>Changing Printers and Printer Options</u>

Merge

Merges the cards in two files.

Use Save or Save As to save the merged file.

Related Topics
<u>Merging Files</u>

Exit

Closes the current file and exits Cardfile.

If the file is unsaved, Cardfile lets you save it before exiting.

Edit Menu Commands

Use the scroll bar to see more commands.

Undo

Undoes the most recent typing or editing action on a card.

Related Topics
Undoing Edits

Cut

Deletes text or a picture on a card and places it onto Clipboard, erasing the previous Clipboard contents.

Use Paste to place the cut text or picture in the same card (if it is text), another card or file, or another application.

Related Topics
Copying, Cutting, and Pasting Text
Pasting, Copying, and Moving Pictures

Copy

Copies text or a picture on a card and places it onto Clipboard, leaving the original intact and erasing the previous Clipboard contents.

Use Paste to place the copied text or picture in the same card (if it is text), another card or file, or another application.

Related Topics
Copying, Cutting, and Pasting Text
Pasting, Copying, and Moving Pictures

Paste

Pastes a copy of the Clipboard contents on a card.

Related Topics
Copying, Cutting, and Pasting Text
Pasting, Copying, and Moving Pictures

Index

Lets you edit the index line of the card at the front of a file.

Related Topics
Changing the Index Line
Entering Text in the Index Line and Information Area

Restore

Undoes all changes you have made in a card as long as it is still at the front of a file or the file hasn't been saved.

Related Topics
Restoring Cards

Text

Switches to text mode.

Use Text to enter text after working in picture mode.

Related Topics
Pasting, Copying, and Moving Pictures

Picture

Switches to picture mode.

Use Picture when you want to cut, copy, paste, or move a picture.

Related Topics
Pasting, Copying, and Moving Pictures

View Menu Commands

Use the scroll bar to see more commands.

Card
Switches to card view.

Card view displays your file as a series of cards.

Related Topics
Switching Between Card and List View

List
Displays the index lines of cards in a file in alphabetical order.

Related Topics
Switching Between Card and List View

Card Menu Commands

Use the scroll bar to see more commands.

Add

Adds a new card to a file.

Related Topics
Adding More Cards

Delete

Deletes a card.

Related Topics
Deleting Cards

Duplicate

Duplicates the selected card.

Related Topics
Duplicating Cards

Autodial

Dials a phone number on the selected card.

To dial with the prefix in the Prefix box, select the Use Prefix check box.

You need a Hayes or Hayes-compatible modem to dial with Autodial.

Related Topics
Dialing Automatically

Search Menu Commands

Use the scroll bar to see more commands.

Go To
Brings a card to the front of a file.

Related Topics
Selecting Cards

Find
Finds text on cards in a file.

Related Topics
Finding Text

Find Next
Repeats the last search without opening the Find dialog box.

Related Topics
Finding Text

Cardfile Procedures

The Procedure topics give you step-by-step instructions for using Cardfile. Use the scroll bar to see more topics.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Choosing Views

Switching Between Card and List View

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Printing Headers and Footers
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Working with Files

Creating New Files
Opening Existing Files
Saving Files
Merging Files

Switching Between Card and List View

To switch to Card view:
*   Choose Card from the View menu.

To switch to List view:
*   Choose List from the View menu.
    Select a card and choose Card to view it.

Entering Text in the Index Line and Information Area

To enter text:

1 Choose Index from the Edit menu.

2 Type the text for the index line.

3 Choose OK.

4 Type text in the information area.

Related Topics
Changing the Index Line

Changing the Index Line

To change the index line:

1 <u>Select</u> the card with the index line.
2 Choose Index from the Edit menu.
   Or double-click the index line.
3 Edit the line.
4 Choose OK.

Related Topics
<u>Entering Text in the Index Line and Information Area</u>

Copying, Cutting, and Pasting Text

To copy and paste or cut and paste text:
1 Select the text.
2 Choose Copy from the Edit menu to copy text.
   Or choose Cut to cut text.
3 Move the insertion point where you want the text to appear.
   Or select text you want to replace.
4 Choose Paste from the Edit menu.

Related Topics
Pasting, Copying, and Moving Pictures

Pasting, Copying, and Moving Pictures

To paste a picture on a card:

1 Copy the picture to Clipboard.

2 Start Cardfile or select the Cardfile window.

3 <u>Choose Card view</u> and <u>select</u> the card.

4 Choose Picture from the Edit menu.

5 Choose Paste from the Edit menu.

You can only paste one picture per card. If the card already has a picture, Paste replaces the old picture with the new one.

6 Drag the picture or use the direction keys to move the picture.

Choose Text from the Edit menu to work in text mode.

To copy or move a picture to another card:

1 <u>Choose Card view</u> and <u>select</u> the card with the picture.

2 Choose Picture from the Edit menu.

3 Choose Copy from the Edit menu to copy the picture.

Or choose Cut from the Edit menu to move the picture.

4 Move to another card.

5 Choose Picture from the Edit menu.

6 Choose Paste from the Edit menu.

If the card already has a picture, Paste replaces the old picture with the new one.

7 Drag the picture or use the direction keys to move the picture.

Choose Text from the Edit menu to work in text mode.

Restoring Cards

You can undo all changes in a card as long as it is still at the front of a file and the file hasn't been saved.

To restore a card:

*   Choose Restore from the Edit menu.

Related Topics
Undoing Edits

Undoing Edits

To undo your last editing or typing action:

*   Choose Undo from the Edit menu.

Related Topics
Restoring Cards

Selecting Cards

To select a card in Card view:

Mouse   * Click the card's index line if it is visible.

Keyboard   * Hold down Ctrl and type the first letter of the index line.

Command   1 Choose Go To from the Search menu.

             2 Type text from the card's index line.
                 Cardfile ignores capitalization.

             3 Choose OK.

To select a card in List view:

Mouse   * Click the card's index line.

Keyboard   * Use the direction keys to move to the card's index line.

Related Topics
Moving Through a Cardfile

Moving Through a Cardfile

To move through a Cardfile:

Mouse   *   Click the Left or Right scroll arrow in Cardfile's <u>status bar</u>.

Keyboard   *   Use the following keys:

Press	To
PgDn	Scroll forward one card.
PgUp	Scroll backward one card.
Ctrl+Home	Bring the first card in the file to the front.
Ctrl+End	Bring the last card in the file to the front.

Related Topics
<u>Selecting Cards</u>

Finding Text

To find text in a Cardfile:

1 Choose Find from the Search menu.

2 Type the search text.
   Cardfile ignores capitalization and doesn't distinguish between whole words and parts of words.

3 Choose OK.

4 Choose Find Next from the Search menu to repeat the search.

Related Topics
Moving Through a Cardfile

Adding More Cards

To add a new card to a file:

1 Choose Add from the Card menu.

2 Type the index line.

3 Choose OK.

Related Topics
Duplicating Cards

Duplicating Cards

To duplicate a card:

1 <u>Select</u> the card.

2 Choose Duplicate from the Card menu.

Related Topics
<u>Adding More Cards</u>
<u>Deleting Cards</u>

Deleting Cards

To delete a card:

1 Select the card.
2 Choose Delete from the Card menu.
3 Choose OK to confirm the deletion.

Dialing Automatically

You need a Hayes or Hayes-compatible modem to dial a number on a card.

To dial with Cardfile:

1 Select the card with the number you want to dial.
2 Choose Autodial from the Card menu.
  Cardfile displays the first number it finds in the Number box.
3 Change the number if necessary.
4 Select the Use Prefix check box to use a prefix with the number in the Number box.
  Change the prefix as necessary.
5 Choose Setup to set up the modem.
6 Choose the appropriate modem options.
7 Choose OK.

Printing Cards or Entire Files

To print a single card:

1   Select the card.

2   Choose Print from the File menu.

To print all the cards in the current file:

*   Choose Print All from the File menu.

Related Topics
Changing Printers and Printer Options

Changing Printers and Printer Options

To change printers:

1 Choose Printer Setup from the File menu.

2 Select the printer you want to print on.

3 Choose Setup to change printer options.

4 Select the options you want and choose OK.

5 Choose OK.

Related Topics

<u>Printing Cards or Entire Files</u>

Printing Headers and Footers

To print a header or footer:

1 Choose Page Setup from the File menu.
2 Type the header or footer text and/or codes.

Type	For
&d	The current date.
&p	Page numbers.
&f	The current filename.
&l	Header or footer text (following the code) justified at the left margin.
&r	Header or footer text (following the code) justified at the right margin.
&c	Header or footer text (following the code) centered between the margins.
&t	The current time.

3 Choose OK.

Related Topics
Setting Margins

Setting Margins

To set margins for printed cards:

1 Choose Page Setup from the File menu.

2 Type the margins.

3 Choose OK.

Related Topics

Printing Headers and Footers

Creating New Files

To create a new file:

*   Choose New from the File menu.

Related Topics
Opening Existing Files

Opening Existing Files

To open an existing file:

1 Choose Open from the File menu.

2 Enter the filename.

3 Choose OK.

Related Topics
<u>Creating New Files</u>

Saving Files

To save changes to the current file:

*   Choose Save from the File menu.

To save a new (untitled) file or the current file under a new name:

1 Choose Save As from the File menu.

2 Enter a filename.

3 Choose OK.

Merging Files

To merge two files:

1 Open or create one of the files.

2 Choose Merge from the File menu.

3 Enter the name of the file you want to merge with the current file.

4 Choose OK.

5 Use Save As from the File menu to save the merged file under a new name.

   Or choose Save from the File menu to save the merged file under the current name.

Related Topics

<u>Saving Files</u>

status bar

A line of information located at the bottom of a window. For example, in a directory window the status bar tells how many files are selected, how much disk space they occupy, and the total number of files in the directory (whether included in the directory window or not). In the Directory Tree window, the status bar shows the number of bytes available on the disk and the total disk capacity. Not all windows have a status bar.