



# **BizDex 2.0**

## **INDEX CARD SYSTEM FOR WINDOWS**

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**Thank you** for trying BizDex 2.0. BizDex 2.0 is a powerful index card system. "So what?" you may ask. Well, think about all the things you do with index cards. Now imagine being able to instantly find Grandma's secret potato salad recipe, or that quotable quote, or that baseball stat, or Uncle Clyde's address, or that Rush Limbaugh prediction, or... well you get the picture. BizDex 2.0 can also be used by the student to create flash cards and categorize the questions by topic. With the Randomizer, BizDex 2.0 can randomly select cards in a certain category to help you bone up on that huge History exam. Frankly, the possibilities are limited only by your imagination. And its only \$19.99! So give BizDex 2.0 a try. When you discover how useful it can be you can register your copy and unlock more of its features.

To learn how to use Help, press F1 or choose Using Help from the Help menu

[Commands](#)

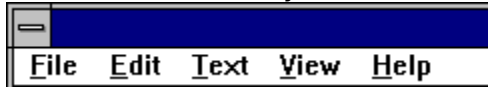
[Shortcut Keys](#)

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## Commands

Click the menu item you want to know more about.



Click the Button Bar button you want to know more about.









## Shortcut Keys

### Navigation Keys




|               |                             |
|---------------|-----------------------------|
| Flip Card     | PopUp Menu or <b>INSERT</b> |
| Next Card     | PopUp Menu or <b>PGUP</b>   |
| Previous Card | PopUp Menu or <b>PGDN</b>   |
| First Card    | PopUp Menu                  |
| Last Card     | PopUp Menu                  |

The **PopUp Menu** is accessed by pressing the RIGHT mouse button.




### File Menu

|          |  |
|----------|--|
| New...   |                     |
| Open...  |                     |
| Save...  |                     |
| Print... |  or <b>Ctrl + P</b> |




### Edit Menu

|             |  |
|-------------|--|
| Cut         |  or <b>Ctrl + X</b> |
| Copy        |  or <b>Ctrl + C</b> |
| Paste       |  or <b>Ctrl + V</b> |
| Insert Card | <b>SHIFT + INSERT</b>  |
| Delete Card | <b>SHIFT + DELETE</b>  |

### Text Menu

|           |  |
|-----------|--|
| Bold      |  or <b>Ctrl + B</b> |
| Italic    |  or <b>Ctrl + I</b> |
| Underline |  or <b>Ctrl + U</b> |

### View Menu

|                  |  |
|------------------|--|
| Find             |  or <b>Ctrl + F</b> |
| Find Next        | <b>F3</b>  |
| Go to Card...    |  or <b>Ctrl + G</b> |
| Randomizer       | <b>F4</b>  |
| Randomizer Setup |  or <b>Ctrl + R</b> |

### Help Menu

|                        |           |
|------------------------|-----------|
| Context Sensitive Help | <b>F1</b> |
|------------------------|-----------|



## Registering BizDex 2.0

BizDex 2.0 is provided free of charge for evaluation purposes only. During this 30 day trial period, you will be limited to 10 cards per file.

Once you have discovered how powerful BizDex 2.0 can be, you can Register your software by either:

- Mailing a Check or Money Order for \$19.99 for each copy to:

**BizWare**

**P.O. Box 856**

**Cedar Hill, TX 75104**

(Please specify either 3½ or 5¼ inch disks.)

**TEXAS residents must include an additional 8.25% sales tax**

- On CompuServe, entering the Shareware Registration Forum (GO SWREG) and following the instructions, entering #2083 as the Registration ID. \$19.99 will be billed to your credit card by CompuServe. Within a few days you will receive an access code to unleash the power of BizDex 2.0.

Upon Registration, you will receive the latest version of BizDex by mail. You will then have access to all 100 cards per file. You will also receive notification of all future **BizWare** releases. (Please allow about 4 weeks for delivery).



## File Menu

### New



This command provides a clean stack of cards. Once selected, the user will be prompted to save the current card stack. Choose Yes to save the current stack. Choosing No will cause all changes since the last Save to be lost. The user may abort this command by choosing Cancel.

### Open



This command opens a previously saved card stack. To open the card stack either highlight the desired file and click the Open button or double click on the file. To abort this command, choose Cancel.

### Save



This command saves the current card stack. If the Title Bar shows that the card stack is untitled, the Save As dialog box appears so you can give the card stack a file name.

### Save As

This command allows the user to save the current card stack under a different file name.

### Print



This command prints the current card stack. By default it will print all used cards. To change the print range, modify the page numbers in the From: and To: boxes. To configure the printer, click on the Setup button. To abort this command, click the Cancel button.

### Printer Setup

This command allows the user to change the printer settings. The user may change the selected printer and the page orientation as well as advanced settings of the selected printer.

### Preferences

This command allows the user to personalize BizDex settings. To select a default font, click on the Font button and choose the desired font from the available choices. To change the background color, choose the Color button and select the desired color. To display the Status Bar on start up, check the Status Bar option. To display the Button Bar at start up, check the Status Bar option. Unchecking the respective boxes will prevent the Status or Button Bars from being displayed. After you have made your choices click the Close button to save the settings. To disregard the settings, click Cancel.

### Register BizDex

Use this command to enter your user ID number. Once the proper ID number is entered, you will be able to use all the features BizDex 2.0 has to offer. For more information, see [Registering BizDex 2.0](#)

### Exit

This command ends BizDex. Once selected, BizDex will prompt the user to save the current card stack. Choose Yes to save the current card stack or No to end BizDex without saving it. All changes since the last save will be lost.



## **Edit Menu**

### **Cut**



This command allows the user to cut out selected data and save it on the Clipboard for future use. To do this, position the pointer at the beginning of the data to be cut and while holding down the left mouse button, move the pointer to the end of the data and release the mouse button. Once the data is selected, execute the Cut command by using the menu command, button bar, or shortcut key.

### **Copy**



This command allows the user to copy selected data to the Clipboard for future use. To do this, position the pointer at the beginning of the data to be copied and while holding down the left mouse button, move the pointer to the end of the data and release the mouse button. Once the data is selected, execute the Copy command by using the menu command, button bar, or shortcut key.

### **Paste**



This command places data stored on the Clipboard onto the users card. To do this place the cursor at the desired insertion point and execute the Paste command by using the menu command, button bar, or shortcut key.

### **Select All**

This command highlights all the data on the face of the current card. This allows for speedier cutting or copying.

### **Insert Card**

This command inserts a blank card between the current card and the next card. Be careful! The 100th card (or 10th card in the unregistered version) will be pushed out of the stack and cannot be retrieved.

### **Delete Card**

This command deletes the current card from the stack. Once deleted it cannot be recovered.



## Text Menu

### Font

This command allows the user to set the font for the current card face. On startup, all cards will have the default font. This command will only effect the font of the current card face.

### Bold



Bolds either selected text or text from the cursor position on.

### Italic



Italicizes either selected text or text from the cursor position on.

### Underline



Underlines either selected text or text from the cursor position on.

### Strikeout

Puts a line through the center of the selected text or text from the cursor position on.



## View Menu

### Find



This command will find a text string in the card stack. Simply enter the desired search string and choose Find. You may specify the search direction by clicking the Up or Down radio buttons. By default the search is not cases sensitive (it doesn't care if it is upper case or lower case). You may make it case sensitive by checking the Match Case box.

### Find Next

This command will Find the next occurrence of the string entered using the Find command. All search criteria will remain intact.

### Go to Card



Use this command to instantly go to a certain card, rather than moving through the stack one card at a time. Select this command and enter the card number. Then choose Go. Note: If no card number is specified and the user chooses Go, he will be taken to the first card.

### Randomizer

The Randomizer is a powerful tool used to display random cards based on certain criteria. This command invokes the Randomizer based on the criteria specified in the Randomizer Setup dialog box. To establish this criteria, use the Randomizer Setup command.

### Randomizer Setup



This command invokes the Randomizer Setup dialog box. You may limit the range of eligible cards by adjusting the card numbers in the From: and To: boxes. By default Randomizer will include all of the card categories. To select a single category, choose among the categories offered in the With the Category of: box. Also, by default, Randomizer will not include blank cards. If for some reason you wish to include blank cards, check the Include Blank Cards box. Once you have established the criteria, choose OK to complete the setup.





## **Help Menu**

### **Contents**

This command will invoke the main help screen. From here you may choose among the contents or make a specific search for a help topic.

### **Search**

This command directly invokes the search command in the on-line Help.

### **How to use Help**

This command invokes more detailed help on the Help system.

### **About BizDex**

This command displays information about the BizDex 2.0 program.



## About Shareware

### Definition of Shareware

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details, some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.



## Disclaimer

Users of BizDex must accept this disclaimer of warranty:

**"BizDex 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 BizDex."**

BizDex 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 do not give it away altered or as part of another system. 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 find that you are using BizDex and continue to use BizDex after a reasonable trial period, you must make a registration payment of \$19.99 to **BizWare**. The \$19.99 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 moved from one computer location to another, 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.

Commercial users of BizDex must register and pay for their copies of BizDex within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting **BizWare**.

Anyone distributing BizDex for any kind of remuneration must first contact **BizWare** at the address below for authorization. This authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering BizDex immediately (However **BizWare** must still be advised so that the distributor can be kept up-to-date with the latest version of BizDex.).

You are encouraged to pass a copy of BizDex 2.0 along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it. All registered users will receive a copy of the latest version of BizDex.

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