

# THIS FILE IS AVAILABLE AS ON-LINE HELP FROM WITHIN WINFLASH v5.0



## WinFlash Help Contents

Introduction	Help Menu
What's New In WinFlash v5.0	Strategies For Using WinFlash
Installation	.FLS And .FLD File Formats
Getting Started	Giving WinFlash To A Friend
Step-by-step Tutorial	Open Window's Guarantee
Question Dialog	Software License Agreement
Answer Dialog	Obtaining Support
Short Cut Keys	Other Open Window Products
Using The WinFlash Editor	Why Register?
File Menu	Ordering Information
Edit Menu	Problems?
Options Menu	WinFlash Revision History



## Introduction

WinFlash was written to help you learn any material that can be represented in textual, graphical or audio formats. You can use it to easily and quickly create a text-only deck for a fast topic review or put its powerful editing capabilities to work creating sophisticated learning tools for long-term use. The previous release of WinFlash (v4.0) was recognized as the leading program of its type, winning both the 1997 Shareware Industry Award for Best Educational Program and the Educational Shareware Cooperative's 1997 People's Choice Award. This release continues to expand the program's power and flexibility.

WinFlash is useful in both scholastic and professional learning situations. In the corporate setting, WinFlash is an excellent tool for producing training materials for employees. The multiple mode prioritization capabilities allow concentration on problem Questions with a variety of strategies. In a lighter vein, WinFlash can also be used to construct and play "Trivia" type games.

Here are some quotes from WinFlash customers:

...this system has produced an incredible about-face with an average grade now of 95. I can't tell you how relieved I am to finally find something that works!

...WinFlash has helped me make straight A's. I am a registered user. Can't wait to see your Windows '95 version.

...Of all the shareware programs I have ever used, I have gotten the most value out of WinFlash.

Please give WinFlash a try in your learning situation!!



## What's New In WinFlash v5.0?

WinFlash v5.0 is a major upgrade incorporating the following new features and enhancements. Both 16- and 32-bit versions are available. If you're a current WinFlash user, see the note at the end of this topic about using your v3.1 or v4.0 files.

- \* The WYSIWYG forms-based editor is now resizable and has received many improvements to ease deck creation and editing. Pairs can now be inserted at any point in the deck and deleted from within the editor. Support for the Charmap applet has been added to make inserting characters not available from the keyboard quick and easy. A Find capability has also been added.

- \* Printing has been greatly improved and expanded. You can now print single- or double-sided flashcards in sizes from one per sheet (single-sided fold-over; 1/2 sheet size) to six per sheet (double-sided, 1/6 sheet size). Cards can include the graphics or be printed as text-only (much faster). Pairs can also be printed out in tabular format. Any sub-set of pairs that can be selected for study use can also be selected for printing.

- \* Graphic file format support has been expanded to include the popular BMP, CMS, ICO, GIF, JPG, PCX, PNG, SCM and WMF file types. Scaling can also be disabled if it is desired to display the graphics at a fixed size.

Note : Due to the conditions of our license with Unisys, the GIF capability in the unregistered mode is limited to displaying one .GIF image per WinFlash session.

- \* Audio and Video file format support has been expanded to include the popular AVI and MOV video file types and the WAV, RMI and MID audio file types.

- \* Decks may now contain up to 100 different Categories!

- \* Q&A pair order and sequencing have been made much more flexible. Numeric/Random, Forward/Reverse, Answer First, One Pass/Continuous, Named and Numeric Ranges can all be used in combination. Also, 0 and 100 percent are now allowable entries for the various frequency settings. The random pick mode has been further refined by making sure there are no repeat picks from each "bucket" (say Priority and Non-Priority pairs) until all pairs in the "bucket" have been asked.

- \* Remaining unasked pairs in the current pass is now displayed on the status bar.

- \* A Resume feature has been added, allowing the session to be continued from the point at which it was last closed.

- \* Question and Answer window sizes and positions can be synchronized to match perfectly, if desired.

- \* Fill-in-the-blank mode can now be used bi-directionally (i.e. Answer first), greatly enhancing the program's effectiveness for language vocabulary study and other one-to-one matching applications.

- \* Individual pairs may now be removed from the priority list or the disabled list without resetting the entire list.

- \* The number of disabled pairs and priority pairs has been added to Statistics.
- \* The messages announcing pair promotion in Frequency Based On History mode can now be timed (disappear automatically) or suppressed altogether - the color of the pair number in the status bar tells the pair's status. V4.0 mode is also still available for those who prefer it.
- \* Most-recently-used-file pick list has been expanded to hold up to 9 files.
- \* Go To Pair function added to jump to a given pair number.

Note: Old v3.1 .FLS files will work just fine with v5.0. Simply open them with the new program and the new .FLD file will be automatically created the first time you open the file in v5.0. If you are sure you will have no need to use the file again in v3.1, you may strip the non-Q/A related info from the back of the .FLS file as this is no longer used by WinFlash. Version 4.0 files are fully compatible with v5.0.



## Installation

Note: WinFlash32-specific info is shown in (red parentheses).

To install WinFlash v5.0 from a floppy disk received from Open Window:

1. While in Windows, insert the floppy disk in the drive.
2. Open File Manager or Explorer and select the floppy disk.
3. Double click on the file SETUPWF.EXE to run it. This will take you through the procedure of installing WinFlash v5.0 on your hard disk.

To install WinFlash v5.0 starting from a copy of FLASH\_50.ZIP (FLS32\_50.ZIP) (FLASH.ZIP (FLASH32.ZIP) if obtained from CompuServe or Open Window's website):

1. Create a temporary directory (C:\WF will do) on your hard disk.
2. Copy FLASH\_50.ZIP (FLS32\_50.ZIP) to this directory.
3. Unzip the file using WinZip™ or other "UNZIPper". This should produce the files listed below.
  - SETUPWF.EXE - This is a self-extracting installation file that contains all of the WinFlash v5.0 files
  - FILE\_ID.DIZ - Program description used by various distribution channels
  - VENDINFO.DIZ - Industry-standard file containing program distribution information
4. Run SETUPWF.EXE from Windows. This will take you through the procedure of installing WinFlash v5.0 on your hard disk. Do NOT install the software TO the temporary directory (C:\WF in the above example).

The following files will be installed in the directory you choose by SETUPWF.EXE:

- WINFLS50.EXE (WINFLS97.EXE) - The executable program file
- WINFLS50.HLP - The help file supporting WinFlash v5.0
- HELPPFILE.WRI - The help documentation in Windows Write format
- REGISTER.TXT - Registration form in Windows text format

The Subdirectory EXAMPLES containing:

WINFLS50.FLS - WinFlash "Demo" .FLS file  
ONECAPS1.FLS - NECAPS.FLS file after completing first exercise  
ONECAPS2.FLS - NECAPS.FLS file after completing second exercise  
ONECAPS3.FLS - NECAPS.FLS file after completing third exercise  
BALLGAME.MID - MIDI-format sound file used in exercises  
CUTECAT.WAV - WAV-format sound file used in demo  
GWASHING.BMP - Bitmap-format graphics file used in exercises  
MINUTE.BMP - Bitmap-format graphics file used in exercises  
NE.BMP - Bitmap-format graphics file used in demo  
PITCHER.BMP - Bitmap-format graphics file used in exercises  
SATURN.BMP - Bitmap-format graphics file used in demo  
SHOT.WAV - WAV-format sound file used in exercises  
TADA.WAV - WAV-format sound file used in demo  
TEA.BMP - Bitmap-format graphics file used in demo  
VIDDEMO.AVI - AVI-format video file used in exercises  
WINFLASH.BMP - Bitmap-format graphics file used in demo

An additional file, WINFLASH.INI, will be created by the program in the Windows directory (in the directory containing the WinFlash32 files) the first time the program is executed. This file contains the information relating to your default option settings and should be considered part of the WinFlash v5.0 file set after its creation.

Note - You may delete all of the files in the temporary directory from your hard disk after completing the installation process, but remember to save a copy of SETUPWF.EXE on a floppy disk for friends who may want to try WinFlash v5.0.



## Getting Started

After installing WinFlash v5.0 you'll want to experiment a bit to see what it can do for you. You may want to open the HELPFILE.WRI file included with WinFlash (simply double-click on the pen icon labeled helpfile.wri that was installed in the same group as the WinFlash icon) and print it out for reference while you are learning to use WinFlash.

For your first try-out, start up WinFlash by double-clicking on its icon. The first time you'll see a "splash" dialog offering to show you other Open Window products. Plenty of time for this later <G> - you can revisit this topic from the main Help menu.

Click on Continue..., read the Welcome message (this will appear the first three times that the program is run) and then click Continue... again. This will bring up the WinFlash main window. Click on the Demo item on the menu bar. This will load the example file and display the first Question. Click your way through the example deck (it's designed to point out some of WinFlash's features as you step through the questions and answers).

You're on your way! If you'd like more hands-on instruction, check out the section in the on-line help titled Step-by-step Tutorial and try out the three projects described there. After that, experiment with the various menu and option settings using the tutorial file as a starting point.

Before undertaking the creation of a new card deck for your own use, you may wish to check Open Window's Web site to see if there is already one available that will suit your needs or, at least, provide a good starting point for further expansion. Point your Web browser to

<http://www.openwindow.com>

and visit the WinFlash Users' Group page there. As you become proficient with WinFlash, please share your decks with others by following the directions on the Users' Group page - this saves work for everybody!! If you don't have access to the Internet yet, many of these decks are available on CompuServe's WINUTIL Forum, Library 18 and on America Online (search on BRYANT).



## Question Dialog

This dialog box displays the current Question. Its position and size are stored in the .FLD file at the end of a Q&A session and this setting used when the file is reloaded.

The Question dialog is made up of six components as further described below starting at the top of the dialog:

Title Bar

Contains the full path name of the currently-loaded .FLS file (card deck).

Status Bar



Starting from the left, the Status Bar contains the following data and controls:

Category - Contains the Category of the currently-displayed Question if one has been entered - History in the bar above. Otherwise displays "Category".

Pair Number - Displays the number of the current pair - 9 in the bar above - as well as the following color-coded information:

In Frequency Based On Priority List Mode:

Red - Pair is ON Priority List

Green - Pair is OFF Priority List

In Frequency Based On History Mode:

Red - Pair is Unlearned

Yellow - Pair is Short Term Learned

Green - Pair is Long Term Learned

Unasked Pairs Remaining In This Pass - The count of how many pairs remain to be viewed - 2 in the bar above - before all the pairs which are included in the current settings have been asked in the most current pass.

Total Pairs This Session - The count of how many pairs have been viewed - 18 in the bar above - since the deck has been opened OR since the session statistics have been reset - by right clicking on the status bar and selecting Reset Status Bar Statistics.

Total Correct Answers This Session - The count of how many pairs have been correctly answered

- 16 in the bar above - in the period described in Total Pairs This Session.

Total Incorrect Answers This Session - The count of how many pairs have been incorrectly answered - 2 in the bar above - in the period described in Total Pairs This Session.

Percentage Of Correct Answers This Session - The percentage of correctly answered - 89% in the bar above - pairs in the period described in Total Pairs This Session.

The statistics are updated when the next Question is displayed - i.e. they represent the status at the end of the previous Q&A pair.

Hint Button - This button indicates the presence of Hints when it is enabled. Each press of the button or keying of the Ctrl-h shortcut displays another of the available hints in sequence. The sequence can be repeated by continuing to press the button.

Multi-Media Controller - This is enabled by an audio/video file associated with the Question. The buttons use the standard VCR-type code and are, from left to right, Play, Pause and Stop. Press Stop first to enable the Play button.

#### Text Display

The text portion of the Question (if any) is displayed in the left half of the central portion of the dialog if there is a graphical component to the Question and in the entire central portion in the absence of graphical content or if Options|View|Enable Graphics is unchecked.

Long text entries which do not fit within the Text Display can be scrolled by using the scrollbars or by using the PageUp and PageDown keys.

#### Pop-up Menu

Right-clicking the mouse anywhere in the text portion of the display will bring up a pop-up menu allowing the following choices:

- Options - Opens the Options dialog
- Edit Current Q&A Pair - Opens current pair in the WinFlash Editor
- Delete Current Q&A Pair - Removes the current pair from the deck
- Go To Pair... - Opens a dialog allowing you to enter the number of a pair to jump to
- Insert New Q&A Pair - Adds a pair immediately following the current pair and opens it in the WinFlash Editor

#### Graphics Display

The graphical portion of the Question (if any) is displayed in the right half of the central portion of the dialog if there is a textual component to the Question and in the entire central portion in the absence of textual content. Display of associated graphics files can be suppressed by unchecking Options|View|Enable Graphics.

A displayed graphic can be zoomed to full-screen by single-clicking on it. Another click on the full-screen display returns the display to normal.

#### Answer Entry Bar

This part of the screen can be one of three types:

Standard - The bar only contains a Display The Answer button. Click it or press Enter to display the Answer Dialog.

Multiple Choice - The bar displays a numbered button for each of the possible Multiple Choice answers shown. It also displays All Of The Above and None Of The Above buttons. Indicate your answer by clicking on the appropriate button or typing the number, "a" (All) or "n" (None)". This will move you to the Answer Dialog where you'll find out if your answer was correct.

Fill-In-The-Blank - The bar contains an edit box in which you type your answer. When it is completed, click on the Check My Answer button or press Enter. This will move you to the Answer Dialog where you'll find out if your answer was correct.



## Answer Dialog

This dialog box displays the Answer to the current Question. Its position and size are stored in the .FLD file at the end of a Q&A session and this setting used when the file is reloaded. Optionally, you can choose to "synchronize" the size/position setting with that of the Question dialog by checking Options|View|Q&A Windows Same Size And Location.

The Answer dialog is made up of six components as further described below starting at the top of the dialog:

Title Bar

Contains the full path name of the currently-loaded .FLS file (card deck).

Status Bar



Starting from the left, the Status Bar contains the following data and controls:

Category - Contains the Category of the currently-displayed Question if one has been entered - History in the bar above. Otherwise displays "Category".

Pair Number - Displays the number of the current pair - 9 in the bar above - as well as the following color-coded information:

In Frequency Based On Priority List Mode:

- Red - Pair is ON Priority List
- Green - Pair is OFF Priority List

In Frequency Based On History Mode:

- Red - Pair is Unlearned
- Yellow - Pair is Short Term Learned
- Green - Pair is Long Term Learned

Unasked Pairs Remaining In This Pass - The count of how many pairs remain to be viewed - 2 in the bar above - before all the pairs which are included in the current settings have been asked in the most current pass.

Total Pairs This Session - The count of how many pairs have been viewed - 18 in the bar above -

since the deck has been opened OR since the session statistics have been reset - by right clicking on the status bar and selecting Reset Status Bar Statistics.

Total Correct Answers This Session - The count of how many pairs have been correctly answered - 16 in the bar above - in the period described in Total Pairs This Session.

Total Incorrect Answers This Session - The count of how many pairs have been incorrectly answered - 2 in the bar above - in the period described in Total Pairs This Session.

Percentage Of Correct Answers This Session - The percentage of correctly answered - 89% in the bar above - pairs in the period described in Total Pairs This Session.

The statistics are updated when the next Question is displayed - i.e. they represent the status at the end of the previous Q&A pair.

Comment Button - This button indicates the presence of Comments when it is enabled. Each press of the button or keying of the Ctrl-h shortcut displays another of the available comments in sequence. The sequence can be repeated by continuing to press the button. This is actually shown as a telephone in the Answer status bar, but the Question's bar was reused here to save space in the .HLP file.

Multi-Media Controller - This is enabled by an audio/video file associated with the Answer. The buttons use the standard VCR-type code and are, from left to right, Play, Pause and Stop. Press Stop first to enable the Play button.

#### Text Display

The text portion of the Answer (if any) is displayed in the left half of the central portion of the dialog if there is a graphical component to the Answer and in the entire central portion in the absence of graphical content or if Options|View|Enable Graphics is unchecked.

Long text entries which do not fit within the Text Display can be scrolled by using the scrollbars or by using the PageUp and PageDown keys.

#### Pop-up Menu

Right-clicking the mouse anywhere in the text portion of the display will bring up a pop-up menu allowing the following choices:

- Options - Opens the Options dialog
- Edit Current Q&A Pair - Opens current pair in the WinFlash Editor
- Delete Current Q&A Pair - Removes the current pair from the deck
- Go To Pair... - Opens a dialog allowing you to enter the number of a pair to jump to
- Insert New Q&A Pair - Adds a pair immediately following the current pair and opens it in the WinFlash Editor

#### Graphics Display

The graphical portion of the Answer (if any) is displayed in the right half of the central portion of the dialog if there is a textual component to the Answer and in the entire central portion in the absence of textual content. Display of associated graphics files can be suppressed by unchecking Options|View|Enable Graphics.

A displayed graphic can be zoomed to full-screen by single-clicking on it. Another click on the full-screen display returns the display to normal.

## Results Bar

This part of the screen can be one of two types with the primary difference being in the upper-left set of buttons:

**Standard** - The bar's upper left contains a pair of buttons: Correct and Incorrect. Clicking one of these records the current pair's result in accordance with the name of the button and brings up the next Question Dialog. The "Correct" button is the default and can be entered by pressing the Enter key - "Incorrect" can be entered by typing Alt-i.

**Multiple Choice or Fill-In-The-Blank** - Since these two pair types are automatically scored by WinFlash, there is only one button in the upper left: Show Next Question. Clicking this button or typing Alt-n or the Enter key finalizes the result of this pair and brings up the next Question Dialog. In addition, this type of bar contains a flashing green check mark or red 'X' to indicate a correct or incorrect result, respectively.

Both bar types contain the following controls in common:

### Try Question Again

Clicking this button or typing Alt-t returns to the Question half of the Question/Answer pair, for review or reexamination.

### Add Pair To Priority List

This button is only enabled when in the Frequency Based On Priority List mode. Clicking this button or typing Alt-a adds the pair to the Priority List stored in the current .FLD file. The button text immediately changes to Remove Pair From Priority List. The pair can be removed from the Priority List by pressing the button or typing Alt-r when it is in this state. If you attempt to add the LAST Question not on the Priority List to the list while in the Frequency Based On Priority List mode, the Priority List will be reset - the assumption being that under these conditions all Questions have again become "equal".

### Disable This Pair

Clicking this button or typing Alt-d disables the current Question/Answer pair. The button text immediately changes to Re-enable This Pair. The pair can be re-enabled by pressing the button or typing Alt-e when it is in this state. If you attempt to disable the last non-disabled Question in the file, WinFlash will reset the Disabled List - the assumption being that under these conditions all Questions have again become "equal".



## File Menu

### New...

Creates a new .FLS file and companion .FLD file with the base name that you provide. It is not necessary to type in the extension. The WinFlash Editor is then opened ready to edit the first of the three "dummy" questions that were inserted when the file was created. See Step-by-step Tutorial for further information on this topic.

**Tip:** When creating a new file, WinFlash uses the option settings currently in place. If you want a new file created using the default options, close WinFlash and then reopen it just before creating

the new file. A handy trick is to create small "template" card decks whose options are set to ones you commonly use. Then when you want a new file with similar option settings, simply open and close one of these "templates" before creating your new deck. Voilà - a new deck with the settings you wanted already in place!

Open... - Ctrl-o

This selection brings up a standard Open File dialog box. This dialog only allows selection of files with the extensions .FLS, .FLT and .FLZ, since, as part of WinFlash's function, data is written to the file during use and at closing. This would have a very detrimental effect on other data and executable files, so WinFlash is designed to ONLY work with Question and Answer files with these extensions.

Save As...

Saves the current card deck to the name that you specify. The .FLS extension is added automatically. WinFlash then saves and closes the current deck and opens the newly-created copy.

File Statistics...

This selection displays a screen dialog showing the statistics on the current Q&A file, including: Number of Q&A pairs, Number of Categories, Number of Priority and Disabled Pairs, Number of Unlearned, Short Term Learned and Long Term Learned Pairs, Correct/Incorrect count for the day and since last cleared

The dialog also contains reset buttons for the current day's statistics and the long term statistics.

Print ...

Invokes the Print Dialog

Exit This Q&A File - Ctrl-q

This selection closes the current Q&A file, saving all status information and returns WinFlash's menus to the "no open Q&A file" state, ready to open a new Q&A file.

Exit

Selecting this menu item exits WinFlash, closing and saving status information for the current Q&A file if one is open.

Recently Used File List

Any of up to nine most-recently-used files can be directly loaded by clicking on them in this list or by typing the corresponding number when the File menu is open.



## Print Dialog

The Print dialog contains the following options for printing your card decks:

Style

Three styles are available - a text-only table, text-only cards and graphic images of the actual Q&A dialogs that are shown on the screen. The graphic images can take quite a while to print - especially on slower printers.

### Print Range

All includes all cards in the deck, even the disabled ones.

Use Current Range prints the same subset of cards that would be displayed in a regular session run-through based on your settings in Options. You can use this mode to, for instance, print out a set of cards from just one of the categories in the deck.

Single Test Sheet outputs a single sheet containing as many of the pairs at the front of the deck as will fit on a page in the selected style.

### Card Options

This chooses whether or not to print on both sides of the page when making your cards. The option is forced to single-sided when in Table mode.

**!!!! PLEASE BE SURE THAT YOUR PRINTER WILL NOT BE HARMED IF YOU CHOOSE TO USE THE TWO-PASS OPERATION !!!!**

Open Window cannot be responsible for problems caused by this two-pass operation. Consult your printer's owner's manual if you have any doubt!

If it is not advisable to print on both sides of the page, just choose Print One Side. This will array the Q's and A's side-by-side (above and below on the 1X2 size setting). You can then make your cards by simply folding the two joined parts of the pair in half, yielding a two-sided card. You may also want to use this approach if you want your cards to be heavier than those resulting from two-sided printing.

### Size

This allows the choice of three different card sizes:

1x2 is the largest size, printed as the top and bottom halves of the page in portrait mode. This yields either one card per sheet (Print One Side) or two cards per sheet (Print Both Sides).

2x2 is the next smaller size, printed to the four quadrants of the page in landscape mode. This yields either two cards per sheet (Print One Side) or four cards per sheet (Print Both Sides).

2x3 is the smallest size, printed as two columns of three positions. This yields either three cards per sheet (Print One Side) or six cards per sheet (Print Both Sides).

### Bottom Margin

This edit box allows you to enter the height of the bottom margin for use in Table mode. It is ignored when printing cards. Use this setting to prevent the table from running off the bottom of the page when printing pairs with lengthy Q or A's and/or when using large font settings.

You'll need to experiment a bit with this setting to find what produces the best results for a given deck and set of Q and A font settings.



## Edit Menu

Copy Question To Clipboard

This selection places the current Question on the Windows clipboard in the following format:

Question 1:

Text of the Question

Copy Answer To Clipboard

This selection places the current Answer on the Windows clipboard in the following format:

Answer 1:

Text of the Answer

Copy Both Question And Answer To Clipboard

This selection places the current Q&A pair on the Windows clipboard in the following format:

Question 1:

Text of the Question

Answer 1:

Text of the Answer

Open Current Q&A File In WinFlash Editor... - Ctrl-e

This selection opens the WinFlash Editor and loads the current Q&A file for editing with the first Q&A pair displayed in the Editor. Using the WinFlash Editor is, in most cases, easier than using a plain text editor and it assures that the formatting tags are entered correctly. See [Tips On Using The WinFlash Editor](#) for specific tips on using this tool most efficiently. You'll also receive a good tour of the Editor when you undertake the exercises in the [Step-by-step Tutorial](#).

Open Current Q&A File In NotePad... - Ctrl-t

This selection opens Windows' NotePad and loads the current Q&A file. While using the WinFlash Editor is the recommended approach for most edits, certain operations, such as duplicating the same pair except for a minor change in the text, can be accomplished more quickly by directly editing the .FLS file.

Before undertaking this approach, look over the topic [.FLS And .FLD File Formats](#) to familiarize yourself with the meaning of the various "tags" used by WinFlash.

Note: WinFlash files can become quite large when many pairs and/or lengthy text content are used. You will have to use a different editor than NotePad to directly edit a file larger than 32Kb, since that is NotePad's limit. If you wish to work with files larger than NotePad's limit, you may wish to move NotePad to its own directory (for possible later use). Then rename a copy of the .EXE file of your editor of choice to NOTEPAD.EXE and place it in your Windows directory, in

effect replacing NotePad with this editor. I personally use this approach with TextPad, a fine shareware editor available on CompuServe. This will allow you to access the larger files from within WinFlash using the Edit|Open Current Q&A File In NotePad selection. For this substitution to work, the replacement editor must be able to accept a path name as a command line input.

Note: When using third-party NotePad replacement products with WinFlash32, be sure they can accept a command-line input of the form C:\Program Files\WinFlash\Examples\Onecaps1.fl. Some programs have difficulty accepting paths containing spaces such as the one in this example.

Edit Current Q&A Pair... - Ctrl-a

This selection opens the WinFlash Editor and loads the current Q&A file for editing with the current Q&A pair displayed in the Editor.

Delete Current Q&A Pair...

This selection deletes the current Q&A pair. No shortcut was provided for this function as it was felt the potential harm outweighed the convenience.

Insert New Q&A Pair... - Ctrl-i

This selection opens the WinFlash Editor and loads the current Q&A file for editing with a new Q&A pair, added immediately following the current pair, displayed in the Editor.



## Help Menu

Contents

This selection calls the Windows Help application and loads the main index for WinFlash's Help file. From here you can explore the on line documentation for WinFlash. Pressing F1 at any time while the WinFlash's main window has the focus will also bring up the Help file. Pressing F1, typing Alt-h or clicking on the Help button will bring up context-sensitive help in most dialogs.

Tutorial

This selection opens the WinFlash help file to the first segment of the three-part tutorial.

How To Use Help...

This selection displays the standard Windows help file that describes how to use the on-line Help system itself.

About...

This selection displays the About box for WinFlash, showing the program version and author contact information.



## Options Menu

Clicking Options brings up the tabbed Options Dialog which contains the pages listed below. This menu item is only enabled when a .FLS file is open.

Colors & Fonts controls the independent background colors of the Main Window, the Question Dialog and the Answer Dialog. It also controls the fonts used for displaying the primary text for the Question and, independently, the Answer. The fill-in-the-blank edit box also uses the appropriate font, matching the upcoming Answer.

Directories controls where WinFlash's dialog boxes initially "point" when they are opened and where WinFlash will automatically look for associated files.

Pair Order allows the user to select the ordering and content of the pairs to be chosen from the overall deck for the upcoming study session.

Q&A Modes allows the user to choose one of WinFlash's four primary modes to use in learning the material: Ask All Questions Equally Often, Frequency Based On Priority List, Frequency Based On Range and Frequency Based On History. This page also contains the Settings Common To All Modes panel which controls the A First, Followed By Q, Include Disabled Pairs, Display Answer After \_\_\_ Seconds and Resume Previous Session On Opening .FLS File options.

View covers a mix of options pertaining to Auto-Pilot, Enabling Hints, Comments, Graphics & Audio/Video Files, Questions-Only, Graphics Scaling, Text Centering, Q&A Window synchronization and Case-checking for Fill-In-The-Blank answers.

OK

This pushbutton closes the Options dialog and stores the new settings if there are no conflicts with the error-checking routine. If there are conflicts, a message is displayed and the Options dialog remains open to allow you to correct the problem.

Cancel

This pushbutton closes the Options dialog, ignoring any changes that were made while in the dialog except Q&A Mode's Re-enable All Pairs In This File which takes effect as soon as the pushbutton is pressed.

Help

This pushbutton opens Help to the topic corresponding to the currently-selected page in the Options dialog.

## **Colors & Fonts**

This page of the Options dialog contains the five buttons described below. All selections are stored on a deck-by-deck basis.

Set Main Window Color

Pressing this button opens the standard Windows color-selection dialog box. The selected color is used for WinFlash's main window's background for the currently-open card deck.

Set Question Background Color

Pressing this button opens the standard Windows color-selection dialog box. The selected color is used for the Question dialog's background for the currently-open card deck. This background is also used in the Editor for the Question Text edit box and the Multiple-Choice edit boxes.

Due to limitations inherent in the Windows edit control, selecting any color background except one of the sixteen "Windows Colors" (in general the bolder, brighter colors) results in the text's background being "non-transparent" - i.e. the text will appear to be typed on a "ribbon" of seemingly unrelated color. You may or may not like the appearance of this "feature", so experiment with which of the colors give you truly "transparent" text background.

#### Set Answer Background Color

Pressing this button opens the standard Windows color-selection dialog box. The selected color is used for the Answer's dialog's background for the currently-open card deck subject to the limitations discussed under Set Question Background Color, above. This background is also used in the Editor for the Answer Text edit box and the Fill-In-The-Blank edit boxes.

#### Set Font For Questions

Pressing this button opens the standard Windows font-selection dialog box. The selected font is used to display the text (but not the Hints, which use the System default font for dialogs) of the Question. This font is also used in the Editor for the Question Text edit box and the Multiple-Choice edit boxes.

#### Set Font For Answers

Pressing this button opens the standard Windows font-selection dialog box. The selected font is used to display the text (but not the Comments, which use the System default font for dialogs) of the Answer. This font is also used in the Editor for the Answer Text edit box and the Fill-In-The-Blank edit boxes.

## Directories

This page of the Options dialog contains three sections controlling WinFlash's use of directories:

#### .FLS Directory

This selection determines which directory initially appears in WinFlash's File|Open, File|New and File|SaveAs dialogs. You may specify a particular directory or simply have WinFlash remember the directory of the previously-used .FLS file.

#### Graphics Directory

This selection determines which directory the WinFlash Editor's browser uses when browsing for graphics files. You may specify a particular directory or simply have WinFlash use the same directory as the .FLS file. A reason to use a common graphics directory is that this allows you to use the same files with multiple .FLS files. Conversely, it makes it more difficult to "package" your .FLS, .FLD and support files as a single unit to take with you to another machine should you need to.

#### Audio/Video Directory

This selection determines which directory the WinFlash Editor's browser uses when browsing for audio/video files. You may specify a particular directory or simply have WinFlash use the same

directory as the .FLS file. A reason to use a common multi-media directory is that this allows you to use the same files with multiple .FLS files. Conversely, it makes it more difficult to "package" your .FLS, .FLD and support files as a single unit to take with you to another machine should you need to.

## Pair Order

The Pair Order page allows the user to control the ordering and content of the pairs to be chosen from the overall deck for the upcoming study session by setting the options below. These choices apply to all four of the main Q&A modes.

Repetition allows the choice of one of the following modes:

### One Pass

In this mode, WinFlash keeps track of each pass through the Q&A files. After each available Question has been asked at least once, the user is given a choice of continuing or closing the current Q&A file.

### Continuous

This mode allows Q&A pairs to be reviewed indefinitely without querying the user at the end of a pass.

In both modes, WinFlash tracks the pairs remaining unasked in each of the possible sets from which pairs are being drawn. For instance, in Frequency Based On Priority List mode, pairs are drawn from both Priority and non-Priority pairs based on the Frequency setting. Consider a 10-pair deck of which pairs 9 and 10 are on the priority list and the Ask A Priority Question frequency is set to 75%. Assuming the Order setting is Numerical and Direction is Forward, the following sequence of pairs might result:

9, 1, 10, 2, 3, 9, 4, 5, 6, 10, 9, 10, 7, 8

If Order were set to Random, the sequence might be:

10, 2, 9, 7, 3, 10, 4, 6, 9, 5, 10, 9, 8, 1

Because of the higher frequency weighting for Priority pairs, they are asked 3 times as often on a per-pair frequency as are the non-Priority pairs and hence repeat their cycle within a single complete cycling of the non-Priority pairs. Clear as mud, eh?? This same type of behavior pertains to the other two Q&A modes where the Frequency Setting is considered: Frequency Based On Range and Frequency Based On History.

Repeats of the same pair number are locked out except for the case where there is only one pair in the group selected and the Frequency for that group is set to 100%.

Order allows the choice of one of the following modes:

### Numerical

In this mode WinFlash presents the Q&A pairs to the user in numerical order within the chosen group - see above.

### Random

In this mode WinFlash selects each Q&A pair to be displayed from the chosen group at random - see above.

Direction allows the choice of one of the following modes when Order is Numerical - it has no effect when Order is Random:

#### Forward

In this mode WinFlash presents the Q&A pairs to the user in increasing numerical order within the chosen group.

#### Reverse

In this mode WinFlash presents the Q&A pairs to the user in decreasing numerical order within the chosen group.

Range allows the choice of one of the following modes:

#### Use Entire File

In this mode WinFlash selects from the entire deck, with Disabled pairs included or not depending on the setting of Options|Q&A Modes|Include Disabled Pairs.

From Question \_\_\_ To \_\_\_

In this mode WinFlash selects ONLY from within the numeric range indicated - UNLESS the Q&A mode is Frequency Based On Range - in which case this setting defines which pairs are inside the Range (these numbers, inclusive) and which pairs are outside the Range. WinFlash then proceeds to pick from BOTH groups depending on the Frequency setting.

#### Use Named Range

In this mode WinFlash chooses ONLY from pairs within the selected category - UNLESS the Q&A mode is Frequency Based On Range - in which case this setting defines which pairs are inside Range (those pairs matching the category) and which pairs are outside the Range. WinFlash then proceeds to pick from BOTH groups depending on the Frequency setting.

## Q&A Modes

The first section of the Q&A Modes page allows the user to select one of the four available WinFlash operating modes:

#### Ask All Questions Equally Often

In this mode, all Questions are asked with the same frequency. See Answer Dialog for information on Disabling/Re-enabling Question/Answer pairs.

#### Frequency Based On Priority List

In this mode, Questions ON the Priority List are asked with a relative frequency equaling the percentage in the Frequency edit box. The remaining Questions are asked the rest of the time. For example, if Frequency = 75, a given Question ON the Priority List will be asked three times as often as a given Question NOT on the Priority List.

### Frequency Based On Range

When using this mode, Questions whose number (in the Q&A file) is greater than or equal to the number in the From Question edit box and less than or equal to the number in the To Question edit box are asked with a relative frequency equaling the percentage in the Frequency edit box. For example, if Frequency = 75, a given Question IN the Range will be asked three times as often as a given Question NOT in the Range.

### Frequency Based On History

When using this mode, WinFlash keeps a record of the user's performance on each Q&A pair within the Q&A file and categorizes each Question as Unlearned, Short Term Learned or Long Term Learned. Thresholds in time and number of correct responses for promoting a Q&A pair to the next level are user-configurable as are the relative frequencies of appearance of each category.

The second section of the Q&A Mode page allows the user to make use of the features described below:

#### Answer First, Followed By Question

This check box allows you to reverse the order of the Question/Answer sequence. This is especially useful in foreign language vocabulary drills, where you are seeking to build bidirectional recognition of the word pairs.

Because of the many-to-one confusion factor that would result, it was decided that Multiple Choice pairs would not be reversed in this mode, but would be displayed in their normal sequence. Fill-In-The-Blank pairs will reverse in this mode if only a single FIB answer has been provided - thus maintaining a one-to-one relationship between Q and A.

#### Include Disabled Pairs

This check box allows you to include previously Disabled pairs in the study session. This also allows access to the Disabled pairs so individual disabled pairs can be Re-enabled without Re-enabling the entire group.

#### Display Answer After \_ Seconds

This check box enables the timer feature of WinFlash. It is usable with any Q&A mode and simply "presses" the default button in the Question dialog after the number of seconds that you enter into the associated edit box. The delay value can be from 1 to 60 seconds.

Of course, for Multiple Choice and Fill-In-The-Blank answers, an "automatic" click will usually result in an incorrect answer. You can use this property to implement an interesting "beat the clock" session to liven up your studies on occasion!

#### Resume Previous Session On Opening .FLS File

This check box causes WinFlash to start the session with the next unasked pair from the deck's previous session. In effect "resuming" the previous session.

#### Mode-specific Frequency Settings

This pushbutton brings up a dialog tailored to the current Q&A mode that allows setting the frequency for the session and for History mode, the promotional "hurdles".

## Re-enable All Q&A Pairs In This File

This pushbutton re-enables any currently-disabled Q&A pairs in the current card deck.

## View

The View page allows the user to set options in three groups:

### Miscellaneous

#### Check Case In Fill-In-The-Blank Answers

Selecting this check box requires the user's entry to match in both character and case. Useful in language studies and other disciplines where capitalization is an important consideration.

#### Center Text

Selecting this checkbox causes the text display in both the Question and Answer dialogs to be centered.

#### Questions Only

Selecting this checkbox causes only the Question to be displayed - pressing any answer button results in going on to the next selected Question.

This function can be used in combination with the Answer First, Followed By Question checkbox on the Q&A Modes page to view only Answers, however Multiple Choice and some Fill-In-The-Blank Questions are not reversed.

Questions Only cannot be used when operating in the Frequency Based On History Mode.

#### Do Not Scale Graphics

Selecting this checkbox causes the graphics to be displayed at their original size. Scroll bars are added to the display window if necessary. The primary use of this setting is to present graphics of material such as screen-captured equations and other font-based material which suffers from scaling.

#### Q&A Windows Same Size And Location

Selecting this checkbox causes both the Question and Answer dialog to use the settings of the Question dialog. Excellent for avoiding the "flashing" effect caused when the Q&A dialogs are out of alignment.

#### Hints, Comments, Tips & Associated Files

Tip: If you are using sounds with your deck and you find the sound your system has associated with Hints and Comments to be annoying, you can alter it or turn it off altogether by editing the sound associated with the Asterisk in the System Sounds section of the Control Panel.

#### Enable Hints

Selecting this checkbox allows the Hints for the Question (if any) to be shown.

#### Enable Comments

Selecting this checkbox allows the Comments for the Answer (if any) to be shown.

#### Enable Graphics

Selecting this checkbox allows the associated graphics files to be shown.

#### Enable Audio/Video

Selecting this checkbox allows the associated audio/video files to be shown. You can suppress error messages generated by using a deck with unsupported audio or video associated file types by deselecting this option.

#### Enable WinFlash Program Tips

Selecting this checkbox enables the "little yellow boxes" to pop up when your mouse rests on one of the controls that has a program tip associated with it. You may want to deselect this once you've seen all of the tips a few times...

#### Auto Pilot

When checked, the Auto Pilot automatically shows Questions and Answers. The display time for each is independently settable in the two edit boxes in this section. Display of statistics in the status bar is suppressed and the statistics are not incremented.

When operating in this mode, a small Stop sign appears on each Answer dialog. Clicking on this resets the selection of the Auto Pilot mode and stops the sequence of Q's and A's. This is particularly handy when operating with the Q and A dialogs maximized!!

Auto Pilot cannot be used when operating in the Frequency Based On History Mode.

### **Frequency Based On Priority List**

The Options For Frequency Based On Priority List Mode dialog contains the following controls:

#### Frequency

This edit box contains the relative percentage of time the Questions on the Priority List will be asked.

For example, if Frequency = 75, a given Question ON the Priority List will be asked three times as often as a given Question NOT on the Priority List.

#### Clear All Questions From Priority List

This pushbutton resets the Priority List associated with the file, but does NOT re-enable Disabled Questions. This occurs immediately, without waiting for OK to be pressed.

#### OK

This pushbutton returns to the Q&A Mode Selection dialog, storing the current values selected.

#### Cancel

This pushbutton returns to the Q&A Mode Selection dialog, ignoring any changes that were made while in the dialog except Clear All Questions From Priority List which takes effect as soon as the pushbutton is pressed.

Help

This pushbutton opens Help to this section.

### **Frequency Based On Range**

The Options For Frequency Based On Range Mode dialog contains the following controls:

Frequency

This edit box contains the relative percentage of time the Questions within the Range will be asked.

For example, if Frequency = 75, a given Question IN the Range will be asked three times as often as a given Question NOT in the Range.

OK

This pushbutton returns to the Q&A Mode Selection dialog, storing the current values selected.

Cancel

This pushbutton returns to the Q&A Mode Selection dialog, ignoring any changes that were made while in the dialog.

Help

This pushbutton opens Help to this section.

### **Frequency Based On History**

The Options For Frequency Based On History Mode dialog contains the following controls:

Frequencies - Percentage Of The Time To Ask: allows setting the following values:

An Unlearned Question

This edit box contains the relative percentage of time Questions in the Unlearned category will be asked.

A Short Term Learned Question

This edit box contains the relative percentage of time Questions in the Short Term Learned category will be asked.

A Long Term Learned Question

This edit box contains the relative percentage of time Questions in the Long Term Learned category will be asked.

For example, if the percentages are 60, 30, 10 a given Unlearned Question will be asked twice as often as a given Short Term Learned Question and six times as often as a given Long Term Learned Question.

Promo Messages allows choosing one of the following behaviors for the message which appears when a pair is "promoted" (or demoted):

#### Regular

This mode presents a promotion dialog with an OK button which must be pressed (or Enter pressed) before proceeding.

#### Timed

This mode presents a promotion dialog timed to close in approximately three seconds, after which the user may proceed with no further action.

#### None

No promotional dialog is presented when a pair's status changes.

Learning Threshold Settings allows setting the following values:

Promote An Unlearned Question After \_ Correct Answer(s)

This edit box contains the number of correct responses that must be accumulated within one day to promote a Q&A pair to the Short Term Learned category. The allowed range of values is 1 through 9.

Promote A Short Term Learned Question After \_ More Correct Answer(s)

This edit box contains the number of correct responses that must be accumulated within one day for that day to count as one of the days (set in the Answer(s) Occurring On At Least \_ More Different Days edit box) required to promote a Q&A pair from the Short Term Learned to the Long Term Learned category. The allowed range of values is 1 through 9.

Occurring On At Least \_ More Different Days

This edit box contains the number of days that must be accumulated, each with at least the number of correct responses indicated in the Promote A Short Term Learned Question After \_ More Correct Answer(s) edit box required to promote a Q&A pair from the Short Term Learned to the Long Term Learned category. The allowed range of values is 1 through 9.

Note: As an example, using WinFlash's default values:

Promote An Unlearned Question After 2 Correct Answer(s)

Promote A Short Term Learned Question After 2 More Correct Answer(s)

Occurring On At Least 2 More Different Days

As I work with the file, the first time a Q&A pair is answered correctly twice in the same day it is promoted to the Short Term Learned category. No more progress can be made on that Q&A pair that day. Starting with the next day, I have to respond correctly at least twice on two different days to promote the Q&A pair to Long Term Learned status.

If an incorrect response is entered for a Q&A pair at any time, that pair's status is demoted to

Unlearned and any accumulated correct responses towards promotion are cleared. Statistics for total correct responses remains intact.

Since WinFlash uses the computer's clock to determine the day, the day changes at midnight.

#### Reset All Questions In This File To Unlearned

This pushbutton resets all of the Q&A pairs to Unlearned status and clears any accumulated "Correct Today" scores as well as removing any incremental days that had been accumulated towards Long Term Learned status for Q&A pairs that were in the Short Term Learned category.

OK

This pushbutton returns to the Q&A Mode Selection dialog, storing the current values selected.

Cancel

This pushbutton returns to the Q&A Mode Selection dialog, ignoring any changes that were made while in the dialog except Reset All Questions In This File To Unlearned which takes effect as soon as the pushbutton is pressed.

Help

This pushbutton opens Help to this section.



## Tips On Using The WinFlash Editor

We recommend using the built-in WinFlash Editor to create and maintain your decks because it has its own error-checking that helps prevent bad data from making its way into your work. We hope you'll also find that the Editor makes your work with your card decks efficient and productive.

The quickest way to become familiar with the use of the Editor is to step through the easy-to-follow project that starts with Your First WinFlash Card Deck! You'll also note that the Editor is equipped with "program tips" that display in small yellow boxes when you let the mouse rest on a particular control. These give a brief description of the purpose of each of the controls. If you decide you've seen enough of these and wish them not to appear, they may be disabled in the Options|View dialog.

When building decks, it's quickest to learn the Shortcut Keys and use the tab key to move between edit boxes and leave the mouse alone. For instance, if you were entering a vocabulary list, the sequence might go something like:

Open the editor.

Check Auto-save Edits and Auto-reset Page

Go to the last existing pair

Alt-i (Insert a new card)

Type in the Question - you're already focused in the Question edit box

Alt-a (Move to Answer page);

Type in the Answer - you're already focused in the Answer edit box

Alt-i (Insert a new card)

etc.

As you can see - in this mode you need only type two additional keystrokes per pair (Alt-i and Alt-a) to continuously enter Q&A data.



## Short Cut Keys

WinFlash provides several shortcut keys that can be used from anywhere in the program simply by holding down the control key (Ctrl on the keycap) and typing the associated shortcut key. Below is a list of these shortcuts you may want to print for reference while you are learning them:

Alt-esc - Brings the main window to the front. Handy if you want to access the menu but the main window is buried behind a Q or A

Ctrl-a - Opens the current card deck to the current pair in the WinFlash Editor

Ctrl-e - Opens the current card deck to pair 1 in the WinFlash Editor

Ctrl-g - Opens the Go To Pair dialog box or, if the Editor is open, moves the cursor into the edit box for entering the pair to jump to. In either case, Enter will complete the move to the pair after typing in the pair number

Ctrl-h - Clicks the Hint or Comment button in the Question or Answer dialog, respectively.

Ctrl-i - Opens the current card deck with a new Pair ready to edit in the WinFlash Editor inserted immediately following the current pair

Ctrl-m - Moves to the memo control in WinFlash Editor

Ctrl-n - Moves to next pair in WinFlash Editor

Ctrl-o - Brings up the File|Open dialog

Ctrl-p - Moves to previous pair in WinFlash Editor

Ctrl-q - Closes and saves the open card deck

Ctrl-t - Opens the current .FLS file in the NotePad editor



## Step-by-step Tutorial

WinFlash v5.0 works with WinFlash Q&A files having a .FLS extension. Each .FLS file has a companion file with the same name and a .FLD extension. This file is automatically created and maintained by WinFlash and should not require any editing by the user. Both files are simple ANSI text and can be created and edited with any word processor capable of outputting pure ANSI. We recommend, though, that you work with the built-in WinFlash editor to create and

maintain your card decks. See [Tips On Using The WinFlash Editor](#) and the [New...](#) section of File Menu for reference.

For those interested in the internal structure of the .FLS and .FLD files, please see the topic [.FLS And .FLD File Formats](#).

The file loaded by the Demo menu selection, WINFLS50.FLS, included with WinFlash is a working example of the type of file you will create for use with WinFlash. A valid .FLS file contains a minimum of 3 and a maximum of 5000 Q&A pairs.

Since the best way to learn a new tool is to use it, we've developed three "practice" exercises to familiarize you with WinFlash. The first one covers creating a new card deck and quickly developing a small, text-only review of New England's state capitals. The second one starts with the completed results of the first one and adds hints, comments, multiple choice and fill-in-the-blank features to the deck. Finally, the third exercise adds sound, graphics and video files to the deck.

After completing these brief exercises, you'll have a good understanding of how to apply WinFlash to your own learning challenges. Check out the appropriate section below to begin learning WinFlash.



## Your First Card Deck - New England's State Capitals

Ok, let's get started! You might want to print out this help topic for easy reference. For subject matter we'll draw from the geography and history of the USA's New England states. To create your first WinFlash card deck, just follow the steps below:

1. Start WinFlash.
2. Click on the File|New menu item.
3. Change the directory selection in the Create New .FLS File dialog to the EXAMPLES subdirectory of the directory where you installed WinFlash - this directory will have been created by the WinFlash install program. When you are in the correct directory, the files box should show the files ONECAPS1.FLS, ONECAPS2.FLS and ONECAPS3.FLS. These files are provided for your reference and are "snapshots" of the file you'll be building as it stands at the end of the first, second and third sessions, respectively.

Enter the filename NECAPS (New England Capitals) in the highlighted Filename edit box in the Create New .FLS File dialog that appears and click the OK button - WinFlash will add the .FLS extension automatically.

If all goes as it should, the WinFlash Editor will appear, open to the first Q&A pair in NECAPS.FLS. What has happened here is that WinFlash has created a new .FLS file, named NECAPS.FLS, as well as its companion data file, NECAPS.FLD. It has loaded the .FLS file with the minimum three Q&A pairs and filled in "dummy" text for the three questions and answers. We are now ready to overwrite these "place holders" with our own information...

4. We'll be starting with questions about the state capitals, so we'll name the category of this first pair by typing Capitals in the edit box below the label "Category Of This Pair".

5. Select (by clicking and dragging with the mouse) all of the text in the Editor's Text For Question edit window that begins "This is the first dummy question in the newly-created .FLS file...". Now, while the text is selected (highlighted), type Maine . This will have the effect of replacing the selected text with "Maine".

6. Either click the tab at the bottom of the Editor which says Answer Text with the mouse or type Alt-a (hold down the Alt key while typing the letter a). Either action will result in moving to the Editor's Answer Text page.

Note that the other pages in the Editor can be selected in the same manner - Alt-q for Question Text, Alt-f for Associated Files and Alt-c for Comments.

7. As you did on the Question page, select "First dummy answer" on the Answer page and type in: Augusta.

8. Now click the right-pointing arrow at the lower right of the Editor or type Ctrl-n (hold down the Ctrl key while typing the letter n). This will move us to the next Q&A pair, ready to edit that pair.

9. Replace "Second dummy question" with New Hampshire, then go to the Answer Text page and replace "Second dummy answer" with Concord - also add Capitals again by selecting it from drop-down Category combo box (you only have to do this for the first three questions. After that the previous Category will "carry forward" when a new pair is created - watch for this effect when you do step 13).

10. Move to Q&A pair 3.

11. Replace "Third dummy question" with Vermont, then go to the Answer Text page and replace "Third dummy answer" with Montpelier. Pick Capitals in the Category edit box.

Well, that completes our replacement of the dummy questions, but what to do with Massachusetts, Connecticut and Rhode Island?? Time to add more Q&A pairs to the deck!!

12. Click the Insert button or type Alt-i. Either action will bring up a new Q&A pair, pair 4, ready for us to edit.

13. Enter Massachusetts in the Question and Boston in the Answer edit boxes.

14. Add Q&A pair 5 and enter Connecticut in the Question and Hartford in the Answer edit boxes.

15. Add Q&A pair 6 and enter Rhode Island in the Question and Providence in the Answer edit boxes.

16. Press the Close Editor button or type Alt-e. Both will close the Editor.

17. Now click through your newly-completed file and check out your handiwork! To finish saving your file, close it by clicking on the File!Exit This Q&A File menu item or press Ctrl-q.

Congratulations - You've created your first WinFlash card deck!!

The second exercise, Hints, Comments & More!!, will use the deck that you've just created as a starting point.



## Hints, Comments & More!!

Let's learn some more about creating card decks with WinFlash. In this session we'll add Hints and Comments and learn about creating Multiple Choice and Fill-In-The-Blank Q&A pairs. We'll begin with the deck NECAPS.FLS that we created in the first exercise.

### Part 1 - Hints & Comments

1. Start WinFlash.
2. Click on the File|Open menu item or type Ctrl-o. This will bring up the File Open dialog. Double-click on NECAPS.FLS. Alternatively, you could have clicked on NECAPS.FLS in the recently-used file list at the bottom of the File menu.
3. Start the WinFlash Editor by clicking Edit|Open Current Q&A File In WinFlash Editor. You can also open the Editor by right-clicking on the Question dialog's text and selecting Edit Current Q&A Pair or typing Ctrl-e.
4. For our first enhancement, let's add a Hint and a Comment to each of the questions. Select the Editor's Hints/Comments page by clicking its tab or typing Alt-c. Since we are going to be working on this page for each of the six pairs, temporarily uncheck the Auto-reset Page box (when this box is checked, WinFlash returns us to the Question page every time we change Q&A pairs). Make sure we're on pair 1 by looking at the Editor's title bar. If not, move to pair 1 using the left-facing arrow key.
5. Now, for pair 1, (Maine) type the following in the Hint 1 edit box: Starts with an 'A'. In the first Comment edit box, CMT1, type Also known as the Pine Tree State.
6. Move to pair 2 by clicking the right-facing arrow or typing Ctrl-n. For pair 2 (New Hampshire) enter Starts with a 'C' and Also known as the Granite State for the Hint and Comment. Similarly for pairs 3-6: Starts with an 'M' and Also known as the Green Mountain State, Starts with a 'B' and Also known as the Bay State, Starts with an 'H' and Also known as the Nutmeg State and finally Starts with a 'P' and Also known as the Ocean State. There! Now we have Hints for each of the questions and Comments for each of the answers.
7. Exit the Editor and run through the deck - you'll note that for each question, the "Key" button on the bar at the top is now colored in. When you press the button, you get the associated Hint for that question - you can also type Ctrl-h to open a Hint or Comment. After all the Hints have been looked at (up to three per question) they continue to recycle through the sequence. The Comments for the answers work exactly the same way, their presence indicated by the colored-in "Telephone" button on the answer's status bar.

### Part 2 - Multiple Choice Pairs

1. Restart the Editor and got to Pair 6. Add a new pair at the end of the deck by clicking the Insert button or typing Alt-i.
2. On the Question Text page, click the Multiple Choice radio button at the top. You'll notice that the lower box containing the MC #1 through MC #6 edit boxes, which was previously disabled, is

now enabled.

3. In the Text For Question edit box type in: The famous "shot heard 'round the world" was fired in a battle between the Minutemen and the British in what New England state? Since the topic has now shifted to history, replace Capitals in the Category edit box with History.

4. Type, starting with MC#1, one state per MC edit box, Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island.

5. Click on the right-most of the bottom radio buttons, labeled MC#, and type 4 (the number corresponding to the correct answer, Massachusetts) in the small, white, edit box.

6. We can simply leave the answer blank, since an answer of the form "The correct answer was Number 4" will automatically be constructed for us by WinFlash. Alternatively, you can elect to enter additional text of your own in the Editor's Text For Answer edit box, which will be added in front of the auto-generated answer. To try out this new pair, rather than leaving the Editor, we'll try a new feature. Click on the Run Current Pair button or type Alt-r. The Editor window disappears and the question we've just entered appears. Click on the correct answer (#4) or type 4 and the auto-generated answer appears along with the flashing green check mark signifying that the answer was correct. Now click the Show Next Question button on the Answer dialog and the Editor returns.

### Part 3 - Fill-In-The-Blank Pairs

1. Add another new pair to the deck.

2. This time select the Fill-In-The-Blank radio button at the top.

3. In the Text For Question edit box enter Who was named Commander-In-Chief of America's first armed forces by the Second Continental Congress in 1775?

4. Moving to the Answer page, enter in edit boxes FIB #1 through FIB #4 Washington, General Washington, George Washington, General George Washington. This will allow the user to enter any of these answers and WinFlash will know that it should be counted as a correct entry. You'll want to be careful in structuring this type of pair - especially for use by others - that you include all of the acceptable correct answers. WinFlash does not check for capitalization by default, but can be set to do so by changing this setting in Options|View.

There is a reason, though, that you may wish to use only ONE FIB answer for each pair. If you're studying, for instance, vocabulary words and you want to be able to use the A First Followed By Q option so as to be able to study the pairs in both "directions", you must use only a single FIB answer so that the pair can work bi-directionally. Otherwise, when using the A First Followed By Q option, the pair will be asked in the normal order (see Tip below).

5. Again, we can leave the answer blank, since an answer of the form "You could have answered with any of the following:" - followed by a listing of the correct answers - will automatically be constructed for us by WinFlash. Alternatively, you can elect to enter additional text of your own in the Editor's Text For Answer edit box, which will be added in front of the auto-generated answer. Try out this new pair using the Run Current Pair button or type Alt-r. Enter any one of the four correct answers and the auto-generated answer text appears along with the flashing green check mark signifying that the answer was correct. Now click on Show Next Question on the Answer dialog and the Editor returns.

6. This completes this session. Exit the Editor and take a cruise through your newly improved deck - experiment with some of the settings in Options! Finish saving your file by selecting File|Exit This Q&A File or press Ctrl-q.

Tip: When using Fill-In-The-Blank pairs for language study, if you enter ONLY one answer in the FIB#1 position, you can then use the Options|Q&A Mode|A First, Followed By Q option to be able to study the vocabulary list in either direction. This gives the added benefit of actually typing in the answer, which helps to "set" the word pairs in your memory.

You've now enhanced your deck with Hints and Comments as well as Multiple-Choice and Fill-In-The-Blank pairs!!

The third exercise, Bring On The Multi-media!!, will use the deck that you've just enhanced as a starting point.



## **Bring On The Multimedia!!**

Now let's add some "flash" to our flashcards!! In this session we'll add .WAV and .MID audio as well as .BMP graphics and even a small .AVI "movie" to our deck. Again, we'll start with our trusty NECAPS.FLS deck...

Note: WinFlash's ability to handle .AVI, .MID, .RMI and .WAV files depends upon the proper drivers being present on your computer. Before beginning this segment, please take a minute to check out your system by double-clicking on a file of each of these types in Explorer or File-Manager (there should be at least one of each (except .RMI) in the WinFlash directory's EXAMPLES subdirectory). .AVI should play a "movie" and .MID and .WAV should play a sound. If one or more of these files does not "play", please consult your system documentation for information on the installation of the needed drivers.

Of course, your system may not currently be equipped to use this type of file and you can certainly obtain the majority of WinFlash's benefits using only the graphics and text capability. If this is the case on your machine, simply ignore the steps below dealing with .AVI, .MID and .WAV files. If you will be using .FLS files constructed by others which contain references to this type of file, you can suppress the warning messages that would be generated by unchecking Option|View|Enable Audio/Video.

### Part 1 - .WAVs and .BMPs

1. Start WinFlash and open NECAPS.FLS.
2. Start the WinFlash Editor and enter 7 in the small edit box next to the button labeled "Go To Pair #" and hit Enter. This will bring us to the pair about "the shot heard 'round the world" - let's add that shot, now...
3. Move to the Editor's Associated Files page by clicking its tab or typing Alt-f.
4. Click the "Browse" button in the Associated Files For Question box that is opposite the "video/audio" edit box. In the file list that appears, double-click on SHOT.WAV. This will automatically enter this filename in the edit box next to the "Browse" button.
5. Make sure your audio is turned on and then click the "Play" button associated with the

"video/audio" edit box. You should hear the rendition of the "shot heard 'round the world". Now to hear how this will work in the context of your deck, click on "Run Current Pair". The shot will accompany the display of the question!

6. Click the correct answer button (4) and then, in the Answer dialog, the "Show Next Question" button to return to the Editor.

7. Now let's add a little graphic interest to the pair. Click the "Browse" button in the Associated Files For Answer box that is opposite the "graphics" edit box. In the file list that appears, double-click on MINUTE.BMP. This will automatically enter this filename in the edit box next to the "Browse" button. Click the "Display" button associated with the "BMP" edit box. This will bring up the graphic of our Massachusetts Minuteman. You can size (by dragging the border of the Viewer's window) the graphic larger to see detail if you wish.

Note: When constructing your own decks, you can use graphic files of any of the following types - BMP,CMS, ICO,GIF,JPG,PCX, PNG, SCM and WMF. Due to our license agreement with Unisys, only one GIF image can be displayed per session by the unregistered version of WinFlash. So if you'd like to use this type of image in constructing your decks, be sure to register WinFlash right away.

8. Close the viewer by clicking on its System Menu (the little "x" in Win '95 or the "-" sign in Win 3.1 (requires a double-click)).

9. Now try out the pair again by clicking "Run Current Pair". This time we've got BOTH sound AND graphics content!

#### Part 2 - .MIDs, .RMIs and .AVIs

1. Now let's add a .MID file (a more compact form of storing music information than the .WAV format) to our deck. Add a new pair to the end of the deck.

2. Move to the Question Text page and check the Fill-In-The-Blank radio button at the top. In the Text For Question edit box type Shifting gears and battlefields to a more recent historical event, what was the last year in which the New England sports team associated with this tune played in its World Series™ event?

Note that we've intentionally added a ™ character that's not available from the keyboard. How to easily obtain this character? Click on the Charmap button or type Alt-c. When the Charmap applet opens, double click on the ™ character and then click the Copy button. Then place the cursor in the Question Text box right after World Series and press Ctrl-v (the Windows "paste" shortcut). Bingo - you've now added this "special" character to your text.

Charmap can be used in this manner for adding accented characters used in foreign language studies, too, and for any time you need quick access to non-standard characters contained in your font.

3. Move to the Answer Text page and enter the following in FIB #1 through FIB #3 1995, 95, '95.

4. Move to the Associated Files page and click on the "Browse" button associated with the Question's "video/audio" edit box. Double click on the file BALLGAME.MID - this will automatically add the filename to the edit box.

5. Click on the "Browse" button associated with the Answer's BMP edit box. Double click on the file PITCHER.BMP - this will automatically add the filename to the edit box.

6. Now try out the pair by clicking "Run Current Pair". You'll note that the amount of sound

delivered by the .MID file for its size is huge in comparison to the .WAV format!

7. Because of the very large size of any meaningful AVI file, we've had to be content with including a dull one, just to demonstrate its use. Add another new pair.
8. On the Question Text page, type Video Demo in the Text For Question edit box. Move to the Answer Text page and type, again, Video Demo in the Text For Answer edit box.
9. Move to the Associated Files page and click on the "Browse" button associated with the Answer's "video/audio" edit box. Double click on the file VIDDEMO.AVI - this will automatically add the filename to the edit box.
10. Now try out the pair by clicking "Run Current Pair". You'll see we haven't exaggerated the dullness of the "movie"! We'll leave it as an "exercise to the student" to track down an interesting AVI file relevant to this deck and compose a proper Q&A pair to substitute for this last boring one!!
11. Exit the Editor and take a final tour of your handiwork! To finish saving your file, close it by clicking on the File!Exit This Q&A File menu item or press Ctrl-q.

You've now completed all three of the exercises!! We hope you'll enjoy applying WinFlash to your own learning challenges!!



## Strategies For Using WinFlash

### Short-term Topics

For quick-hitter needs such as learning 20 French vocabulary words for a test tomorrow morning try the following approach:

1. Create a text-only deck using Fill-In-The-Blank pairs. Make sure you provide only ONE FIB answer for each pair. This will let you use the A First, Followed By Q option to study the pairs in both "directions".
2. Make several passes through the deck, both with and without A First, Followed By Q set. It's best to use the Ask All Questions Equally Often Mode and the Random setting at this stage so as not to become dependent on the order of the pairs for "clues".
3. Take periodic breaks from concentrating on WinFlash - let your mind relax and come back to it again in 10-15 minutes.
4. As you feel that you know "most of the pairs", disable pairs that you feel "sure" of for the next few passes.
5. Every few passes, select Options|Q&A Modes|Include Disabled Pairs and Re-enable any pairs that you miss on that pass. Turn Disabled Pairs back off and continue.
6. Once you're quite confident with all the pairs, re-enable all the pairs and select the Options|Q&A Modes|Display Answer After \_\_ Seconds mode - starting off with 20 seconds. If you can get all the pairs without a miss, move down to 15, then 10 and finally 5 seconds.
7. All done? Great! Go to bed early and you'll be ready to ace that exam in the morning!!

What are the general guidelines in the approach above? Get a general grip on the material first. Repeat the material in both "directions", if possible. Prefer the FIB mode, since writing (typing) the answer helps you learn the material more quickly than just reading it. Take periodic breaks to avoid "burning out". Once you have a good grasp of the material, work on your recall speed.

### Medium-term Topics

For bigger learning projects with a time horizon of a week to a month you can afford to invest a bit more time in constructing the deck itself. You might wish to include graphics and/or audio/video material as well as utilize the Hints & Comments capability of WinFlash. You will probably also be adding pairs to the deck "as you go" and studying the material in multiple sessions.

1. Consider organizing the material by using the Category information field for each pair. If you're studying several chapters over the time period, you could use the chapter numbers as categories or there may be some other logical way of breaking up the information. In any case, if you use Categories, it will give you a way of studying subsets of the information.
2. You may wish to use the Frequency Based On Priority List mode, especially if your material contains "must know" nuggets that are more important than the average of the material being studied. Put these important pairs on the Priority List and set the Frequency so that you are asked these pairs at a rate you deem appropriate for emphasis.
3. Each time you add new material, you can focus on that new material for a while by either selecting it as based on Category or as based on Numerical Range in Options|Pair Order.
4. Keep spending time reviewing the entire deck, while spending focused time as described in #3 on a regular basis.
5. Alternatively, you may wish to employ the Frequency Based On History mode. It will keep track of your performance on all of the pairs and "promote" them to Short Term Learned and then Long Term Learned categories.

You can set the Frequencies such that you review the pairs you don't know on a more frequent basis, while still being exposed to Short Term and Long Term Learned pairs as well.

Try mixing in the various settings in Options|Pair Order as well as the A First, Followed By Q, Display Answer After \_\_\_ Seconds, Auto Pilot and Q Only settings to keep some variety in your sessions.

### Long-term Topics

For learning projects with a time horizon of a month to a quarter or more, you'll really need to break your material up into manageable sections. You can do this using multiple decks or, if 100 categories is sufficient, within a single deck. I've found it helpful to actually write out a schedule of which parts of the material I plan to study when, to assure a reasonably even application of study time across the material.

I always use the Frequency Based On History mode for this type of project, as it helps give a measure of progress by checking the percentages (shown in File|Statistics) of Unlearned, Short Term Learned and Long Term Learned pairs as you progress through the material.

Again, as with the medium term projects, I suggest focusing on newly-added material (via Category or Numerical Range selection) for a few sessions each time new material is added and then resuming a "round-robin" review of various sections or categories until you again add new material.

I hope you've found these suggestions for using WinFlash helpful. If you've developed your own "tricks" for studying with WinFlash, please send them to me via e-mail and I'll add them to the "Users Tips" section below for the next release!

### Users' Tips

This user has a unique way of utilizing the Frequency Based On History mode to track short-term progress:

One of my favourite methods of learning is to go through a Range of Q/As. First I set all questions to Unlearned. Thus when I answer a question correctly twice (setable), the question is upgraded to Short Term Learned. Once all questions are upgraded, I select another Range.



## **.FLS And .FLD File Formats**

WinFlash card decks are comprised of two Windows text files in ANSI format (sometimes referred to as ASCII, although not entirely correctly - see the note at the end of this topic for more information quoted from the invaluable Microsoft Developer Network CD-ROM). The .FLS file contains the Q&A pairs along with the information for all of the associated files, hints, comments, etc.

We recommend that you use the WinFlash Editor to create and maintain your .FLS files, but knowledgeable users can perform some operations more easily by directly editing the .FLS file with NotePad or other ANSI text editor. Be aware, however, that WinFlash is very dependent on the accurate entry of the "tags" (similar in nature to the HTML "tags" used on WWW pages) related to the various components of the Q's and A's.

What's worse, if WinFlash doesn't recognize some of your input as valid Q&A pairs, it will not load them. Then, if you edit some of the content that WAS loaded, WinFlash will write back to the .FLS file ONLY THOSE PAIRS IT "UNDERSTOOD". To help protect against this problem, WinFlash creates a backup of the current .FLS and .FLD files when it starts, storing them as the same name with extensions of .~LS and .~LD, respectively. If you catch a problem BEFORE IT IS PROPAGATED TO THE BACKUP FILES, you can recover your data by erasing the primary files and renaming the backups to the original .FLS and .FLD extensions. The bottom line is: YOU MUST BE VERY CAREFUL WHEN EDITING OUTSIDE THE WINFLASH EDITOR!!

The example files included with WinFlash can be opened in NotePad as illustrative examples.

Every .FLS file must start with the entry below:

[WinFlash]

The simplest Q&A pair readable by WinFlash is of this form and contains no tags:

Q1=The question text.

A1=The answer text.

A tag is a 5-character designator of the form:

<TAG>

and is followed by the contents of that particular tag.

If a pair DOES contain a tag AND independent text (independent means not one of the multiple choice (MC) answers in a MC pair or one of the acceptable fill-in-the-blank (FIB) answers in a FIB pair or a Hint or Comment) then the text must be separated from the last tag's content by a % character:

Q1=The question text.

A1=<WAV>WAVEFILE.WAV%The answer text.

### Hard Carriage Returns

Hard carriage returns (HCR's) are only allowed in the "independent" text for the Q's and A's. While the WinFlash Editor allows you to use HCR's freely in composing your decks, these are actually stored as single "^" (caret) characters in the .FLS file. If you are directly editing with a text editor, you have to keep these "translation" rules in mind:

1. A HCR is represented by a single caret.
2. Sequential HCR's are represented by single carets separated by spaces.
3. "Real" carets are represented by two times the desired number of displayed carets.

Thus, the line:

Q1=This is a ^^ test.^ ^That was two.^That was one.

displays as:

This is a ^ test.

That was two.

That was one.

Below is a listing of the allowable tags and their meanings. Tags should be used in the order listed. While WinFlash SHOULD accept these tags in any order, the listing is in the order that is used by the WinFlash Editor which is the only order that has been thoroughly tested.

### Question Tags

<NAM> - The category of the pair

<FIB> - Added by itself to indicate a FIB pair

<MC1> - First multiple choice answer

<MC6> - Sixth multiple choice answer

<HC1> - First hint

<HC2> - Second hint

<HC3> - Third hint

<WAV> - Path and filename of associated .AVI, .MID or .WAV file

<BMP> - Path and filename of associated .BMP file

### Answer Tags

<FIB> - Used in MC pairs, followed by the correct answer number  
or A for All Of The Above or N for None Of The Above

<MC1> - First FIB answer

<MC6> - Sixth FIB answer

<HC1> - First comment

<HC2> - Second comment  
<HC3> - Third comment  
<WAV> - Path and filename of associated .AVI, .MID or .WAV file  
<BMP> - Path and filename of associated .BMP file

The companion .FLD file is constructed and maintained by WinFlash in Windows .INI file format (although only the option settings are read and written using .INI file calls) and contains the option settings that are deck-specific and the history and status of the user's performance on each of the Q&A pairs. It is not generally advisable to directly edit the .FLD file, but if the file is somehow damaged, WinFlash may open this file in Notepad for you when it is attempting to load the .FLS file. In some cases, you may be able to see the problem, correct it with NotePad, close NotePad and proceed. If not, the entire .FLD file can be deleted with no other ill effect than losing the history information related to the deck and the deck-specific option settings. WinFlash will create a new .FLD file the next time that the .FLS file is opened, complete with the default value of the various option settings.

ASCII, ANSI and OEM

Windows supports three distinct character sets referred to as the OEM, ASCII, and ANSI. The character codes 32 to 127 are usually identical for the OEM, ASCII, and ANSI character sets. The ANSI characters represented by the remaining character codes (codes 0 to 31 and 128 to 255) are generally different from characters represented by the OEM and ASCII character sets. However, the OEM and ASCII character sets are identical for these ranges. Under the ASCII and OEM character sets, the character codes 128 to 255 correspond to the extended ASCII character set, which includes line drawing characters, graphics characters, and special symbols. The characters represented by this range of character codes generally differ between the ASCII (or OEM) and ANSI character sets.



## Problems?

Some of the problems users have encountered are listed here. If your problem isn't addressed, please feel free to contact Open Window as described in the Obtaining Support section.

*I'm trying to use .WAV file with a Question, but I don't get any sound from my computer when this Question comes up.*

There are MANY possible reasons that this can happen. To make sure that your computer is set up properly to play .WAV files, try double-clicking on the file TADA.WAV in WinFlash's ..\EXAMPLES directory while in File Manager or Explorer. This should open the Sound Recorder Windows applet. Play the file by pressing the > button. If this also does not produce a sound, see your Windows documentation on loading drivers to support system sounds. Similarly, if the problem is with a .MID file, try double clicking on the file BALLGAME.MID in the directory above in File Manager or Explorer. Make sure that Options|View|Enable Audio/Video is checked.

If you don't have a sound card or speakers but would like to use WinFlash's sound capabilities, Microsoft publishes a public domain driver that uses the PC's own speaker that can be obtained from many bulletin boards. Obviously the quality is not very high, but it's a start. A copy of this driver is included on the disk sent with the WinFlash registration package.

*I'm trying to include a .BMP or .WAV file as a Question or Answer, but I get an error message saying "The .BMP (or .WAV) Path Referenced In Question #... In [name of the Q&A file], [name of*

*the .BMP (or .WAV) file] does not exist".*

This error is most often caused by entering the file manually rather than selecting it in the Editor's browser. It can also be caused by having changed the location of the .BMP file or the selections in the Directories page of the Options Dialog since the card deck was created.

*I'm creating my own .BMP files with the Windows PaintBrush applet, but when I try to use the file in WinFlash, the image either does not appear or only a portion of it appears, even though the size of the WinFlash dialog box is more than large enough to display my image.*

PaintBrush saves a very large file by default, not knowing how large the "white space" included with your image is. To keep down the .BMP file size and have your image centered within it, select the rectangular Cut tool (the scissors with the rectangular dotted box) and position a box that encloses your image the way you wish to see it framed in WinFlash. Next select Edit|Copy To from the menu and enter the filename you wish to use for the .BMP file. This will result in a compact file that will display properly in WinFlash.

*I created a large .FLS file using a regular ANSI editor and after editing it with the WinFlash Editor, many of the pairs are missing. What happened??*

The problem here is that if WinFlash doesn't recognize some of your input as valid Q&A pairs, it will not load them. Then, if you edit some of the content that WAS loaded, WinFlash will write back to the .FLS file ONLY THOSE PAIRS IT "UNDERSTOOD". To help protect against this problem, WinFlash creates a backup of the current .FLS and .FLD files when it starts, storing them as the same name with extensions of .~LS and .~LD, respectively. If you catch a problem BEFORE IT IS PROPAGATED TO THE BACKUP FILES, you can recover your data by erasing the primary files and renaming the backups to the original .FLS and .FLD extensions. The bottom line is: YOU MUST BE VERY CAREFUL WHEN EDITING OUTSIDE THE WINFLASH EDITOR!!

*I'm using the Frequency Based On History mode and the settings I was using for v3.0 now seem to make some of the Question categories not show up nearly as frequently as they used to.*

WinFlash v3.0 had some performance problems when choosing a pair from a category containing only one (or a very small number of) Q&A pair(s) from a file containing many Q&A pairs. In the History Mode, for example, the first pair promoted to Short Term Learned would appear to turn up much too frequently after its promotion and, depending upon the speed of your computer, might take a considerable time to appear each time it was chosen. Let's take an example. Say the Q&A file contains 100 Q&A pairs and the Frequency settings are at 75%, 20% and 5% for Unlearned, Short Term Learned and Long Term Learned, respectively.

While all 100 pairs are Unlearned, they appear at random. As soon as the first pair is promoted to Short Term Learned it now begins to appear 20/95 of the time, since it's the ONLY pair in that category.

In order to counteract this, it was necessary to "tune" the settings in the categories containing only a relatively few Q&A pairs. WinFlash v4.0 and later versions contain an algorithm that automatically "tunes" the setting for each category so that the frequency of appearance is what you expect, regardless of the number of pairs which occupy each category. This algorithm has been applied to all three of the multi-category Q&A modes. You may want to readjust the Frequency settings you currently have set for your files in light of these improvements.



## **Obtaining Support**

Users of WinFlash may obtain support by contacting Open Window via US Mail (the slow way) at:

Open Window  
P.O. Box 49746  
Colorado Springs, CO 80949-9746

or by e-mail at :

CompuServe Information Service - 75236, 3243  
Internet - 75236.3243@compuserve.com  
America On Line - DickBryant

The author is a member of the Association of Shareware Professionals (ASP). The 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 USA 49442-9247, FAX 616-788-2765, or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.



## Why Register?

In addition to supporting the author's continued enhancement of WinFlash your registration fee will bring you:

1. The Latest Version Of WinFlash
2. The current library of WinFlash pre-built files which, at the time of this release included:
  - ARTHMT.FLS - Learn To Add And Subtract Through 10's
  - CAPITL.FLS - Learn Your U.S. Capitals
  - ELEMEN.FLS - Learn The Chemical Symbols For The Elements
  - EXPLORE.FLS - Learn The World Explorers' Names, Discoveries And Dates
  - STABBRV.FLS - Learn The U.S. State Abbreviations
  - TMSTBL.FLS - Learn Your Times Table Through 12X12
  - USPRES.FLS - Learn The Names And Terms Of The US Presidents
3. Free Support Via CompuServe, Internet, AOL Or US Mail For 12 months
4. Additional Open Window Shareware AND Freeware!!
5. Registration ID Removing Time/Usage Limitations AND Personalizing WinFlash With Your Name!
6. Notification Of Discounts On Future Upgrades



## Open Window's Guarantee

A registered user of any Open Window program is entitled to a full refund of their registration fee if they are not satisfied with the program they have registered. Send a letter to Open Window requesting a refund (we'd like to hear why, but that's not a requirement) and stating that you will

discontinue all use of the program upon receipt of your refund. It's as simple as that - no questions asked.

This guarantee is valid only for products purchased directly from Open Window and does not apply to Open Window products purchased through third-party distribution channels. In these cases, the third party's warrantee is in force and they should be contacted with regard to refunds or exchanges.



## Software License Agreement

### DISCLAIMER AND LICENSE AGREEMENT

Users of WinFlash accept this disclaimer of warranty:

WinFlash 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 WinFlash.

WinFlash 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 give them the original SETUPWF.EXE file so that they will have all of the necessary support files and the benefit of automated program installation. 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 wish to continue to use WinFlash after the trial period (30 days or 30 uses, whichever is LONGER), you must make a registration payment of \$24.95 (plus S&H) to Open Window.

For individuals, the \$24.95 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 installed on multiple computers, 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.

For corporate, institutional or government use, the registration fee covers a single, non-server, machine per license only. Open Window offers a generous discount on multiple-copy licenses.

While distribution of the intact shareware version is encouraged, users are prohibited from distributing registered copies of the software. In addition, users may not modify the program's executable file in any way.

Anyone distributing WinFlash for a fee of any kind must read the conditions in the VENDINFO.DIZ file distributed with this application.

Important Note:

WinFlash includes .GIF graphics technology covered by the LZW patent licensed from Unisys Corp. IF YOU USE THE .GIF GRAPHICS CAPABILITIES OF WINFLASH, THE FOLLOWING ADDITIONAL LICENSE REQUIREMENTS PERTAIN:

1. The license allows the use of the software on only a single computer or workstation which is not used as a server.

2. The licensing of WINFLASH does not entitle the user to any other uses of LZW technology.

## Multiple-copy Licenses

The following discount schedule applies to purchases of multiple licenses for WinFlash. These are non-concurrent licenses - i.e. one must be purchased for every computer or terminal which will be able to access WinFlash.

# Copies	Incremental \$/Copy	Cost For Maximum Of Range
1	\$24.95	\$ 24.95
2-10	\$18.71	\$ 193.34 (\$24.95 + (9 x \$18.71))
11-20	\$12.48	\$ 318.14 (\$193.34 + (10 x \$12.48))
21-50	\$ 8.73	\$ 580.04 (\$318.14 + (30 x \$8.73))
51-200	\$ 6.74	\$1,591.04 (\$580.04 + (150 x \$6.74))
201-1000	\$ 6.24	\$6,580.56 (\$1,591.04 + (800 x \$6.24))

As an example, for a 65-license pack the cost would be calculated as:

$$\$580.04(\text{For first } 50) + 15 \times \$6.74(\text{for next } 15, \text{ totalling } 65) = \$681.14$$

Please contact Open Window for a quote on license packs greater than 1000 licenses.



## Giving WinFlash v5.0 To A Friend

Please pass on copies of the original SETUPWF.EXE when giving WinFlash to a friend or associate. This will allow them to access all of the necessary support files and have the benefit of automated program installation.



## Ordering Information

To place your order, click on Fill Out Order Form and complete the information requested. Print the form -- then mail, fax, e-mail or phone in your order!

CompuServe members may register WinFlash through the SWREG service (GO SWREG) using ID#12631 (WinFlash) or ID#13073 (WinFlash32) for an additional \$4.00 service charge.

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102	Registered Copy Of WinFlash32 v5.0**	*\$24.95
103	Upgrade from registered version of WinFlash	\$ 9.95

201	Registered Copy Of WinJottr v2.0	\$14.95
301	Registered Copy Of WinKillr v1.1	\$14.95
401	Registered Copy Of WinPrice v1.0	\$ 9.95
501	Registered Copy Of WinUpD8R v4.2	\$29.95
201	Shareware Disk Containing All Programs	\$ 5.00
202	Registered Copies Of ALL FIVE	\$69.85

\*WinFlash v5.0 may be ordered via CompuServe's SWREG service for \$28.95 to offset CompuServe's charges for this service.

\*\* Requires Windows '95 or NT

Shipping and Handling charges are \$3.00 for US/Canada/Mexico and \$5.00 for all others

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Internet: 75236.3243@compuserve.com  
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#### SHAREWARE VERSIONS

All orders for registered versions will also receive evaluation copies of some of our other software and all orders will receive a FREE copy of Open Window's acclaimed BAILOUT program - a Windows quick-exit program that has been featured by PC Magazine and PC Computing on their Windows Utilities Disks. Works in all versions of Windows later than v3.1.



## Other Open Window Products

Other products developed by Open Window include:



### **WINJOTTR™ v2.0**

Designed exclusively to streamline your note-taking. Easy to use; keep it constantly open and position it anywhere - uses < 10% of an SVGA screen - size is now adjustable. Short-cut keys for DateStamp, Calculator, Auto Dialer, Elapsed Time, QuickFiles, Glossary and common Edit Commands.

More About WinJottr v2.0

Open Window has released a major upgrade to WinJottr, its popular desktop notetaking utility for Microsoft Windows. Unlike other "notepad" products, WinJottr has been specifically designed to remain open and ready to use at all times. Its small window (less than 10% of the area of an SVGA display) can be positioned unobtrusively in a corner and its Always On Top option allows it to be instantly accessible for capturing that quick thought or important phone number.

With the latest upgrades, WinJottr can be used as a "lite" PIM - a boon to those who don't wish the learning curve or expense of more complicated products. The 30K capacity of the .JOT files produced by WinJottr allows most users to go a month or more before starting a new file. A series of monthly .JOT's in the vein of: APR97.JOT, MAY97.JOT, etc. allows for the orderly binning of the user's note history.

New In This Release:

- \* Size adjustability - size and position is remembered automatically.
- \* Optional button bar allowing quick access to the most commonly used features plus shortcut key access.
- \* "Quick Files" feature allows single-click access to 5 different .JOT files. Two are pre-programmed as a "to do list" and an address list. The other three are user-definable to any .JOT filename.
- \* Three user-definable Glossary strings plus a Signature are available, allowing you to define commonly used text strings once and then enter them with a hot-key or mouse click.
- \* An elapsed time feature for timing phone calls, billable time, etc. The elapsed time is automatically pasted into the .JOT file when the timer is stopped via a right-mouse-button click.
- \* Single-click access to the Windows Calculator is provided for quick calculations during calls or when working in other apps.
- \* Auto-dialing via the Win '95 dialer applet. Simply highlight a phone number in the open .JOT file and click on the AD button.

WinJottr has robust editing capabilities, supporting all of the commonly used shortcut keys as well as a standard Edit menu. AutoSave is provided, allowing for continuous usage on always-powered machines without the worry of losing important data in the case of a crash or power

outage. WinJottr supports Find and Find Next capabilities for searching your entries for that important scrap of information.



### **WINPRICE™ v1.0**

Lets you quickly enter Quantity, select Units and enter Price for each of two purchase alternatives. WinPrice then analyzes the numbers, performs the necessary Unit and Quantity conversions and provides you with a determination of which choice is the most cost-effective and by what percentage.

More About WinPrice v1.0

Open Window now offers a new special-purpose home finance utility for Microsoft Windows. Users can quickly enter Quantity, select Units and enter Price for each of two purchase alternatives. WinPrice then analyzes the numbers, performs the necessary Unit and Quantity conversions and provides the user with a determination of which choice is the most cost-effective and by what percentage.

WinPrice provides the cost of the lower priced alternative in the "most sensible" intermediate unit of measure and can be toggled between metric and English output representation.

As an example, consider the following problem. Should you purchase 1 liter of JiffyQuench for \$1.29 or a gallon for \$4.87. Not very amenable to the quick mental calculation! WinPrice will quickly tell you that JiffyQuench for \$4.87 a gallon is a better buy, but only by .27% at \$1.287/liter (or \$1.218 per quart, if you prefer English units) - maybe not worth keeping those big bottles around!

You'll find that WinPrice is a great tool for cutting through the advertising hype and "Giant Economy Size" claims to find out how much you're really saving!



### **WINUPD8R™ v4.2**

Finalist in previous year's PC Magazine's Shareware Awards, WinUpD8R automatically keeps multiple PCs 'UpD8ed' to the most current file versions using floppy disks (or any other removable media) as the transfer medium - also works across Windows networks and the new Win '95 Direct Cable Connection. Ideal for keeping work and home (and laptop) machines "in synch". This major upgrade adds new power, flexibility and pizzazz to WinUpD8R.

More About WinUpD8R v4.2

The latest release of Open Window's popular file synchronization program adds Win '95 Long File Name (LFN) handling to its capabilities. Using WinUpD8R instead of Briefcase to move and synchronize your files between your computers greatly reduces your exposure to the "mismatched alias" problem associated with Win '95 LFN's (see discussion below). WinUpD8R's greatly expanded filtering and automation capabilities also make it easier than Briefcase to use on a regular basis. Once set up, WinUpD8R will maintain your data files "in synch" with a single click of the mouse!

Developed for people working with multiple computers, WinUpD8R makes it easy to keep the

latest file versions available on all your machines - without the hassle of cable hookups or modem transfers. WinUpD8R also works across any Windows-compatible network. You'll no longer have to worry about leaving that "one necessary file" at the office, preventing the completion of a project in the comfort of your home. The extensive on-line help walks you through each step in setting up and using the program. It's easy to see why WinUpD8R was a previous finalist in the PCMagazine/Ziff-Davis Shareware Awards in the Best Windows Utility category.

Other Features added to the new version include:

- \* A new /O (overwrite) switch which allows overwriting any file in the target directory (including read-only files). The file attributes associated with the source file are applied to the target file after the copy is completed.

- \* A novel feature which filters files by age AND automatically removes these files from the shuttle disk has been implemented. This greatly increases the size of the directory structure which you can support with a single floppy.

- \* Capability to specify filtering by file attribute (read-only, hidden, system, archive) has been added in the Inc/Exc dialog.

The "Mismatched Alias" Problem - This problem arises from Win '95's need to form an 8.3-style filename, called an "alias", for each LFN file in order for the file to be usable with the still-prevalent 16-bit applications and on non-LFN compatible systems. Unfortunately, Win '95 does not track aliases across directories. This means that the file ThisIsALongFileName.TXT may have the alias ThisIs~1.TXT in its original directory, but, when copied to another directory or to a second PC, may have the alias ThisIs~2.TXT. This could happen if the second directory already contains a file such as ThisIsAnotherLongFileName which has already used the ~1 slot. WinUpD8R contains code that checks for this situation as well as special code that will, if possible, assure that the LFN's and their aliases remain "in sync" across different directories and/or PC's.

WinUpD8R v4.2 remains affordably priced at \$29.95 plus \$3.00 S&H. Requires Microsoft Windows v3.1 or Win '95. WinUpD8R is available on CompuServe in the WINUTIL Forum, Library 18 - Sponsored Vendors, as file UPD8R.ZIP; from America Online in the Windows Forum as UPD8R\_42.ZIP; and from Open Window's web site at <http://www.openwindow.com>.



## WinFlash Revision History

WinFlash v5.0 is a major upgrade incorporating the following new features and enhancements. Both 16- and 32-bit versions are available.

The WYSIWYG forms-based editor is now resizable and has received many improvements to ease deck creation and editing. Pairs can now be inserted at any point in the deck and deleted from within the editor. Support for the Charmap applet has been added to make inserting characters not available from the keyboard quick and easy. A Find capability has been added.

Printing has been greatly improved and expanded. You can now print single- or double-sided flashcards in sizes from one per sheet (single-sided fold-over; 1/2 sheet size) to six per sheet (double-sided, 1/6 sheet size). Cards can include the graphics or be printed as text-only (much faster). Pairs can also be printed out in tabular format. Any sub-set of pairs that can be selected for study use can also be selected for printing.

Graphic file format support has been expanded to include the popular BMP,CMS, ICO,GIF,JPG,PCX, PNG, SCM and WMF file types. Scaling can also be disabled if it is desired to display the graphics at a fixed size.

Audio and Video file format support has been expanded to include the popular AVI and MOV video file types and the WAV, RMI and MID audio file types.

Decks may now contain up to 100 different Categories!

Q&A pair order and sequencing have been made much more flexible. Numeric/Random, Forward/Reverse, Answer First, One Pass/Continuous, Named and Numeric Ranges can all be used in combination. Also, 0 and 100 percent are now allowable entries for the various frequency settings.

A Resume feature has been added, allowing the session to be continued from the point at which it was last closed.

Question and Answer window sizes and positions can be synchronized to match perfectly, if desired.

Fill-in-the-blank mode can now be used bi-directionally (i.e. Answer first), greatly enhancing the program's effectiveness for language vocabulary study and other one-to-one matching applications.

Individual pairs may now be removed from the priority list or the disabled list without resetting the entire list.

The number of disabled pairs has been added to Statistics.

Most-recently-used-file pick list has been expanded to hold up to 9 files.

Remaining unasked pairs in the current pass is now displayed on the status bar.

Go To Pair function added to jump to a given pair number.

WinFlash 1.1 was an interim release adding the following new feature:

Ability to redisplay the Question after viewing the Answer. Allows for checking for understanding of the Question or another attempt at the Question and subsequent check of the Answer. This cycle can be repeated as many times as the user wishes

WinFlash 2.0 was a major upgrade adding the following new features and capabilities:

Customized dialog boxes provide easy-to-understand operation

Priority List associated with each Question/Answer file tracks Questions which the user desires to be asked more frequently

Questions can be added to the Priority List when viewing the Answer

Questions can be Disabled for future use when viewing the Answer

Both the Priority List and the Disabled Question Settings can be reset from the Priority List

## Options dialog box

A Range of Questions from the overall Question/Answer file may be asked more frequently. This is useful when the file has been segmented into topic areas or when new Questions have been added to the file

The Frequency with which Questions on the Priority List or within the Range are asked can be varied from 1 to 99 percent of the time in the Priority List Options dialog box

The current Question file name is displayed in the Question and Answer Dialog title bars

WinFlash 2.1 was an interim upgrade adding the following new features and capabilities:

Ability to ask the Answer first, followed by the Question. This relatively minor change adds so much to the program's capabilities as a vocabulary exerciser that I felt it should be released immediately, rather than waiting six more months for the next major upgrade

Added more detail to the dialog and menu descriptions in the Help documentation

Changed the display of the name of the Q/A file in the Question and Answer Dialogs' title bars from the full file path to the 8/3 filename at the suggestion of an esthetics-minded user.

Minor cosmetic adjustments to the dialog boxes.

WinFlash 3.0 was a major upgrade adding the following new features and capabilities:

Graphics & Sound!! - You can now include .BMP files (graphics) and .WAV files (sound) as integral components in your Q&A files. Multimedia has made it to the realm of flashcards!!

Frequency Based On History Mode - This new operating mode keeps a record of the user's performance on each Q&A pair within the Q&A file and categorizes each Question as Unlearned, Short Term Learned or Long Term Learned. Thresholds in time and number of correct responses for promoting a Q&A pair to the next level are user configurable.

WinFlash Q&A pairs can now be created using any available Windows font. Color is also supported. Now you can use the REAL national alphabets for your foreign language studies!

New Q&A files may be created from within WinFlash using the NotePad editor and the current Q&A file may be edited "on the fly" for easy rephrasing, typo correction and clarification of Q&A files while they are being used.

Background colors are now independently settable for the WinFlash main window, Question Dialog and Answer Dialog.

Statistics on the current Q&A file are now available by selecting the File|File Statistics... menu item. This selection also allows screening of the current Q&A file for gaps in the sequence of Q&A numbers.

A regular textual Q or A can be displayed concurrently with the playing of an audio Q or A. Improved formatting capabilities have been added. Hard carriage returns and centering are now available for improving the "looks" of your Q&A files. The new Qn= and An= format also provides for a much more readable Q&A file and the MaxQuestion entry is no longer required (a user

chided me regarding having to tell the computer how many Questions there were in the file <G>).

To assist students who are using files prepared by teachers or other third parties in their studies, it is now possible to copy the Question, Answer or both to the Windows clipboard for disposition as the student wishes (perhaps to compile a list of "need to study" Questions for further evaluation).

Number of Q&A pairs allowed within a Q&A file has been increased to 300.

A new database structure has been developed that stores the following information for each Q&A pair on a corresponding data line added to the end of the Q&A file:

- Date of last "promotional" event in Ask Frequency Based On History Mode
- Number of correct responses during the current day
- The number of correct responses since the creation of the Q&A pair
- Number of incorrect responses during the current day
- Number of incorrect responses since the creation of the Q&A pair
- Number of days that the number of correct responses needed to promote a Q&A pair from Short Term Learned to Long Term Learned has been achieved
- The current status of the Q&A pair: 0 = Unlearned; 1 = Short Term Learned; 2 = Long Term Learned
- Membership on the Priority List (adds 1 to entry) and Disabled status (adds 2 to entry)

Registration validation has been simplified by adding a dialog accessible from the Register Now selection which allows direct entry of the Name and Registration Number of the user.

New One Pass feature in Ask All Questions Equally Often mode which keeps track of each pass through the Q&A files. After each Question has been asked once, it is temporarily disabled until each Question has been asked one time. At this point the user is given a choice of continuing or closing the current Q&A file.

New Numerical feature in Ask All Questions Equally Often mode which presents the Q&A pairs to the user in numerical order, rather than the normal random sequence. This option can be used in combination with the One Pass option, giving a mode where each Question is asked once in numerical order.

Liven up your study sessions by working "against the clock"! The Display Answer After \_ Seconds check box selection in the Q&A Mode dialog box gives the user up to 60 seconds to come up with the Answer, after which it automatically displays the Answer.

Greatly improved ability to operate the program from the keyboard for those who prefer this method of interaction to using the mouse. All standard "accelerators" are now supported.

New Q&A file format improves readability of the Q&A file and provides enhanced statistical capabilities. An automatic conversion program, FlashCon, for older Q&A files is available as a registration bonus to registered users.

Improved tolerance to "out of bounds" operational conditions - for instance, selecting Frequency Based On Priority List Mode when there are no Questions on the Priority List no longer produces an error message. WinFlash merely defaults to using the Ask All Questions Equally Often algorithm until a Question is added to the Priority List.

WinFlash v3.1 was released primarily to make available new improvements to the way the program selects the Q&A pairs. WinFlash v3.0 had some performance problems when choosing

a pair from a category containing only one (or a very small number of) Q&A pair(s) from a file containing many Q&A pairs. In the History Mode, for example, the first pair promoted to Short Term Learned would appear to turn up much too frequently after its promotion and, depending upon the speed of your computer, might take a considerable time to appear each time it was chosen.

Let's take an example. Say the Q&A file contains 100 Q&A pairs and the Frequency settings are at 75%, 20% and 5% for Unlearned, Short Term Learned and Long Term Learned, respectively. While all 100 pairs are Unlearned, they appear at random (even though there may be repeats - this has also been fixed in v3.1 - almost no back-to-back repeats of the same pair!). As soon as the first pair is promoted to Short Term Learned it begins to appear 20/95 of the time, since it's the ONLY pair in that category.

A new algorithm has been developed which automatically "tunes" the setting for each category so that the frequency of appearance is what you expect, regardless of the number of pairs which occupy each category. This algorithm has been applied to all three of the multi-category Q&A modes. You may want to readjust the Frequency settings you currently have set for your files in light of these improvements.

In addition, the function used to choose a pair from the selected category has been rewritten for improved "randomness".

A new installation program, SETUPWF.EXE is now included within the archive file, so installation of WinFlash into Windows' Program Manager or other shell is now quick and easy.

The on-line Help for WinFlash has been reedited and expanded and the registration procedures have been simplified - including the listing of a new 800 number for voice or faxed phone registrations.

A "bug" which could cause WinFlash to "hang" if File|Statistics was selected while WinFlash was displaying an Answer is now fixed.

WinFlash 4.0 was a major upgrade incorporating the following new features and enhancements:

A full WYSIWYG forms-based editor has been added - no more ^s for hard carriage returns! No need to deal directly with the .FLS file at all any more!! Fully compatible with v3.0 and later .FLS files

Now you can print your decks as real two-sided flashcards, complete with graphics for study when you're away from your computer!

Multiple-choice questions (up to six choices plus the infamous All Of The Above and None Of The Above) are now auto-checked by the program.

Fill-In-The-Blank questions (up to six possible "correct" answers allowed) are also auto-checked.

Question and Answer window sizes and positions are now user-adjustable by dragging. The positions are remembered by each card deck so different settings can be used as best suits the contents of the deck.

Text, graphics AND sound can now ALL be used in the same Question and/or Answer. Added support for .AVI "movies" and .MID synthesizer files.

Graphics are auto-sized to fit window size. Zoom pictures to full-screen by clicking the image.

Old WinFlash files are automatically updated to the new format - just open them with the new version - only the fonts need to be reset on the first use.

Hints (for the Question) and Comments (for the Answer) can be provided (up to three) and their presence automatically indicated to the user.

The maximum size of a card deck has been greatly expanded - to 5000 Q&A pairs.

Support for both named categories AND numeric ranges is now provided.

Most-recently-used-file pick list has been added to the file menu.

WinFlash can be associated with .FLS files and will run on double-clicking a .FLS file in Program Manager or Explorer. This also allows you to create icons for your card decks.

Auto-pilot feature allows hands-off review of decks with user-settable, independent, Q and A delays.