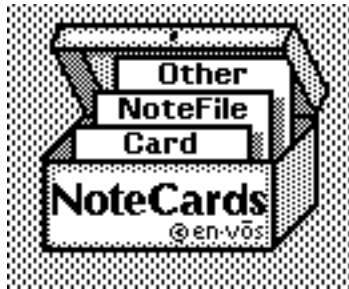


These steps explain how to get to a starting point for using NoteCards.

1. Install NoteCards.
2. With the mouse cursor positioned in the gray screen background, press and hold the right mouse button.
3. The Background Menu pops up (Figure 1).
4. Slide the the mouse down to highlight the NOTECARDS option.
5. Release the mouse button.
6. The NoteCards icon appears on the screen (Figure 2).



7. To move the icon to a different position on your screen, press and hold the left mouse button and drag the icon to the desired position, then release the mouse button.

Creating New Cards

The procedure to create a new file card requires two modules. First you have to open a notefile. Once this is created, you can then open new notecards within it.

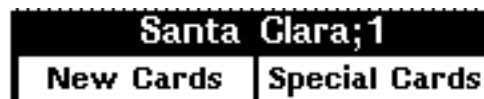
Opening a NoteFile

1. Place the cursor on NoteFile in the NoteCards icon.
2. Press and **hold** the left mouse button.
3. The NoteFile Ops Menu pops up.
4. Highlight the Open option (the default setting is Open read/write).
5. Release the mouse button.
6. A Notefiles directory window pops up.
7. To use an existing notefile, go to Step 8. To create a new notefile, go to Step 9.

8. To use an existing notefile, press and hold the left mouse button, move the cursor to highlight the desired existing notefile, and release the left mouse button.
 - a. A pop-up window indicates the notefile is being opened.
 - b. A Table of Contents window is displayed with a place for file boxes and note cards.
 - c. Go the the Opening a Notecard section for a continuation of the procedure.
9. To create a new notefile, press and hold the left mouse button, move the cursor to highlight -- **Other Notefiles--**, and release the left mouse button.
 - a. A pop-up window requests the name of the NoteFile to Open.
 - b. Enter the complete path and name of the new notefile.
 - c. Press Return.
 - d. A pop-up window asks if you want to create a new notefile.
 - e. Press Return to accept the default (Yes).
 - f. A pop-up window indicates a new notefile is being created.
 - g. The outline of a new notefile appears for placement. Press and hold the left mouse button, drag the outline to a position on the screen, then release the button.
 - h. The outline of a new Table of Contents for that notefile is displayed. Press and hold the left mouse button, drag the outline to a position on the screen, then release the button.

Opening a Notecard

1. Position the cursor in the new card window in your notefile icon (Figure 3).



2. Press and release the left mouse button.
3. The outline of a new card is displayed. Move the mouse (without pressing a button) until the outline is correctly positioned. Click the left mouse button. The new, untitled card is displayed; the path shows at the top of the card.



Entering Notecard Text

To add text to the card, move the cursor at the beginning of the text window and click the left mouse button.

Naming a Notecard

Move the cursor to drag a card outline.