# Help on BusinessCards/32

Welcome and thanks for using **BusinessCards/32**, one of the most elegant and easy to use free form database programs for Windows95 and Windows/NT! For more information on program features please click on highlighted items below.

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## What Is the BusinessCards/32 Software?

**BusinessCards/32** for Windows95 and Windows/NT is a free form database program, useful for keeping track of any type of textual information. You can use **BusinessCards/32** to organize and manage any vital information, such as names, addresses, and phone numbers. Moreover, you may use **BusinessCards/32** to store random data, such as Internet WWW pages, video or CD titles, short articles, descriptions of collection items, etc. **BusinessCards/32** comes with integrated **BusinessDialer/32**, which allows you to dial phone numbers using your modem.

With **BusinessCards/32** *you decide* how to present and organize information -- there are no predefined forms or record layouts. You may enter and store your data the way, that is most useful for you.

**BusinessCards/32** is *easy to use and intuitive* software. It has friendly and convenient folio-like user interface and looks like the paper notepad you have been using for years. I expect you will be amazed by how fast you can learn to use it effectively.

**BusinessCards/32** is *attractive and uncomplicated*. It has visually appealing appearance and does not require any specialized computer knowledge. Anyone in your company or family can figure it out in minutes.

**BusinessCards/32** is *compact and fast* -- there are no requirements for megabytes of free disk space or extra memory*.* It installs easily and is immediately useful. So if you are busy business traveller, you will be able to keep both program and data files on diskette and use them at clients site. Since **BusinessCards/32**  directly reads and writes Windows Cardfile files, there should be minimal problems, converting your existing address or price databases.

## What can you do with BusinessCards/32?

A lot of users around the world reported various uses of the program (see <u>What Users Say...</u> section), ranging from maintaining contact lists to organising ideas and commentaries. Specifically, with **BusinessCards/32** you can:

- Represent any unstructured textual data in a usual business card form.

- Scan your data quickly using easy to follow book-like interface and work with each card individually by selecting it.

- Access the most often used commands by clicking on appropriate toolbar button.

- View the table of contents for quick and easy navigating through entire BusinessCards/32 file.

- Control the way your information is displayed by taking advantage of the fonts, colors and alignment styles available.

- Find exactly the information you require by using powerful Searching feature, with advanced Sounds Like... algorithm;

- Print cards in various formats, including envelopes and labels.

- Scans your card and dials phone number automatically through integrated BusinessDialer/32.

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## Card Menu Commands

| | |
|---|---|
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 **New Command**

Opens a new empty **BusinessCards/32** file. The program automatically allocates initial number of empty cards for each letter. You may change the default number of 6 cards in <u>Options/Preferences</u> dialog.

When you choose **New**, you can save changes to the document you have been working on.

**Shortcut key: Ctrl N**

## Open command

Opens an existing **BusinessCards/32**, Windows Cardfile or comma delimited (CSV) file. By default, **BusinessCards/32** files have .BCR extension, Cardfile files -- .CRD extension and comma delimited files -- .CSV extension. When you choose **Open**, you can save changes to the document you have been working on.

If you want to import Windows Cardfile file, make sure it was saved in Cardfile version 3 format. When converting files to .BCR file format you may set file import options for both Cardfile and comma-delimited formats in Options/Preferences dialog (section *File Import*). If you open non-native **BusinessCards/32** file it is automatically converted to .BCR file format.

Comma-delimited file format is useful for importing existing data from other software products. For instance, to import the data from Microsoft Works database file do the following:

1. In Works invoke File/Save As command, select file type as Text & Tabs (DOS), and save your file with .CSV extension, say MYDATA.CSV.

2. Select Options/Preferences command in **BusinessCards/32**, click on *File Import* section, then make sure *No quotation marks* option has been marked and *Delimited By* has been set to tab.

3. Select **Open** command in **BusinessCards/32**, choose file type as *Comma Delimited (*.CSV),* select MYDATA.CSV file and click **Ok**.

**Shortcut key: Ctrl O**

**Tip:** If you have one frequently used data file, you may wish to provide its name on command line. In this case it is opened automatically by **BusinessCards/32**. Alternatively, you may tell **BusinessCards/32** to auto load last saved file (see *General* section in Options/Preferences dialog).

 **Save Command**

Saves changes to the **BusinessCards/32** file you have been working on. By default files are saved as **BusinessCards/32** documents with .BCR extension. To save a file in Cardfile or comma delimited format, use File/Save As command.

When you choose **Save**, the document remains open so you can continue working on it.

**Shortcut key: Ctrl S**

 **Save As Command**

Saves current file in either **BusinessCards/32** (.BCR extension), Cardfile (.CRD) or comma delimited (.CSV) format. You can name a new file or save an existing file under a new name. For non-BCR save you may configure various file export options in *File Export* section of Options/Preferences dialog.

The original file remains unchanged. When you choose **Save As**, the current file remains open so you can continue working on it.

**Save As** command also allows you to save selected cards only. If you check *Marked Only* option in **Save As** dialog, the command saves the cards previously marked with Cards/Mark command.

 **Merge Command**

Merge command lets you copy the data from selected BusinessCards/32 file into the open one. The program combines the cards from each file to make a new file containing the information from both. If you want to retain the original open file, save the newly merged .BCR file under a different name.

If there are any duplicate cards in either of merged files, you will be given an option to **Replace**, **Skip** or **Add New** duplicate card.

**Shortcut key: Ctrl M**

## Print Command

Prints one or more cards and/or configure various printing options. Print dialog has separate 3 sections: *Cards* -- to print cards as separate records, *Envelopes* -- to format and print envelopes and *Labels* -- to format and print labels or multiple column lists.

Each of these sections has a *Style* name associated with current values. For example, *Labels* section contains predefined styles (or templates) for Avery stock labels, so you can select specific style to automatically apply appropriate settings. You can modify existing styles as you like, assign new names, change settings, etc. To save changes press **Close** or **Print** buttons. The **Cancel** button discards the changes you made.

The table below contains summary of all possible settings:

### Cards

| | |
|---|---|
| ***Print file attachments*** | instructs **BusinessCards/32** to print file attachments (if any), associated with card. File attachments usually consist of one or more file names and short descriptions. |
| ***Print notes*** | instructs **BusinessCards/32** to print contents of notes field (if any). |
| ***Start from new page*** | if set, each card is printed on separate page, otherwise cards are printed continuously. |
| ***Retain alignment*** | if set, **BusinessCards/32** retains cards alignment, which may be *left, right* or *center;* otherwise cards are always printed aligned to the left margin. |
| ***Margins*** | lets you specify left, right, top and bottom page margins. |

### Envelopes

| | |
|---|---|
| ***Return address*** | lets you specify return address. If *Print return address* option is also set, the return address will be printed on each envelope; otherwise it is just saved for future use. |
| ***From offset*** | lets you specify top and left margins for printing the return address. |
| ***To offset*** | lets you specify top and left margins for printing card contents. |
| ***Print return address*** | if set, **BusinessCards/32** prints contents of *Return address* field; otherwise return address is ignored. |

### Labels

| | |
|---|---|
| *Labels on page* | lets you specify the number of labels on page (how many rows and columns). |
| *Next label to print* | lets you choose position of the first label to be printed. You may start printing from any row and column. By default **BusinessCards/32** prints the first label starting from row 1, column 1. |
| *First label offset* | specifies left and top margins of first label on page (i.e. row 1, column 1). |
| *Label size* | specifies horizontal and vertical sizes of a label. **BusinessCards/32** assumes all labels are the same size. |
| *Gap size* | specifies horizontal and vertical of gaps between labels. **BusinessCards/32** assumes all the gaps are the same size. |

To set printing options press **Options** button. The *Print Options* dialog shows you how many cards are currently selected for printing and lets you specify range, contents and other print options as follows:

| | |
|---|---|
| *Range* | specifies how many cards are to be printed. You may choose between current card, all cards for current tab or all cards in file. |
| *Marked Cards Only* | tells **BusinessCards/32** to print cards marked with Card/Mark command and skip all other cards. Note, that the total number of cards to print is also limited by **Range** selection. |
| *Contents* | specifies how much of card contents is to be printed. You may print entire contents (including empty lines), all text until first empty line or provide specific number of lines to be printed. |
| *First line uppercase* | instructs **BusinessCards/32** to print first line of each card in uppercase letters |
| *Skip empty lines* | instruct **BusinessCards/32** do not print lines, which are empty or contain whitespace characters only. |

The **Font** button brings up the dialog, which allows you to select 4 separate fonts for printing Cards, Return Address, Addressee or Labels.

If Options/Save Settings on Exit has been set, **BusinessCards/32** saves all printing settings in BCARDS.PRS file, which is created in programs directory. Next time you run the program, these settings are automatically restored.

**Shortcut key: Ctrl P**

## Printer Setup Command

Selects a printer and its connection. Also provides access to various printer options. The available options depend on the type of printer selected.

Please note, that before you can print, you must *connect your printer* to computer or network and install appropriate *printer driver* using Control Panel.

 **Exit Command**

Closes the file you have been working on and quits **BusinessCards/32**. You can save the file before quitting. Current **BusinessCards/32** settings (i.e. toolbar configuration, user preferences, printing setup, etc.) are saved if Options/Save Settings on Exit menu item has been checked.

**Shortcut key: Alt F4**

 **Undo Command**

Undoes your last editing or formatting action, including cut and paste actions. If an action cannot be undone, **Undo** appears dimmed on the Edit menu.

**Shortcut key: Alt Backspace**

 **Cut Command**

Deletes text from a card and places it onto the Clipboard, replacing the previous Clipboard contents.

**Shortcut key: Shift Delete** or **Ctrl X**

**Copy Command**

Copies text from a card onto the Clipboard, leaving the original intact and replacing the previous Clipboard contents.

**Shortcut key: Ctrl Insert** or **Ctrl C**

 **Paste Command**

Pastes a copy of the Clipboard contents at the insertion point or replaces selected text in a card.

**Shortcut key: Shift Insert** or **Ctrl V**

 **Clear Command**

Deletes selected text from a card, but does not place the text onto the Clipboard. Use **Clear** when you want to delete text from the current business card but you have text on the Clipboard that you want to keep. If you wish to remove current card from a folio, use Card/Delete command instead.

**Shortcut key: Ctrl Delete**

## Select All Command

Selects all the text in a card at once. You can copy the selected text onto the Clipboard, delete it, or perform other editing actions.

**Shortcut key: Ctrl Enter**

 **Attachments Command**

This command allows you to attach one or more external files to the current card. It also allows you to have a note, associated with the card. Attachments are indicated with a small clip, which appears in upper right corner of the card.

Within attachments dialog you may launch applications, associated with attached files by pressing *Launch* command button.

**Shortcut key: F6**

> **Tip:** If you already have card attachments, you can access them even faster by clicking on the clip in upper right corner of the card.

 **Sort Command**

The **Sort** command sorts cards in alphabetical order. All the cards and their attachments are automatically rearranged and stored in proper places inside a folio. Cards contents remain unaffected. The total number of cards in the folio remain unchanged as well.

By default **Sort** command sorts cards based on first card letter. You may change this by checking *Last name sort* option in *General* section of Options/Preferences. If this option has been set, **Sort** command uses last word in a first card line to determine sorting sequence.

**Tip:** You can enter new cards one after another and then use **Sort** command to arrange them alphabetically.

 **Insert Command**

Inserts a new empty card in current position. The current card is being shifted down and its contents remain unchanged. To insert a new card to the end of current tab use Card/Append command.

**Shortcut key: Ctrl I**

 **Append Command**

Appends a new empty card to the end of current tab. The current card remains unaffected. To insert a new card at current position use <u>Card/Insert</u> command.

**Shortcut key: Ctrl A**

 **Duplicate Command**

Inserts new a new card, copying the contents of current card. If *Duplicate attachments* option has been checked in <u>Options/Preferences</u> dialog, then cards attachment is copied to a newly created card as well.

 **Delete Command**

Removes current card from the folio. Cards contents and all attachments are destroyed. If you wish to delete card contents and leave the card empty, use <u>Edit/Select All</u> and <u>Edit/Clear</u> commands.

## Dial Command

Lets you access the **BusinessDialer/32**. If there is current card selected, **BusinessCards/32** scans cards contents for a phone number and passes it directly to the dialer. If there is no valid phone number, **BusinessCards/32** just launches the dialer, so that you can enter a number manually.

Alternatively, you may want to highlight a phone number and then choose *Dial* command to invoke the dialer. In this case **BusinessCards/32** passes to dialer only highlighted portion of a card. This feature may be helpful if your cards contain several phone numbers and you want to choose particular one.

**BusinessCards/32** also has *dialing preview* function, accessible by pressing **Shift F5**. This function scans current card for possible phone numbers and highlights them. By pressing **Shift F5** you may skip unwanted numbers like ZIP code in address.

   **Shortcut key: F5**

 **Mark/Unmark Command**

This command allows you to mark (or tag) one or more cards. Then you can either save all marked cards into separate file using File/Save As command, or print them with the File/Print command.

To mark current card select the Mark command or just press **F10**. If the card is already marked it becomes unmarked and vice versa. You can also toggle marked/unmarked state in contents view and within View/Search dialog. To *unmark all* cards open contents view and press **Shift F10**.

**Shortcut key: F10**

**Tip:** To mark/unmark all cards for particular tab open contents view, select tab summary line (i.e. line which tells you how many cards are in for that tab) and press **F10**.

# Contents Command

Shows a table of contents on right folio page. Table entries consist of tab and card identifiers. Tab identifier specifies the letter and total number of cards for that letter. Card identifier is simply the first line of the card. Usually the first line contains most important information, such as clients name or subject of a note. If there are any attachments for a given card, the identifier is preceded by a small clip icon, otherwise the icon specifies a card without attachments.

When scrolling through or pointing to the table of contents, the appropriate pages are automatically flipped on the left side of the folio.

You can expand or collapse contents view to show all the cards in a folio or just for some particular tabs. There are also commands to expand or collapse entire contents view, not just specific tabs. See View/Expand and View/Collapse commands for more details.

To return from the table back to cards view just repeat the **Contents** command.

**Shortcut key: F2**

 **Expand Command**

Lets you expand collapsed contents view. To execute the command, the cursor should be on a line with tab identifier, otherwise the command has no effect. After expanding, the contents view shows all the cards for selected tab. To collapse the view, use <u>View/Collapse</u> command.

**Shortcut key: Ctrl +**

**Tip:** If you wish to expand entire contents view, press **Alt Ctrl +**. Double click left mouse button either expands or collapses the tab, depending on its current state.

 **Collapse Command**

Lets you collapse expanded contents view. It may be quite useful for long table of contents. To execute the command, the cursor should be on a line with tab identifier, otherwise the command has no effect. After collapsing, the contents view shows tab identifier only. To collapse the view, use <u>View/Expand</u> command.

**Shortcut key: Ctrl -**

**Tip:** If you wish to expand entire contents view, press **Alt Ctrl -**. Double click left mouse button either expands or collapses the tab, depending on its current state.

 **Prior Page Command**

Shows the previous page of a folio. If you are working with the first page (A1), then **Prior Page** switches you to the last page of the folio. You can carry out the same function by simply clicking left mouse button on the left page.

**Shortcut key: PageUp**

> **Tip:** To skip empty pages and move only through the filled ones (i.e. pages with at least one non-empty card), just hold **Shift** key down while pressing **PageUp** or clicking on the left page.

 **Next Page Command**

Shows the next page unless you do not stay on a last folio page. If you are working with the last page, then **Next Page** switches you to the first page of the folio (A1). You can carry out the same function by simply clicking left mouse button on the right page.

**Shortcut key: PageDown**

> **Tip:** To skip empty pages and move only through the filled ones (i.e. pages with at least one non-empty card), just hold **Shift** key down while pressing **PageDown** or clicking on the right page.

   **First Page Command**

Shows the first page of a folio.

**Shortcut key: Ctrl Home**

 **Last Page Command**

Shows the last page of a folio.

**Shortcut key: Ctrl End**

 **Goto Command**

The **Goto** is one of the most useful new **BusinessCards/32** commands. It allows you to look up the file for a specific string. Enter the string you want to find in edit box and press **Ok**. If the command finds the text, it automatically positions the appropriate card and closes the dialog. You can look up for the next occurrence by invoking **Goto** command repeatedly with the same string.

By default the search is not case sensitive and it does not include notes. You may consider using View/Search command for more enhanced functionality.

**Shortcut key: F3**

 **Search Command**

Searches for text in the current **BusinessCards/32** file. There is an option to perform case sensitive search. You may also specify, whether to search cards attachments. If target string is found, you can turn to appropriate page to locate the card. For even more quicker searches, see the View/Goto command.

Version v3.2 of **BusinessCards/32** introduces new *Sounds Like* search option, which allows you to search for the word, which sounds the same but is spelled differently.

**Shortcut key: F4**

 **Regular Command**

Changes current font style to regular. This style may be used together with *italic* font style. The change affects all business cards in current open file.

**Shortcut key: Ctrl R**

 **Bold Command**

Changes current font style to **bold**. This style may be used together with *italic* font style. The change affects all business cards in current open file.

**Shortcut key: Ctrl B**

 **Italic Command**

Changes current font style to *italic*. This style may be used together with **bold** or regular styles. The change affects all business cards in current open file.

 **Left Command**

Changes card's text alignment to left, so that cursor moves from left to right during text entry. The change affects text appearance in all business cards in current open file.

 **Right Command**

Changes card's text alignment to right, so that cursor moves from right to left during text entry. The change affects text appearance in all business cards in current open file.

 **Center Command**

Centers card's text, so that text appears centred inside a card. The change affects text appearance in all business cards in current open file.

# Font Command

You can use the **Fonts** command to change font style and size of business cards. The change affects text appearance in all business cards. The current font style and size are overwritten by the new style and size you select.

Making a selection in one area of the dialog box does not affect the other areas. For example, if you change the font style but not the size, the current size remains, but font style in cards is overwritten.

**Shortcut key: Ctrl F**

 **Color Command**

This command lets you change background color of business cards. You may select desired color from a palette of standard colors, or design your own custom color. The change affects all business cards in current open file.

 **Toolbar Command**

This command lets you configure the toolbar according to your needs. In the appearing **Configure Toolbar** dialog box you see all possible toolbar buttons along with description of their functions.

To assign a new button select it in the dialog box and then just click on desired spot inside the toolbar. To save settings push **Close** button. To cancel settings press **Cancel** button. To reset the toolbar configuration to its previous state press **Reset** button. Current toolbar configuration is saved for the next session depending on Options/Save Settings on Exit menu setting.

**Shortcut key: F7**

## Preferences Command

This command lets you define various user preferences. Preferences dialog has 4 sections: *Display* -- to set display and appearance preferences, *General* -- to set common program options, *File Export* -- to specify settings for file exports and *File Import* -- to set file import options. The table below contains summary of all possible settings:

### Display

| | |
|---|---|
| *Show page turns* | controls, whether pages turns are shown on screen. |
| *Scrollable cards* | controls, whether cards contain vertical scroll bar, allowing to scroll contents of the card. |
| *Initial contents view* | controls, whether contents view should be activated on program startup. |
| *Always on top* | when this option has been set, the program main window remain visible all the time and is not overlapped by other windows |
| *Adjust main window* | controls, whether the program attempts to adjust main window size to its maximum size during program startup |
| *Cards on page* | you may choose between 3 small, 2 medium or 1 large card per page. |

### General

| | |
|---|---|
| *Create backup* | controls, whether backup files should be created before saving the current file. Backup file extensions are .BC~ for **BusinessCards/32**, .CR~ for Cardfile or .CS~ for comma delimited file format. |
| *Duplicate attachments* | controls, whether file attachments should be duplicated when carrying out Cards/Duplicate command. |
| *Auto load last saved file* | if this option has been set, **BusinessCards/32** tries to open last saved file automatically upon program startup. Note, that file name provided on command line takes precedence over the last saved file. This option becomes effective after you save the file. |
| *Last name sort* | when this option has been set, the File/Sort command rearranges cards alphabetically based on last word found in first card line. Otherwise cards are sorted based on first visible character. The current setting is stored inside data file and restored each time you load this file. |

| | |
|---|---|
| ***Confirm card deletion*** | requests card delete confirmation when you invoke <u>Delete</u> command. |
| ***Initial number of cards*** | specifies number of empty cards **BusinessCards/32** allocates when creating new file. You can specifies any integer number between 0 (no cards are created) and 99. You can add new cards using <u>Card/Insert</u> or <u>Card/Append</u> commands. |

### File Export

| | |
|---|---|
| ***Index as card number*** | if turned on, when exporting **BusinessCards/32** file to Cardfile file format card's index is written as a card's number. |
| ***Index as card id*** | if turned on, when exporting the **BusinessCards/32** data to Cardfile file format each card's index is written as first two words of a card. |
| ***No quotation marks*** | specifies, whether record fields are enclosed in quotation marks. When importing such records, **BusinessCards/32** ignores these marks and reads field contents only. |
| ***Delimited by*** | specifies record fields delimiter when importing a file. It may be either tab or comma character. |

### File Import

| | |
|---|---|
| ***Store index text*** | if turned on, when importing data from Cardfile indices are not stored with a cards text. |
| ***Skip header record*** | when importing comma delimited files, this option lets you skip the first record, which usually contains field names. |
| ***No quotation marks*** | specifies, whether record fields are to be enclosed in quotation marks. |
| ***Delimited by*** | specifies record fields delimiter when exporting a file. It may be either tab or comma character. |

If <u>Options/Save Settings on Exit</u> has been set, **BusinessCards/32** saves all preferences in BCARDS.INI file, which is created in program directory. Next time you run the program, these settings are automatically restored.

**Shortcut key: <span style="color:red">F8</span>**

 **Information Command**

This command displays the information about current **BusinessCards/32** file. Specifically, you get the following information:

1. Full file specification of the current file.
2. Database version number.
3. Date and time of last saving.
4. Total number of cards in the file and number of marked cards.
5. Total number of card attachments in the file.

**Shortcut key: F9**

## Save Settings on Exit Command

When this option is turned on the user preferences data and printing options are saved in **BCARDS32.INI** and **BCARDS32.PRS** files for the next **BusinessCards/32** session. These files are saved in program directory. Upon start-up **BusinessCards/32** looks up these files for configuration data. Specifically, the following information is saved:

1. Current preferences dialog box settings (**BCARDS32.INI**).
2. Current printing options, style sheets and fonts (**BCARDS32.PRS**).
3. Current toolbar configuration (**BCARDS32.INI**).
4. Current screen position (**BCARDS32.INI**).
5. Save Settings on Exit flag value (**BCARDS32.INI**).

Please note, that current font and color information are not saved in **BCARDS32.INI** file. Instead, such data is saved on per-database basis, i.e. each database file contains information about its font and color settings.

Since the program maintains its configuration files itself, it is not a good idea to edit them manually. Obviously, the program can not save configuration data when its home directory resides on read-only media, such as CD-ROM.

## Help Index Command

This command displays index of topics, available in **BusinessCards/32** Help. To choose a specific topic just click on its title.

**Shortcut key: F1**

## Using Help Command

This command provides the information on using Windows Help.

## Help Search Command

This command lets you to search for a BusinessCards/32 Help topic by typing or selecting a keyword.

## Register Command

This command appears only in *unregistered* copy of **BusinessCards/32** and allows you to register your copy of the program. It displays dialog box, where you are asked to enter your name, company name or address and you personal serial number, provided by program author. Please enter registration data and press *Ok* button. **BusinessCards/32** confirms, whether registration information was correct and registration succeeded.

When you register your copy, the program modifies itself to get rid of initial reminder screens, watermark printing, etc. (see Registration Benefits for a complete list of registration benefits). Please make sure, you have write access to a device and directory, where the program resides, otherwise you will be unable to register your copy. For example, if you run the program from floppy disk, remove its write protect tab before registering.

 **About Command**

This command lets you view the information about current version and the author of **BusinessCards/32**. If you have registered version of the program, the appearing **About** dialog box also shows you the registration information (owner's name, company name or address and registration date).

## Drag and drop

**BusinessCards/32** provides exiting feature - you can use middle mouse button to drag and drop cards to other Windows applications. This method is faster and more elegant, than cut and paste operation. You can also use drag and drop to rearrange cards in your **BusinessCards/32** files.

Click and hold the middle mouse button down on the card or in contents view (the card should not be empty). The cursor shape will change to reflect dragging operation. While holding the mouse button down, drag it to other applications window, say Notepad. Release middle mouse button - the mouse cursor will change back to its normal shape and contents of the card will be inserted and current position in a new window.

**Note for users of non-English version of Windows95 or Windows/NT***: to implement drag and drop operation on your system, please add the following entry to your BCARDS32.INI file:

```
Drag=Edit,Paste
```

please substitute the words `Edit` and `Paste` with your local equivalents (take a look at your Notepad menu). For example, to add drag and drop function in Dutch version of Windows95, the BCARDS32.INI file entry should look as follows:

```
Drag=Bewerken,Plakken
```

## Command Line Parameters

**BusinessCards/32** program accepts two optional command line parameters. You can specify them in *File Properties* dialog in Program Manager or when entering a command line to run the program.

The first   parameter is a file name, it instructs **BusinessCards/32** to open that file automatically. For example:

```
C:\BCARDS\BCARDS MYFILE.BCR
```

command will launch **BusinessCards/32** program and open `MYFILE.BCR` file automatically. The file name can be preceded by minus sign, which means that the file is to be open as "read only". For example:

```
C:\BCARDS\BCARDS -SAMPLE.BCR
```

loads the `SAMPLE.BCR` file and prevents any modifications.

The second is '+' parameter; which takes effect when <u>main window auto adjustment</u> feature is off. The plus parameter lets you to enlarge main window size by some specific percentage value. The number from 0 to 50, which should follow the plus sign, designates percentage of increase. For example:

```
C:\BCARDS\BCARDS +25
```

creates main program window, which is 25% larger, that the default. The plus parameter may be combined with file name and the minus sign for read only file access. For example, command line:

```
C:\BCARDS\BCARDS +15 -SAMPLE.BCR
```

starts **BusinessCards/32**, loads `SAMPLE.BCR` file as "read only" and makes window size 15% larger, than the default.

## Main Window Auto Adjustment

By default **BusinessCards/32** tries to determine screen resolution and make the main window large enough to look comfortable for that resolution. You may notice the difference when running the program on 14 and 17 inch monitors.

If you prefer small footprint and want to control main window size using '+' command line parameter, then uncheck *Adjust main window* checkbox in ~~Options/Preferences/Display~~ dialog.

This turns auto adjustment off, so that **BusinessCards/32** will use its default window size regardless of screen resolution.

# Frequently Asked Questions

**Q:** is there 16-bit version of BusinessCards available for Windows 3.1 users?

**A:** yes, of course. In fact BusinessCards for Windows was in continuous development for more than 2,5 years before 32-bit release.

**Q:** are you going to support 16-bit BusinessCards for Windows software

**A:** yes, definitely. For the nearest future I will be adding new functions to both 32 and 16 bit platforms.

**Q:** when opening Cardfile files, the program has apparently been adding extra duplicate lines at the beginning of each record...

**A:** please uncheck *Store Index Text* option in *Options/Preferences/File Import* dialog and then read your Cardfile file again.

**Q:** how can I import existing data from other database programs, such as Microsoft Works?

**A:** the program supports importing data through so called comma-delimited (CSV) file format. Most personal databases allow you to save the data using that format. Please refer to <u>File/Open</u> and <u>Options/Preferences</u> commands for more information.

**Q:** it would be great if BusinessCards/32 could read existing Cardfile files...

**A:** **BusinessCards/32** supports Cardfile file import since the very first release of the program. To read your Cardfile files select *Cardfile 3.0* file type in Open File dialog. Also, the *File Import* section of <u>Options/Preferences</u> command lets you set up Cardfile import options.

**Q:** how can I resize the main window to make it larger or smaller on my screen?

**A:** use the new + command line parameter to control window size. Please take a look at <u>Main Window Auto Adjustment</u> and <u>Command Line Parameters</u> sections for more details;

**Q:** is it possible to load my data file automatically?

**A:** yes, just specify the file name on the command line when you start the BusinessCards/32. Please refer to <u>Command Line Parameters</u> section for samples. There is another possibility, which lets you automatically load the file you saved last time. See *Auto-load last saved file* option in <u>Options/Preferences</u>.

**Q:** how can I print selected cards?

**A:** use <u>Card/Mark</u> command to tag cards you want to print, then select <u>File/Print</u> command, press **Options** button and set *Marked Cards Only* flag. Then just click on the **Print** button in Print dialog. The same technique applies when you want to save selected cards into a separate file.

**Q:** is it possible to print cards in multiple columns?

**A:** yes, you can use *Labels* section of Print dialog, which lets you specify multiple columns. Please refer to <u>File/Print</u> command description.

**Q:** how to add a new empty page?

**A:** there is no separate command to insert a new page. However when you add a new card with either <u>Card/Insert</u>, <u>Card/Append</u> or <u>Card/Duplicate</u> command, the new page is created automatically.

## Registration Benefits

This software is a fully operational program. I have made it this way so that you can have a real look at it, and then decide whether **BusinessCards/32** fit your needs or not. You are encouraged to use, copy, and distribute it as freely as you wish. But if you do find it useful, the author asks that you please register your copy. Registration fee is **$29.95**. For this sum you will receive your personal serial number to register *both* **BusinessCards/32** and **BusinessDialer/32** plus:

1. Original diskette with most up to date version of **BusinessCards/32 and BusinessDialer/32** software plus *registration bonus* -- **BrainCubes** game for Windows.

2. Your personal serial number to register the programs. The initial registration reminder dialog box which appears at the beginning of the programs is removed when you install your registered copy. Also, your name will appear in Help/About dialog box and word UNREGISTERED will be removed from programs title bar.

3. Registered version does not print watermarks, **BusinessDialer/32** again becomes integrated part of **BusinessCards/32** (beyond initial 30 days trial period) and disabled commands become functional.

4. By registering, you are assured of receiving the most up-to-date and full-featured product possible. *Program updates will be free* for all registered users. Subsequent major upgrades will be offered with significant discount.

5. Registered users are entitled for *free unlimited technical support* over the email for their versions of **BusinessCards/32** and **BusinessDialer/32**.

If you have email address, your serial number in most cases will be emailed back within 24 hours, so you will be able to register your existing copies right away.

To become a registered owner of **BusinessCards/32** for Windows95 and Windows/NT please read How to register BusinessCards/32? in this help and/or instructions in accompanying *README.TXT* and *ORDER.TXT* files.

# How to Register BusinessCards/32?

There are many ways to register **BusinessCards/32** software (see <u>Registration Benefits</u> for a complete list of registration benefits). Of course, when you register **BusinessCards/32**, you also get *free registered version* of **BusinessDialer/32.**

## 1) MONEY ORDER, CHECKS OR CASH
Please send your Money Order, Check or Cash to:

> **Michael Dvorkin**
> P.O. Box 862
> San Bruno, CA
> 94066-0862 USA

For non-cash overseas orders I can accept personal checks in major hard currencies. This covers most of Western Europe, Japan and Australia - if you live there you can make the payment in your local currency. For the rest of the world non-cash orders must be accompanied by an *International Money Order* or a *check in US Funds*, drawn on an US banking institution. *No Eurochecks please.*

For your convenience file *ORDER.TXT*, included in program distribution, contains order form -- just fill it out and send to address above.

## 2) CREDIT CARD ORDERS
Sorry, I dont accept credit card orders myself. However, you can place the order with MasterCard, Visa, American express or Discover credit card through Public Software Library (PsL), which accepts worldwide **BusinessCards/32** registrations on my behalf. You can reach PsL by any of the following means:

> **Toll-free: 1-800-2424-PSL**
> Phone:  (713)524-6394
> Fax:     (713)524-6398
> CompuServe: 71355,470
> Internet: 71355.470@compuserve.com

When ordering please mention **the product number 11305, 32-bit release**. PsL office hours for placing your order are 7:00 AM to 6:00 PM CST Monday - Thursday and 7:00 AM to 12:30 PM CST on Friday. When sending email or fax order, please provide cardholder`s name (as it appears on your card), card number, expiration date and billing address.

You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705 USA.

Please note, that *the above numbers are for orders only.* Any questions about status of the shipment, registration options, distribution possibilities, product details, technical support, volume discounts, dealer pricing, site licenses, etc. must be directed to me, program author, Michael Dvorkin.

## 3) COMPUSERVE ONLINE REGISTRATION
GO SWREG

Product number: **11598**
Product title: **BusinessCards/32 for Windows95 and Windows/NT**

CompuServe provides on-line registration (SWREG), which is part of basic services and requires no additional payments. Electronic orders may be placed with CompuServe Information Services and billed directly to your CompuServe statements for your convenience. Just GO SWREG and request **BusinessCards/32** registration (please keep product number **11598** and/or file name 32BCR.ZIP handy when ordering).

If you wish to register 16-bit version of BusinessCards for Windows, please use the following information:

Product number: **4073**
Product title: **BusinessCards for Windows**

## 4) INTERNET ONLINE REGISTRATION
Please visit **BusinessCards** home pages at one of the locations below and follow the links for online registrations:

>> **http://ourworld.compuserve.com/homepages/mid**
>> **http://members.aol.com/mid**

## 5) SITE LICENSES
A site license for **BusinessCards** software entitles an organization to receive one copy of the distribution package and duplicate the distribution disk for the specified number of copies. The current price schedule for both 16 and 32-bit releases is as follows:

| | |
|---|---|
| 2 to 10 computers | - $24.95 each |
| 11 to 25 computers | - $19.95 each |
| 26 to 50 computers | - $14.95 each |
| 51 to 100 computers | - $9.95 each |
| over 100 computers | - $1500.00 total |

## 6) PURCHASE ORDERS
Purchase orders (net 30 days) are accepted only from government and accredited educational institutions and major corporations, provided that they are submitted on purchase order forms with a purchase order number. Please be sure to include the standard **BusinessCards/32** order form with a purchase order. Due to the extra work involved in processing purchase orders you are encouraged to use a check, petty cash, credit card or CompuServe`s SWREG registration service when possible for small orders.

You may also consider to purchase *lifetime free upgrade* plan for an extra **50%**. This will entitle you to obtain *free* registration numbers for *all upcoming versions of both* **BusinessCards/32** and **BusinessDialer/32**.

I have tried to list as many options as possible at present time for your convenience. Register whatever means is most convenient to you. If none of above is convenient for you to register **BusinessCards/32**, please feel free to contact me for a viable solution. We can arrange for some special methods of registrations anyway.

Please also feel free to ask about bundling deals and special customized builds (with your company logo, etc.).

## About 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.

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. Shareware has the ultimate money-back guarantee -- if you do not use the product, you don't pay for it.

The program author, **Michael Dvorkin**, is a member of the *Association of Shareware Professionals* (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help.   The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the *ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442*, or send a CompuServe message via CompuServe Mail to *ASP Ombudsman 70007,3536.*

## What Users Say...

**Congratulations on a great program! It didnt take me more than a minute to find your BusinessCards useful.**

R.G., Arlington, TX, USA

**I have just started this program and find it very useful and easy to use.**

E.A., Los Angeles, CA, USA

**I have been using your program BusinessCards for 2 weeks. I am really pleased with it, especially the Attach feature.**

P.F., Borris, Ireland

**I recently acquired a copy of your program BusinessCards for Windows. Ive since used it quite a bit and have found it to be very well designed and useful... utility (and bug-free!).**

N.B., Dublin, Ireland

**I would just like to say that I find business cards a very useful tool. It is not often I come across a shareware utility so well presented.**

P.C., Blagrove, United Kingdom

**I was very impressed by your Business cards software which was reviewed in What PC? magazine in the UK.**

P.O., London, United Kingdom

**I was very impressed with Business Cards as a simple reference which is much easier to use than many other programmes which have the same objective.**

N.H., Marshfield, United Kingdom

**Thank you, very much, for sending me the v2.00 of BusinessCards which I consider, for its simplicity and interface the best thing, for the purpose, I have ever met.**

V.S., Lisbon, Portugal

**Thank you for giving us a preview of your very user-friendly and attractive database program, BusinessCards which we have found will be of great benefit to us.**

A.D., Safat, Kuwait

**...I`m impressed with your software.**

P.V., Maroubra, Australia

...and finally...

**I would like to congratulate you on a wonderful product, ...easy to use and above all *tangible*. There are thousands of programs available today and many of them are so far advanced in their ability to out do the competition, that they seem to share one thing in common. They loose their practical purpose to most of the people, with too many options and too much to set-up. It tends to cause more confusion than good. *They just can`t see the forest for the trees.* BusinessCards for Windows is truly one of the best programs I have seen in a long time.**

J.E., Hampton, NJ, USA

## Credits...

**BusinessCards/32** Version v4.0
Copyright © 1993,1994,1995,1996 by Michael Dvorkin

*Dedicated to my lovely Diana, who is 3,5 years old now! (Big girl...)*

32-bit version has been released largely because users have spoken up and I have added features and made changes that have been requested. Thank you all who have registered the program and made it possible to develop this project into the product as it is now.

My special thanks goes to a fine group of beta testers, including (in alphabetical order) Chuck Archer, Laurence Bevan, Byron Callas, Don Crawford, Horst Dries, Paul Duvall, Jeff Karasik, Lana, Andrew McGee, Craig Menefee, Mythdancer, Peter Phelan, Ken Pyzik, Gary Rider, Ton Salari, Rick Serna and John Sullivan.

Please send any suggestions, comments, bug reports to the following addresses (CompuServe, AOL or Internet email is *preferred* way to reach me):

| | |
|---|---|
| Mailing Address: | **Michael Dvorkin** |
| | **P.O.Box 862** |
| | **San Bruno, CA** |
| | **94066-0862 USA** |
| Phone: | **(408)733-6469** |
| CompuServe: | **73773,2527** |
| AmericaOnline: | **MiD** |
| Internet: | **mid@aol.com** |
| Home Pages on WWW: | **http://ourworld.compuserve.com/homepages/mid** |
| | **http://members.aol.com/mid** |