



DigiCard is CharityWare. All net profits from your registration fee directly benefits a charity of your choice.

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Introducing DigiCard

Living in the information age, we benefit tremendously from the availability and the abundance of information. Global communication, modern medicine, and computers are just few of the endless examples of information age products and services that significantly improve the quality of our lives.

Because information is valuable, the way you work is largely dictated by its constantly changing and abundant nature. Your ability to absorb, assimilate, and communicate information hence dictates the success of your work. Whether you are in school or you are a working professional, you must deal with a large amount of vital information in a timely and effective manner.

Did you know that exams, job training, business procedures, and sales presentations all share common traits? They do: the more you know, the better off you are. And the more you can remember and integrate the information vital to your work, the better you become at solving problems. The purpose of DigiCard, then, is to help you excel and put you ahead.

Simply think of DigiCard as a free-form flash card program, designed with power in mind. DigiCard lets you create flash cards and assimilate and memorize your customized information in a variety of effective ways. And DigiCard lets you accomplish this via a smooth, friendly interface. This means that you can transform a large amount of information into your personal knowledge faster and better than ever before.

Whether you are memorizing a vocabulary list or mastering the national medical board, DigiCard makes learning a much less painful and even a fun and rewarding experience!



Who Benefits From DigiCard?

Students

If you are a student, DigiCard will become your best friend.

- n DigiCard will help you decrease your study time, increase retention and boost your grades. One DigiCard user is able to consistently achieve high scores on her major college exams. This is quite a significant improvement considering she used to be a B student!
- n Use DigiCard to memorize key facts and salient points for smooth and successful speeches and presentations.

Professionals

Here are examples of how DigiCard can benefit you professionally:

- n Preparation for state and national board exams for brokers, insurance agents, engineers, doctors, lawyers, CPAs, and other professionals.
- n Memorization of procedures and protocols.
- n Knowledge of product information and facts.
- n Improvement in speeches and presentations.
- n Facilitation of on-the-job training.

Uses of DigiCard are only limited to your imagination!



Why is DigiCard Effective?

DigiCard is an effective learning tool to help you save time and improve your everyday academic and professional life. Here are six reasons why:

- n DigiCard is interactive; you are now participating in the learning process rather than being just an observer (i.e., reading books and listening to lectures).
- n DigiCard presents your learning materials to you in six possible ways. You decide what method is best for you and your particular subject.
- n The key to learning is repetition. DigiCard greatly facilitates and accelerates this process for you.
- n The prerequisite to understanding is memorization. DigiCard not only helps you memorize your material, it encourages your mind to integrate the information. This occurs because the human mind has a great tendency to create a conceptual framework around related ideas.
- n Even the act of making flash cards reinforce learning. The mental task of deciding whether to include or exclude information from a card and the act of typing serve as two different modalities to complement your learning.
- n DigiCard lets you use time efficiently; all of your learning and reviewing time can be used to master cards containing difficult or unfamiliar concepts when you discard those that you know well.



Getting Started

[See Also](#)

While DigiCard is easy to use, the following sections are designed to make sure you get the most out of DigiCard. We will begin with an overview that will get you acquainted with the basic components of the program. Then, we will go through a simple exercise and make your first DigiCard file. The sample file "States and Capitals" is provided to demonstrate the various ways you can review your learning materials.

DigiCard consists of two modules, the Editor and Viewer. The Editor allows you to make up your flash cards. That is, it lets you enter the questions, answers, and keywords. You can edit and revise any information in your DigiCard file at any time using the Editor.

The Viewer presents to you the cards you have made using the Editor. The Viewer is flexible; you can instruct the Viewer to present your cards in ways that match your study style, the subject matter, or even your mood. For instance, the Viewer can show you your cards by three styles of presentation (Sequential, Random, and KeyLink). Or you might decide to reverse the order of the usual question-then-answer format to that of an answer-then-question format (a-la-Jeopardy). Together, you have six different presentation schemes, which are designed to significantly improve the way you memorize and integrate information. Time is spent efficiently while reviewing, because when you discard those cards that you know well, you are studying only unfamiliar concepts and saving valuable time. Since the whole process is interactive, studying no longer has to be boring!

In the next two sections are two tutorials to get you acquainted with Editor and Viewer functions. When you strike out on your own, remember that help is with you every step of the way. If there is an object on the screen you have questions about, just point to it and look at the status box located at the right hand side of the tool bar for a brief description. If you are still stuck, just hit the F1 key.

[Tutorial 1: A Simple Exercise](#)

[Tutorial 2: Sample File "States and Capitals"](#)

See Also...

[Presentation Style](#)

[Presentation Format](#)

Presentation Style

[Sequential](#)

[Random](#)

[KeyLink](#)

Sequential Style of Presentation

- n Cards are presented sequentially, from the first card to the last.
- n This is the default presentation style.
- n Tip: Use this style of presentation for initially reviewing your cards or for subject matters that are sequential in nature (i.e., preparing for oral presentations).

Random Style of Presentation

- n Cards are presented to you randomly from a constantly shuffled deck.
- n Tip: Randomly presented cards, over time, fosters associative learning. The random nature will provide new points-of-view and allow your mind to integrate related information much more quickly than the traditional method of study.

KeyLink Style of Presentation

- n Although keywords are optional, some of your cards must contain one or more keywords in order to take advantage of KeyLink presentation.
- n In KeyLink, DigiCard surveys all of your cards and group your cards together according to keywords. DigiCard then randomly selects a group at a time for presentation. See tutorial 2 in this help file for a demonstration of the KeyLink feature.
- n The frequency at which a group is selected for KeyLink presentation is proportional to the number of cards the group contains. Thus, you will see cards from a large group more often than small groups.
- n Tip: KeyLink is ideal for reviewing related concepts in groups. Viewing related cards in groups stimulates the formation of a mental framework and ensures that you are seeing every card in the proper context.

Presentation Format

Question First

Answer First

Question First Format

- n The question comes before the answer.
- n This is the default presentation format.

Answer First Format

- n Exact reverse of the question first format - answer comes first, then question. Just like Jeopardy.
- n Tip: Ideal for definitions and other short answers. The reversal is especially beneficial for reinforcing your knowledge of the subject matter at hand.



Tutorial 1: A Simple Exercise

To make it easier to follow, select 'Print Topic' from the File menu for a printout.

This section will help you get started making your first DigiCard file and to acquaint you with the Viewer. Simply follow the steps below:

- 1 Using your learning material, let us begin by making a file of several cards. From the File menu, select 'New.' In the Editor, click once on the window labeled 'Question.' You will now see the blinking cursor in the question window. Now type in your first question.
- 2 After you enter the question, you can either hit the tab key or click once on the window labeled 'Answer.' The blinking cursor is now in the answer window. Now answer the question you have posed. Take care to phrase your answer as concisely as possible, as this will increase the efficiency of learning and increase retention.
- 3 Now you are ready to save the card. Using the mouse pointer, click on the 'Save' button. When the contents of the card is saved to disk, the button will change to 'New Card.' Click on this button.
- 4 At this time, note that the toolbar will inform you that you are on "Card 2 of 2." Repeat steps 1 through 4 several more times. Save the file by selecting 'Save As' under the File menu and provide a name for your DigiCard file.
- 5 When you have about five cards, we are ready for a demonstration of Viewer features. Switch to the Viewer module by clicking on the snowflake icon (between the delete and left arrow buttons).
- 6 In the Viewer, you will notice right below the tool bar the word "Sequential." This indicates that the sequential presentation style is currently active. Use sequential presentation for reviewing your newly created cards, making sure the questions and answers are the way you like them to be.
- 7 Begin your review. To see the answer, push the 'Show Answer' button. You will notice that the label changes to 'Next'. Push this button when you are ready to move on.
- 8 Repeat this process for all of your cards. At any time if you want to edit your card contents, double click on the Viewer window.
- 9 Now we will try out the random style of presentation. Push the 'Options' button and select 'Random'. Press OK.
- 10 Notice that card presentation is totally randomized now. Randomly presented cards, over time, fosters associative learning. Whenever you encounter a question, try hard to state the answer before you go on to the next card.
- 11 As you go through your cards a few cycles, you will notice that information will begin to stick. Before you disable a card containing information that you think you know well, make sure you see the card several more times to solidly reinforce the learning. To disable a card, click the 'Discard' button.
- 12 When all cards are disabled, you will be notified of this and DigiCard will automatically enable all cards. Before we end this tutorial, try the reverse question-answer format. Push the 'Options' button and select 'Answer First.' Now studying can be just as challenging as playing Jeopardy!

Congratulations! You have completed your first DigiCard tutorial. As you complete your file, note that you can specify the start up configuration by setting and saving your preferred options (i.e., Random and Answer First). You can even set the start up module for this file to Viewer, so that the next time the file is loaded, you will be ready for review (go to the Options menu and set the start up module to Viewer).



Tutorial 2: KeyLink Demonstration

To make it easier to follow, select 'Print Topic' from the File menu for a printout.

If you are new to DigiCard, be sure to go through tutorial 1 before beginning this one. In this tutorial, we are going to explore the KeyLink feature. In KeyLink, DigiCard surveys all of your cards and group your cards together according to keywords. KeyLink is ideal for reviewing related concepts in groups for maintaining the proper context.

The sample file "States and Capitals" illustrates the use of keywords in KeyLink presentation. Simply follow the steps below:

- 1 In this sample file, states are categorized by time zones. For instance, all of the cards representing states in the Eastern standard time zone have the keyword "Eastern" and likewise for the other states. From the File menu, open the file 'SAMPLE.CRD' in the directory containing the DigiCard program.
- 2 After the file loads, you will notice that the Viewer module is active for KeyLink presentation. As you place the arrow on the 'Show Answer' button, also note that the status window is displaying the word "KEY" followed by a time zone. This indicates the active keyword. In this case, keywords are time zones of the United States.
- 3 As you browse through the cards, DigiCard will present every state/capital located in the displayed time zone. After the last state/capital of the time zone is presented, DigiCard will randomly select another group of states with their capitals by time zone. Try this for yourself.
- 4 The way grouping cards together by keywords is accomplished is really very simple. Switch over to the Editor and go to card # 1. There are 51 cards total and the states are in alphabetical order. Navigate through the deck by using the next card button. Notice that with a few exceptions, every card contains only one keyword. See if you can spot the the states that reside in two time zones.
- 5 Switch back to the Viewer. Review the cards and notice that those states that are in two time zones are grouped in two separate categories.
- 6 If you prefer, you can keep the active keyword from being displayed by selecting 'Hide Keyword' from Viewer options.

As you can see, you can easily add keywords to your cards and take advantage of KeyLink presentation. Viewing related cards in groups is advantageous because it stimulates the formation of a mental framework and ensures that you are seeing every card in the proper context.



DigiCard Interface

The following sections will explain to you the purpose of the various visual elements in DigiCard. Choose a section below and click on an object you need help with:

[Menu and Tool Bar Interface](#)

[Editor Interface](#)

[Viewer Interface](#)

Menu and Tool Bar

Click an object you need help on...





Editor Interface

[Menu and Tool Bar help](#)


Click an object you need help on...

DigiCard Editor

Key 1 Key 2

Question

Answer

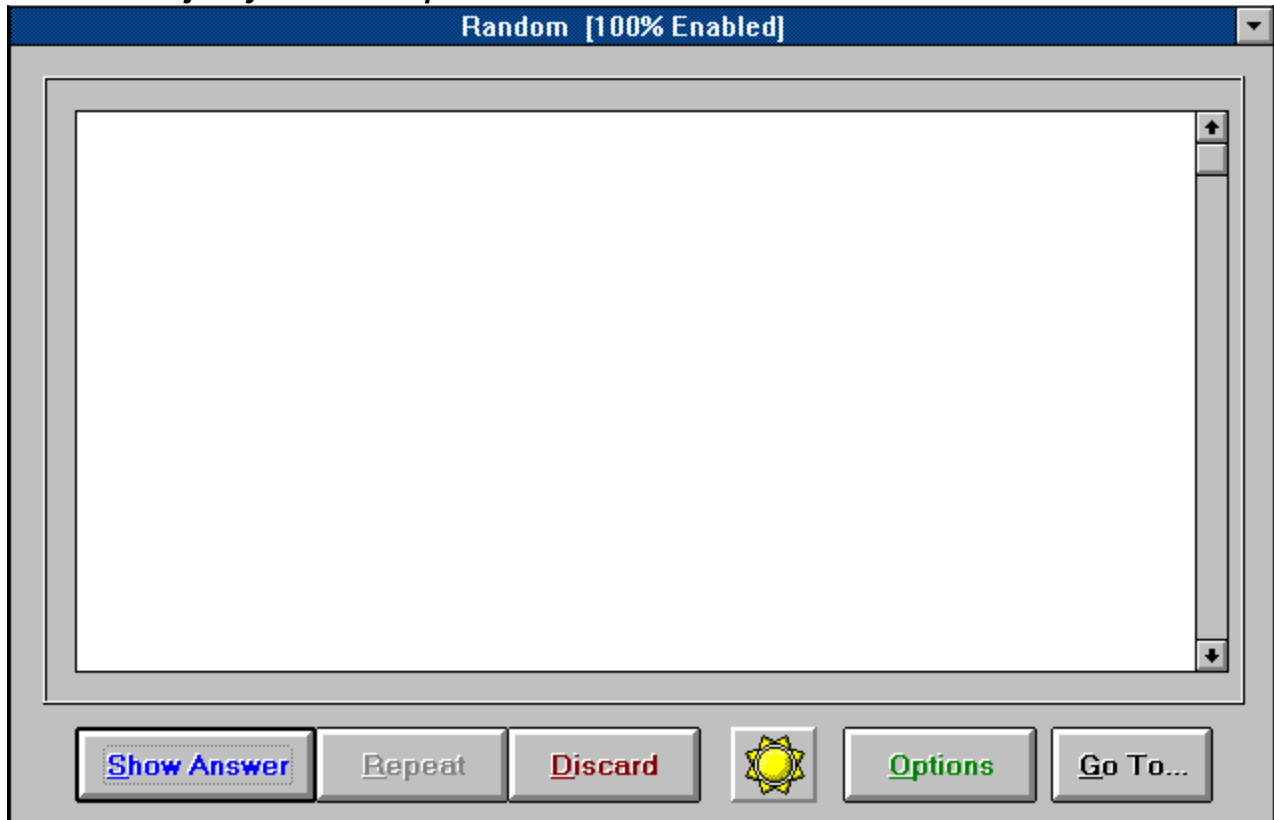
Search *Save* *Delete*  < > *Go To...*



Viewer Interface

[Menu and Tool Bar help](#)

Click an object you need help on...





How to Contact the Author

The author is dedicated to the success of DigiCard users. For product support and/or suggestions on how DigiCard can be improved, you may contact the author, Rob Chen, by any of the following ways:

- n CompuServe ID: 73542,1232
- n Internet Address: rchen@orion.oac.uci.edu
- n BBS: Chips+ Connection (9 nodes)
1-714-556-3207
1-714-556-3208
1-714-760-3265
- n US Mail: 6014 Verano Place
Irvine, CA 92715-3159

[About the Author](#)

About the Author

Hi, my name is Rob Chen and I am currently attending graduate school at University of California, Irvine. I aspire one day to help mentally retarded children by way of medical care and research. I am now in my second year of study.

DigiCard is initially the product of interest in helping my classmates and myself fulfill a need in having an effective learning tool. Because of the success of DigiCard, I was encouraged to enhance and release the program to the general public. DigiCard is charityware because I firmly believe that there are many worthwhile causes that are in need of support. DigiCard thus fulfills both my desire to help needy people and environmental concerns and to create a good program that helps people study and achieve their goals.

I appreciate any suggestions concerning this program. Please contact me and let me know of your experience.



A List of Charitable Organizations

The following is a list of national, non-profit charities that you can benefit by your registration fee.

If you would like to contribute to your local chapter of the following organizations or another non-profit organization, please include, as a part of your registration, the name and address of the establishment so your contribution can be properly forwarded.

Even if you decide not to register this software, please make a difference in the world by supporting a good cause!



[American Cancer Society](#)



Menu and Tool Bar

[American Diabetes Association](#)



Menu and Tool Bar

[American Heart Association](#)



Menu and Tool Bar

[American Lung Association](#)



Menu and Tool Bar

[American Red Cross](#)



Menu and Tool Bar

[National Council on Alcoholism and Drug Dependence](#)



Menu and Tool Bar

[National Multiple Sclerosis Society](#)



Menu and Tool Bar

[National Public Radio](#)



Menu and Tool Bar

[Nature Conservancy](#)



Menu and Tool Bar

[Public Brocating System](#)



Menu and Tool Bar

[Salvation Army](#)



Menu and Tool Bar

[Sierra Club](#)



Menu and Tool Bar

[Surfrider Foundation](#)



Menu and Tool Bar

[United Cerebral Palsy Association](#)



Menu and Tool Bar

[United Negro College Fund](#)



Menu and Tool Bar

[World Wildlife Fund](#)

 **Menu and Tool Bar** [YMCA](#)

 **Menu and Tool Bar** [YWCA](#)

Note: If you would like to see a particular charitable institution listed on this form, please send your suggestion to the author.

American Cancer Society

Enhances the quality of life for cancer patients by providing direct services, research, advocacy and prevention and early detection information.

American Diabetes Association

Enhances the quality of life of people with diabetes through education, support programs and research to cure and prevent diabetes.

American Heart Association

Dedicated to reducing disability and death from cardiovascular diseases and stroke.

American Lung Association

Dedicated to the prevention and control of lung diseases through education, community service programs and research.

American Red Cross

Provides emergency disaster relief, disaster preparedness training and planning, emergency communications for military personnel, financial assistance to military personnel, health and safety education, HIV/AIDS education, youth programs, volunteer services.

National Council on Alcoholism and Drug Dependence

Focuses on the disease of alcoholism, drug abuse and related problems through prevention, education and direct service programs.

National Multiple Sclerosis Society

Provides information, referral and support services to MS individuals and their families.

The Salvation Army

A religious and charitable organization committed to providing services for low income and homeless individuals and families, youth, and drug and alcohol rehabilitation without discrimination.

United Cerebral Palsy Association

Provides services to persons with cerebral palsy and similar disabilities: early intervention/therapy, support groups, life skill training, supported employment.

YMCA

Provides programs which improve spiritual, mental and physical welfare. Provides licensed day care.

YWCA

Child care, school for homeless children, youth employment service, fair housing program, dispute resolution, teen activities, after school program.



Benefits of Registration

When you register DigiCard, you receive many benefits. These include:

- n Support of a needy charity of your choice.
- n License to use all future releases of DigiCard.
- n Removal of the start-up introductory window.
- n Copy of the latest registered version of DigiCard promptly mailed to your address.
- n "Strategies for Success," a companion guide to DigiCard which is loaded with helpful tips to boost your academic and professional performance.
- n One year free CompuServe / Internet e-mail / BBS / US Mail support (your choice).

Registration fee is only US \$20. Please note that all net profits or 40% of your registration fee (which ever is greater) goes directly to support your favorite charitable cause!



[Click Here to Register!](#)

How to Register

You have a choice to either register DigiCard through CompuServe or by US mail. Simply click on a choice below:



[Registration via CompuServe](#)



[Registration via US Mail](#)



Registration via CompuServe

- n To register through CompuServe, GO SWREG and select registration ID # 2211.
- n The registration fee of \$20 per copy will be billed to your account.
- n The latest registered version of DigiCard will be mailed the next business day.
- n Please contact the author regarding which charity you'd like to benefit through your registration.

[How to Contact the Author](#)



Registration via US Mail

To print the following form, select 'Print Topic' from the File menu.

Mail-In Form

n Please register my copy of DigiCard. I am sending a check or money order for the amount of US \$20 (per copy).

Name: _____

Occupation: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____ Country: _____

Telephone # _____ (optional) Number of Copies: _____

n Please benefit the following charity through my registration:

If you would like to contribute to your local chapter of the listed charities or another non-profit charitable institution, please provide the name and address.

n Send me disk format: _____ 3.5", 720k _____ 5.25", 1.2 meg
(check one) _____ 3.5", 1.44meg

n Comments / Suggestions:

Please send completed form and registration fee (payable to 'Rob Chen') to:

ROB CHEN
6014 VERANO PLACE
IRVINE, CA 92715-3159



Licensing Agreement

Evaluation

Thank you for using DigiCard. Please note that you may use DigiCard for a period not to exceed 45 days for the purpose of evaluation. After this period, the author asks that you either register or discontinue the use of DigiCard. Registration of a single copy of DigiCard entitles the registrant the right to run it on a single computer.

Although the author makes his every best effort to ensure that DigiCard performs optimally and error-free prior to releasing the software to the general public, users should read carefully and understand the disclaimer below before using DigiCard.

Disclaimer of Warranty

THIS SOFTWARE AND ON-LINE DOCUMENTATION ARE PROVIDED "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. BECAUSE OF THE VARIOUS HARDWARE AND SOFTWARE ENVIRONMENTS INTO WHICH THIS PROGRAM MAY BE PUT, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. GOOD DATA PROCESSING PROCEDURE DICTATES THAT ANY PROGRAM BE THOROUGHLY TESTED WITH NON-CRITICAL DATA BEFORE RELYING ON IT. THE USER MUST ASSUME THE ENTIRE RISK OF USING THE PROGRAM. ANY LIABILITY OF THE AUTHOR WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE. USAGE OF THIS SOFTWARE CONSTITUTES AS ACCEPTANCE OF THE TERMS OF WARRANTY.



Distributed Files

The following are files packed into the file 'DCARD20.ZIP' for distribution. If any of the following files are missing, please contact the author for replacement.

- n README.TXT Read this file first.
- n FILE_ID.DIZ BBS description.
- n VENDOR.TXT For shareware distributors and
 Sysops of on-line services.
- n DIGICARD.EX_
 DIGICARD.HL_
 DigiCard executable program and
 On-line help file.
- n SAMPLE.CR_
 SAMPLE.CF_
 Sample file "States and Capitals" and
 Sample file configuration.
- n SETUP.EXE DigiCard 2.0 setup files.
 SETUP.LST Run SETUP.EXE to install DigiCard.
 SETUP1.EX_
 SETUPKIT.DL_
- n CMDIALOG.VB_
 COMMDLG.DL_
 DDEML.DL_
 INICON2.VB_
 MSAES110.DL_
 MSAJT110.DL_
 SPIN.VB_
 THREED.VB_
 VBDB300.DL_
 VBRUN300.DL_
 VER.DL_
 DigiCard system files.
 *All files must be present for DigiCard to run.

System Requirements

The system configuration required to run DigiCard 2.0 is:

- n 4 megabytes or more of RAM.
- n 2 megabytes or more of disk space.
- n VGA graphics and above.
- n Windows 3.1 / Windows NT / OS2 2.1 and above.



Revision History

Version 2.0 (3-15-94)

- n Implemented Microsoft Access 1.1 engine for data storage and handling. All DigiCard files are convertible to other database file types supported by Access (i.e., dBase, Fox Pro, etc.).
- n Added two keyword fields per card.
- n Added function for rapid search based on keywords.
- n Enhanced the presentation module by adding KeyLink presentation.
- n Simplified learning for novice users by adding context-sensitive help. This was done both in the form of status-line description of buttons and Windows help file when activated using the F1 key.
- n Added the ability for the user to specify the default module upon start-up.
- n Implemented a configuration file containing discard information and Viewer options unique to each DigiCard file.

Answer Window

- n Contains an answer or response to the posed question.
- n Text can be up to 32,000 characters in length.
- n To insert a Tab: [CTRL][ALT] & [TAB]
- n Tip: make the answer as direct and concise as possible, as this will enhance learning and retention.

Auto-Discard

- n Click once to check, again to uncheck.
- n Auto-discard allows you to see each card once per round of presentation when you are using Random or KeyLink.
- n All cards are automatically enabled when all cards have been discarded, at which time the cycle can start again.
- n Tip: This is especially useful for the beginning of a study session or before an exam, when you may want to see every card several times in a short time frame.

Cancel

Disregard all changes and exit.

Card Number Indicator

- n This indicates the current card number and the total number of cards in your DigiCard file.
- n Click once to jump to another card.

Clear All Scripts

Checking this box will clear all five Editor scripts.

Control Box

To exit DigiCard, click on this twice.



Converting from Other Programs

If you have already invested time and energy into building flash cards for another program, converting the files to DigiCard format may be a relatively painless process. If your flash cards are saved to ASCII text files, just follow the simple steps outlined below:

- 1 From the File menu, select 'Import Text'.
- 2 Open your flash card file. TextPad will be activated automatically and you will see your file contained within.
- 3 From the Options menu, select 'Drag and Drop Editing' (if it is not already checked).
- 4 Highlight the question you want to incorporate into DigiCard. Then simply drag the question and drop it into the question window.
- 5 The process for the answer is the same. When you are done with the card, press the 'Save' and then the 'New Card' buttons.
- 6 Repeat steps 4 and 5 for other question-answer pairs.

Please contact the author if you would like to see a converter for your popular flash card program with the next release of DigiCard.

Copy

- n Copies highlighted Editor text to the Windows clipboard.
- n Clipboard contents can be shared with other applications.

Cut

- n Cuts out highlighted Editor text to the Windows clipboard.
- n Clipboard contents can be shared with other applications.

Delete

n Deletes current card from file.

n **WARNING:** Once your card is deleted from the file, it cannot be recovered. Take care in confirming deletes.

Discard

- n Disables the current card.
- n Clicking on this button temporarily inactivates the current card and keeps it from being displayed in Viewer presentations (note: this is not the same as delete).
- n You can enable inactivated cards by either toggling the light bulb on (the card in question must be current) or by selecting the "Enable all cards" check box under Viewer Options.
- n Tip: Your study time can be used most efficiently when you discard those that you have already mastered. This allows you to use all of your time learning new information.

Edit Menu

Cut, copy, and paste functions in DigiCard just like in other Windows applications. For instance, you may paste information from a word processor document into the DigiCard Editor and vice versa.

Cut

- n Cuts out highlighted Editor text to the Windows clipboard.
- n Shortcut: [CTRL] [X] or [SHIFT] [DELETE]

Copy

- n Copies highlighted Editor text to the Windows clipboard.
- n Shortcut: [CTRL] [C]

Paste

- n Pastes Windows clipboard text to the Editor.
- n Shortcut: [CTRL] [V] or [SHIFT] [INSERT]



Editor Scripts

Click an object you need help on...

Editor Scripts

1	
2	
3	
4	
5	

Clear All Scripts

Enable All Cards

- n Check this box off when you want to enable all of your cards for Viewer presentation.
- n This option is available when one or more cards are inactivated.
- n Tip: You may enable or disable individual cards by turning the light bulb on or off, respectively. The light bulb is located on the toolbar, and the easiest way to do this is to navigate through your deck of cards using the Editor.

File Menu

DigiCard file structure is based on the Microsoft Access 1.1 database engine. Using Access, DigiCard data can be manipulated and translated to other database formats such as dBase.

New

n Exit current file and create an untitled new file.

Open

n Open file. By default, DigiCard files have the .CRD extension.

Save As...

n Save your current DigiCard file under a new filename.

Import Text

n Open a text file into TextPad.

n Text file must be under 32k and devoid of hard page breaks.

Exit

n Exit DigiCard.

File Name

Indicates the name of the current DigiCard file.

Go To...

- n Navigates the database of cards contained in the opened DigiCard file.
- n Type in number directly or use the spin control to select a card.

You are currently in DigiCard help.

Press F1 for help on Windows Help.

Hide Keyword

- n Click once to check, again to uncheck.
- n By default, the active keyword is automatically displayed in the status window during KeyLink presentation.
- n Hide keyword will prevent the active keyword from being displayed.
- n This option is available when using KeyLink.

Keyword

- n Keywords are necessary if you want to take advantage of KeyLink style of presentation. You can also search through the file for particular cards by using the search function in the Editor.
- n You may enter one or two keywords per card.
- n Tip: A keyword should be a word that captures the essence of the card containing it.

Discard Status

- n Light on: current card is active for Viewer presentation.
- n Light off: current card is inactive.
- n You can toggle the discard status of the current card by turning the light bulb on or off.

Maximize

Expands the main DigiCard form to fill the screen.

Minimize

Reduces the active module to an icon.

Modules Menu

Editor

Switch to the Editor.

Viewer

Switch to the Viewer.

New DigiCard File

Exits current DigiCard file and creates an untitled new file.

Next Card

- n Sequentially forward navigates the deck of cards.
- n Any changes made to the current card are saved automatically.

OK

Executes all changes and exit.

Open DigiCard File

By default, DigiCard files have the .CRD extension.

Options Menu

Viewer Options

[Presentation Style](#)

[Presentation Format](#)

[Auto-Discard](#)

[Hide Keyword](#)

System Options

Startup Module

- n Selection of either Editor or Viewer will enable that module to start-up automatically when opening a DigiCard file.
- n This information is saved to the configuration file.

Drag and Drop Editing

- n Checking this option will allow drag and drop copying of highlighted text from one Editor window and pasting it to another.
- n Recommended for copying imported text to the Editor.

Monochrome Display

- n Check this option if you have a monochrome display.

Save Options

Saves all options. Viewer options are saved to .CFG file and DigiCard system options are saved to DIGICARD.INI.

Paste

- n Pastes Windows clipboard text to the Editor.
- n Clipboard contents may be from DigiCard or other applications.

Percent Enabled

- n Displays the percentage of cards that are currently active for Viewer presentation.
- n Ranges from 100% (all cards enabled) to 0% (all cards disabled).

Previous Card

- n Sequentially backward navigate the deck of cards.
- n Any changes made to the current card are saved automatically.

Question Window

- n Contains a question or statement that will be elaborated upon in the Answer Box.
- n Text can be up to 32,000 characters long.
- n To insert a Tab: [CTRL][ALT] & [TAB]
- n Tip: make the question as direct and concise as possible. The desired effect is to have your question automatically trigger the answer in your mind.

Repeat

Redisplay the question.

Save

- n If new editing has occurred, the save button appears.
- n Click on the button to save changes and to update the Viewer.

New Card

- n Adds a new blank card to the deck.
- n The new card will be added to the end of the deck.

Save As...

- n Save your current DigiCard file under a new filename.
- n By default, DigiCard files have a .CRD extension.

Save Options

- n Checking this box off will allow all Viewer options to be saved to disk.
- n Viewer options for a particular DigiCard file are unique to that file. The next time you load a DigiCard file, all the saved settings will be retained.
- n The options configuration file has the same name as the corresponding DigiCard file with a .CFG extension.

Apply Script

- n Scripts can be applied only if you are currently in an Editor window.
- n A script can be applied to the active Editor window by either clicking on the appropriate numbered button or by hitting [SHIFT] and the corresponding function key (F1-F5).

Script Window

- n This time-saving feature is designed to save you from repetitive typing in the Editor.
- n A script contains commonly used words, phrases, sentences, etc. that you use to formulate your questions, answers, and keywords. For instance, you may preface many questions with the phrase "What is the significance of..." Having this phrase as a script allows you to apply it very quickly and thus save time.
- n To apply a script, first locate your cursor at the insertion point or highlight the text you want to replace. Then, select the 'Scripts' item on the menu and push the corresponding button.
- n Shortcut: Locate your cursor as above and press [SHIFT] and the function key that corresponds to your script (F1 to F5).

Scroll Bar

Scrolls text upward or downward.

Search

- n Finds card(s) based on keyword.
- n Editor searches through Key 1 field first, then Key 2.

Show Answer / Next

- n If a question is on display in the Viewer window, clicking on this button will reveal the answer.
- n If an answer is on display, clicking on this button will advance to the next card. The card you get next will depend on the style of presentation (sequential, random, or KeyLink).

Status Window

- n When you have questions about screen objects, point to the object and the status window will display a short description.
- n Under KeyLink presentation, the status window will display the current active keyword.
- n Tip: Click to toggle help description on and off.

Switch to Editor Module

Activates the Editor Module.

Switch to Viewer Module

Activates the Viewer Module.

TextPad

- n Click to activate TextPad. Click again to deactivate.
- n TextPad is automatically activated when a text file is imported into DigiCard.
- n Use the TextPad to copy text directly into the Editor when making DigiCard files.
- n Tip: Use drag and drop editing to save time. To turn it on, check 'Drag and Drop Editing' on the Options menu.



Viewer Options

Click an object you need help on...

Viewer Options

Style	Format
<input type="button" value="Sequential"/>	<input checked="" type="button" value="Question First"/>
<input checked="" type="button" value="Random"/>	<input type="button" value="Answer First"/>
<input type="button" value="KeyLink"/>	<input type="checkbox"/> Auto-Discard
<input type="checkbox"/> <i>Save Options</i>	<input type="checkbox"/> <i>Hide Keyword</i>
	<input type="checkbox"/> <i>Enable All Cards</i>

Viewer Window

- n Shows questions in red, answers in blue.
- n Double-clicking the Viewer window activates the Editor and allows editing of the current card.

