CardBase for Windows 95/NT v2.4

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CardBase Overview

CardBase for Windows 95/NT is a small, easy to use, address
book and phone dialer that makes a nice replacement for the
standard MS Windows Cardfile. Along with the regular fields for
names, addresses and phone numbers, CardBase can also
store email addresses, FAX numbers and web site URLs.

CardBase can be configured to launch your favorite web
browser, FAX manager, word processor and email tools. Up to
five custom tools can be defined and assigned to your choice of
fields on a card. Each card that you create can also contain short
notes and comments.

Each CardBase document can contain up to 4000 records.
Cards can be quickly sorted by name or custom card groups.
Searching and sorting operations are fast and intuitive. Up to
three phone numbers and a FAX line can be stored and dialed
automatically. Phone dialer activity can be logged.

If you make your living using the telephone, or just have a need
for a simple address book and telephone dialer now that
Windows 95 no longer includes the Cardfile program, CardBase
will make a nice addition to your Windows 95/NT system.
CardBase for Windows 95/NT can be configured to optionally
place it's program icon in the taskbar notification tray.

Getting Started

Create a CardBase document by selecting the File|New item
from the File menu, and specify a name for the new database.
Entering a file name without an extension will automatically
create your database with the CDB extension, the CardBase
default for documents.

At this point you'll have a newly created document containing a
single blank card. Enter information for this first card, leaving
blank those fields that are not applicable for the record. Your
entries will be saved automatically as you move from field to field
on the card. Pressing the [Enter] key or the [Tab] key will move

the cursor to the next field on the card.

Each card contains fields for an optional company name, a person's first and last name, street address and various telephone, FAX and internet related information.

CardBase sorts cards based upon the Company Name field or a person's first and last name. Cards containing both will be sorted by Company Name first and then by the person's name.

At this point you should have a single card with various fields filled. To create a second card select the Cards|New Card item from the Cards menu, or press the magic wand button on the toolbar ribbon. You can also press Ctrl+N to create new cards.

Add information for the second card as you did for the first card. When you've completed filling out the second card sort the records by selecting the Cards|Sort Cards item from the Cards menu. You can also sorts cards using the Ctrl+S shortcut, or by pressing the Sort button on the toolbar ribbon.

You can now view the cards by pressing the [PgUp] and [PgDn] keys or the arrow buttons on the toolbar ribbon.

Sorting CardBase Documents

CardBase records are sorted by Company Name/Person and Group. After adding new cards or editing the fields mentioned above re-sort the cards to reflect the new sort order. The View menu contains items to view CardBase records by Company, Group or physical record number. You can also select the viewing order by clicking the mouse directly on the field name labels. The field name label used for sorted viewing will be underlined to reflect the current sorting order.

Dialing a Telephone Using CardBase Records

CardBase can dial a telephone if a modem is connected to your computer. Before dialing for the first time select the Settings item on the File menu. You'll need to specify the COM port that your modem is connected to. You may also specify your local area code and PBX exchange using this dialog. Specifying your local area code will allow you to enter all phone numbers including the area code, even those numbers that are within your local area. CardBase will automatically disregard local area codes when this field is specified.

Use the Outside Line field with PBX systems that require a prefix before accessing an outside line. For example, many PBXs require that you press (9) before dialing. Use a comma (,) following this dialing prefix to introduce a short delay.

You can also use the Outside Line field to turn your local phone

service dialing features on and off. For example many phone systems allow you to disable Caller ID by entering *67. This prevents the person you're calling from seeing your phone number if they have Caller ID services. Check your white pages for the various features available in your area and instructions for enabling and disabling them.

The PBX field works in a similar fashion to the area code entry. To dial phone numbers within your local PBX (normally 4 digits) include the PBX exchange in the Setting dialog.

Check the Log Calls box to write phone dialer activity to the phone log. You can view the phone log by selecting the Phone Log item from the Cards menu.

Defining CardBase Tools

Up to five (5) CardBase tools can be defined for use. Select the Customize item from the Tools menu, or right-click the mouse directly on the Tool button you want to define.

CardBase tools allow you to assign other applications for quick launching. You'll need to specify the button label, program name and an optional tool button icon to be used for each of these buttons.

You can also select a field to be copied automatically to the clipboard when a button is pressed, as well as the field to be used for the program's command line. For example most web browsers allow a URL to be used as the command line argument, and when the browser is invoked that web site will be accessed.

Why Can't I Print My CardBase Records?

The current release of CardBase does not contain printing routines. Future versions will provide facilities to print mailing labels, 3" by 5" index cards, business envelopes and daytimer-style organizer pages.

CardBase was originally written for the Apple Macintosh and later ported to the Microsoft Windows environment. The printing routines use PostScript and need to be converted to MS Windows.

I plan to complete this conversion over the next few months and when testing is completed release this new version.

Installing CardBase on Your System

Create a new folder for the CardBase program and copy the CARDBASE.EXE and CARDBASE.WRI files to this directory.

After running CardBase for the first time a CARDBASE.INI file will be written into this folder, and if you use the phone call logging feature a file named CARDBASE.LOG.

The CardBase data files you create can be located anywhere on your system. CardBase data files, by default, have a CDB file name extension. Backup files will be created with a BKU file name extension.

Comments and Suggestions

If you have comments, questions or find any bugs in CardBase please feel free to contact me on CompuServe or AOL.

While CardBase is offered as freeware, if you feel that you want to pay something for it you are welcome to send any amount you wish.

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CARDBASE.ZIP File Descriptions:

CARDBASE.EXE   - The CardBase application.
CARDBASE.WRI   - The Documentation file.

Release History:

v2.0   In-house conversion to the Win32 SDK.

v2.1   Added splash box for distribution.

v2.2   Added option to place program icon
         in the taskbar notification tray. All dialog
         box desktop locations are saved in the
         INI file. Added Phone Log viewing window.

v2.3   Fixed Export bugs.

v2.4   Added support for screen color settings as
         specified in the Display Properties dialog.
         Added default user and company name
         to the splash box.

Last updated January 24th, 1997

Other Freeware from the Author

NoteBook for Windows	(NBOOK.ZIP)
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All of these applications and utilities can be easily found on CompuServe, Ziff Net and America Online.

I upload the latest versions to the WINSHARE, WINUTIL, PCUTIL and WINAV forums on CompuServe, AOL's Software Center and Ziff Net's Hot of the Presses sections.

The Internet

My software can also be downloaded from the Internet at
http://members.aol.com/GreggBraun/HomePage.htm

Ordering Information

You may purchase disks containing the latest versions of all my applications, utilities and games for $35.00 US. Please send your orders to:

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        --Author Gregory Braun