

MacHandy Index Cardfile

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MacHandy was created because of the need for a simple and inexpensive file system for small businesses or home use. Actually at least one large business has found it to be very useful in addition to their large data base.

Using MacHandy is as simple as using a card index file sitting on your desk. The advantages of this computer file are the search features, either by record or by any item in the record.

The main feature is that you can create your own file card items (fields) for each file without any understanding of a computer or data base files. You can create for example, a telephone file and name the items on the record cards as Last Name, First Name, Address, etc., or whatever you choose. Once you create the file, each record in the file will contain your items and will be ready for input. Records can be added, deleted or edited in any file.

Another file you may wish to create is one for home inventory. Items could be named after the rooms in your home such as Living Room, Main Bedroom, Garage, etc. Another method is to make a key item and use the letters of the alphabet. In other words say you have three records that you would normally file under B in a real file. Just put a B in your key item and all three cards will show up when you search for the B.

A sample telephone file has been included with this demo program and contains one record. You may add to this file or create your own version. The demo allows a maximum of 5 records for each file that you create and should be sufficient to let you test the program before becoming a registered user.

To keep the file as simple as possible and as familiar as the real thing, report printing etc. was not included. You can print out the realistic looking index record ,however, by using the command-shift-4 keys.

All buttons are pretty much self explanatory. The Search and Record buttons will be covered here. Any item of a record can be searched for. For example in the telephone file suppose that you can remember only the first name of a friend. After clicking the Search button you will enter john (note- capitals or lower case or ok). Next you will click the OK button and then click the button for First Name. After clicking the next OK button a search will be made. If no records are found you will be told so. If a record is found it will be displayed and you will have a choice of stopping there or to continue the search for more records containing the item you are searching for.

If you choose to stop, you will reenter the file at the record last found allowing you to edit it. Suppose you wanted to find all records that contain john for the first name. Simply note the number of each record found and continue searching. When done use the Record button to go back to any of the records that were found. The Record button can also be used to return to the first record in the file. If you click the OK button without giving a record number, the first record will be displayed.

One thing you must remember when searching by record numbers is that the record numbers in a file remain the same as long as no records have been deleted. When a record is deleted all records move up one to fill the gap.

Note that you are limited to 40 characters on each line of the index cards.

If you type in more than 40 they will appear to be on the record but after you close the file and re-open it, the extra characters will be gone.

For each file you create you will find two files like the sample Phone file. One file stores your data and the Info file stores the information about your file such as how many records etc. Don't manually discard any of these files. If you wish to delete a complete file do it with MacHandy. When you delete a file with MacHandy, both of the document files will be discarded. Keep MacHandy and its files in the same folder

This program will continue to be supported. Although the program has been tested and appears to be free of bugs I must disclaim any responsibility for damages do to its use. All registered users will receive free of charge any updates for minor improvements or to cure any bugs. The author can be contacted by E-Mail (Genie address A.Clabaugh) or by the following address:

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To become a registered user send \$39 (includes disk and shipping) to the above . The first 50 registered users will in addition receive a free game program.

This demo may be passed on to others or placed on any BBS but please include this writing and the sample Telephone file.

Your comments and suggestions are always welcome. Let me know what if any additional features you would like to see.

Arno