

## Card Organizer help contents

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### **Why use Card Organizer**

Everybody love and hate CardFile for Windows 3.x.

Why? Because CardFile is small and FAST, but the functionality simply isn't there. And most important, it does not work in multiuser environments and you can't have several databases open at once.

Another problem is that it does not exist in a Windows 95 version.

Now it does.

Card Organizer is not a HUGE database program, like Microsoft Excell, that can do thousands of things you never need. Card Organizer is small, easy and very fast.

Turn to the [multiuser environment](#) section or [using multiple databases](#) for more details of the benefit.

### Running Card Organizer for the first time

When you run Card Organizer for the first time you will be met with a blank window. In order to get started you must create a new Card Organizer database file. This is done by clicking File and New. Enter a name for the database.

A Tab has been created and the Tab's caption is the same as the filename you chose.

Now you can begin inserting cards.

Click on the bitmap below for further details.



**All cards**

This is where all cards in the database are listed

**Card title**

Card title goes here

**Card text field**

Write as much text you need here

**Tabs**

The active tab reflects the database currently opened.

**Deleting a card**

Simply select the item and press Del or click Delete card in the Card menu item.

**Insert a new card**

Make sure you have opened a Card Organizer database.

{button ,} Click Card on the menu bar and Insert card.

{button ,} Give the card a name and enter desired text in the notepad field.

Note: Changes are automatically saved.

### **Using multiple Card Organizer databases**

Lets assume you need to have a database containing all the numbers of your personal friends and you also want a database containing all the numbers of your customers.

This is very easy to do in Card Organizer.

All you have to do is create a database called: Personal (or what ever you like) and another called: Business.

Now you can add items to them both at will.

For each new database you create or open a new Tab appears.

**Using Card Organizer databases in a multi-user environment**

When you use Card Organizer among several users you really begin to love the program.

All users simply choose the database(s) needed. This is done through a shared drive.

Everybody can now edit and add items without worrying about saving changes because this is automatically done.

**Printing a card**

Select the item to print. Press CTRL-P or Print from the File menu.

**The Goto function**

The goto function only searches through all the cards titles - and not the text.

Default search is using wildcards eg.:

You type "company" .

All card titles containing the word hello in any context will be displayed, such as

"The great Company" or

"The small company" or

"Company one".

**The Search function**

Searches through all text in the entire database.

### **How to become a registered Card Organizer**

To register Card Organizer you simply click Register from the Help menu and choose the appropriate registration method best suiting you or your company.

Fill in the form and fax it to us.

Registration information will be supplied through the Internet.

For more information turn to:

Juul & Stejle Software A/S at:

**[www.juul.stejle.dk/software.htm](http://www.juul.stejle.dk/software.htm)**

or send a mail to:

**[jens@stejle.dk](mailto:jens@stejle.dk)**

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Juul & Stejle Software A/S

Fredericiagade 13

DK-1310 Copenhagen K

Denmark

Phone: +45 33110632

Fax: +45 33110677

