

---

## Cardfile Quick Look

Click a folder or topic title.



 Cardfile Quick Looks

---

## Cardfile Quick Look

Click a folder or topic title.



### Cardfile Quick Looks

[Card View](#)

[List View](#)





**Cardfile**

Lets you file information and pictures on a set of index cards. You can use Cardfile to keep track of names, addresses, phone numbers, directions, or anything else you want quick access to. You can also add pictures to the cards, and use a card to dial a phone number if you have a Hayes or Hayes-compatible modem.

Cardfile has two views--Card and List. In Card view, you see a file of cards. In List view, you see a list of the cards' index lines.

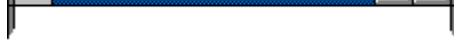
### application Control-menu



<b>R</b> estore
<b>M</b> ove
<b>S</b> ize
<b>M</b> inimize
<b>M</b> aximize
<b>C</b> lose
<b>S</b> witch To...

- Restores the application window to its former size.
- Moves the application window to another location.
- Changes the size of the application window.
- Shrinks the application window to an icon.
- Enlarges the application window to its maximum size.
- Closes the application window.
- Starts Windows Task List.

**title bar**



Contains the title of the application running in the window, in this case Cardfile.

- ▶ Drag the title bar to move an application window on the screen.

**Minimize button**



- ▶ Click the Minimize button to shrink the Cardfile window to an icon.



**Maximize button**



- ▶ Click the Maximize button to enlarge the Cardfile window to its maximum size.

## File menu

### File

**New**

Creates a new file.

**Open...**

Opens an existing file.

**Save**

Saves changes to the current file.

**Save As...**

Saves a new file or an existing file under a new name.

**Print**

Prints the card at the front of a file.

**Print All**

Prints all the cards in a file.

**Page Setup...**

Sets margins, and adds headers and footers.

**Printer Setup...**

Sets printer options for Cardfile before printing.

**Merge...**

Merges the cards in two files.

**Exit**

Exits Cardfile and closes the Cardfile window.

## Edit menu

<b>Edit</b>	
<b><u>U</u>ndo</b>	Undoes the most recent typing or editing action.
<b><u>C</u>ut</b>	Cuts selected text or a picture and puts it on the Clipboard.
<b><u>C</u>opy</b>	Copies selected text or a picture onto the Clipboard.
<b><u>P</u>aste</b>	Pastes a copy of the Clipboard contents onto a card.
<b><u>I</u>ndex...</b>	Lets you edit the index line of a card.
<b><u>R</u>estore</b>	Restores a card by undoing changes you have made.
<b><u>T</u>ext</b>	Switches to text mode.
<b><u>P</u>icture</b>	Switches to picture mode.

## View menu

**View**

**Card**

Displays a file as a series of cards.

**List**

Displays the index lines of cards as an alphabetical list.

## Card menu

### **C**ard

**A**dd...

Adds a new card to a file.

**D**elete

Deletes a card.

**D**uplicate

Duplicates the selected card.

**A**utodial...

Dials a phone number on the selected card.

## Search menu

### **S**earch

**G**o To...

**F**ind...

**F**ind **N**ext

Brings a specified card to the front of a file.

Finds specified text on cards in a file.

Continues the search without opening the Find dialog box.

## Help menu

### **Help**

**Index**

Displays an alphabetical list of all Help topics.

**Keyboard**

Displays Help on Cardfile key combinations.

**Commands**

Displays Help on Cardfile commands.

**Procedures**

Displays Help on Cardfile procedures.

**Using Help**

Displays information about Windows Help.

**About Cardfile...**

Displays important information about Cardfile.

**menu bar**

<b><u>F</u>ile</b>	<b><u>E</u>dit</b>	<b><u>V</u>iew</b>	<b><u>C</u>ard</b>	<b><u>S</u>earch</b>	<b><u>H</u>elp</b>
--------------------	--------------------	--------------------	--------------------	----------------------	--------------------

Contains the names of all the Cardfile menus.

- ▶ Click a menu name to display the menu commands.



**view**

**Card View**

Indicates the current view, in this case Card view. The line that indicates the view is called the status line.

**Cardfile scroll arrows**

Arrows on the status line, used to move to the previous or next card.

- ▶ Click a scroll arrow in the status line to move to another card.

**number of cards**

<b>7 Cards</b>
----------------

Indicates the number of cards in the file. The line that shows the number of cards is called the status line.

**insertion point** |

A flashing vertical bar that shows where text you type or insert appears.

**index line**

**Sweet Cicely**

The line of text at the top of a card.

- ▶ Double-click an index line to create or edit index line text.

**information area**



Text or graphics displayed in the card below the index line. You can create and edit text or add graphics here.

**view**

**List View**

Indicates the current view, in this case List view. The line that indicates the view is called the status line.

**Cardfile scroll arrows**

Arrows on the status line, used to move to the previous or next index line.

- ▶ Click a scroll arrow in the status line to move to another index line.



**index line**     **Angelica**

The line of text from the top of a card.

- ▶ Double-click an index line to create or edit text.

**selected index line**

**Lemon Balm**

A highlighted index line.

- ▶ Double-click an index line to create or edit text.

**application window**

The main window for an application, in this case the Cardfile window. It contains the application's menu bar and main workspace. The Cardfile application window can display either the card view, which displays the cards in a file, or the list view, which shows the index line of every card in the file in alphabetical order.

**window border** 

The outside edge of a window.

- ▶ Drag the window border to change the size of the window.



