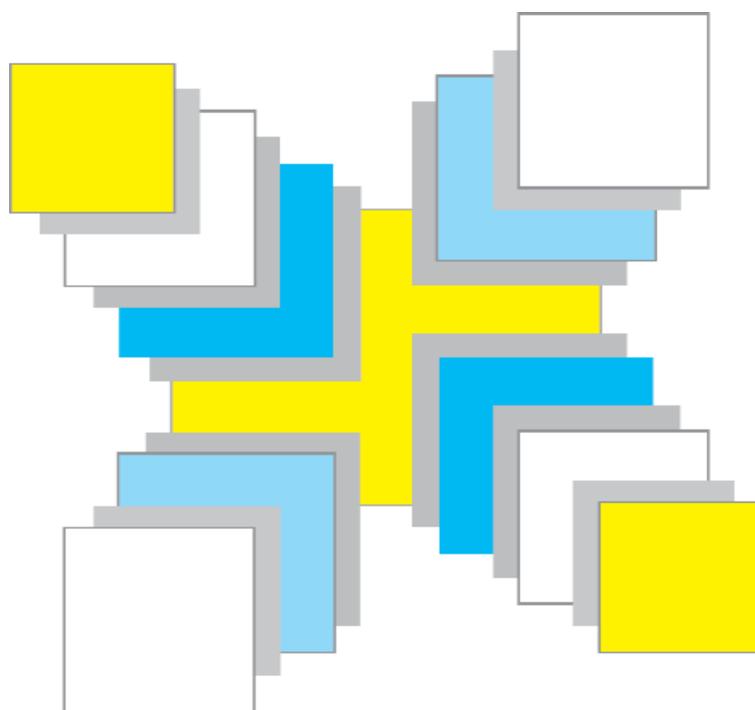# Cardbox 3.0

Why you should upgrade now

- More ways of searching.

- Better document and image handling.

- Full Windows XP compatibility.

- New networking architecture.

- New programming facilities.

- Email and fax communications.

- Easier to use.

- The best manuals ever.

Searching

Boolean search

Cardbox has always been able to build up Boolean searches (AND / OR / AND NOT) step by step, but now you can also use Boolean logic within a single search command.
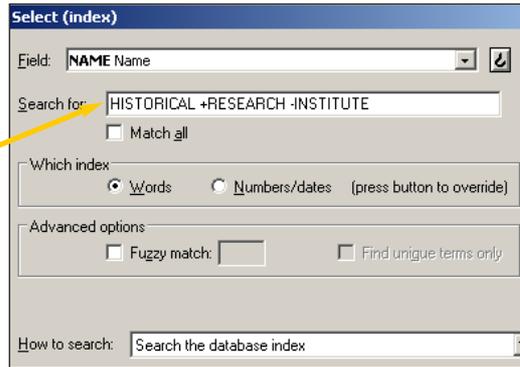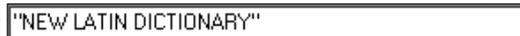
Phrase search

As well as individual words, numbers and dates, you can also search for complete phrases.

Adjacency search

You can search for words in a given sequence, or for two words within a certain distance of each other.

# Pictures and scanned documents

Cardbox can scan documents and photographs directly from any scanner with the TWAIN interface. A Quick Scan button lets you scan A4 documents without having to set any parameters such as resolution or colour depth. For more advanced applications, the Scan dialog box gives you finer control over the scanning process.

If you have a scanner with automatic document feed then Cardbox can scan a whole batch of documents in one operation.

Cardbox can read images from cameras with a direct TWAIN interface and also from cameras or memory cards that appear as Windows folders when you connect them to your computer.

You can rotate and resize images before storing them. The image compression options have been simplified so that you only have to specify the image type and standard or high compression.

A new Image window replaces the old Full Screen image display mode. A zoom control lets you view images at any scale and select which images you want to print.
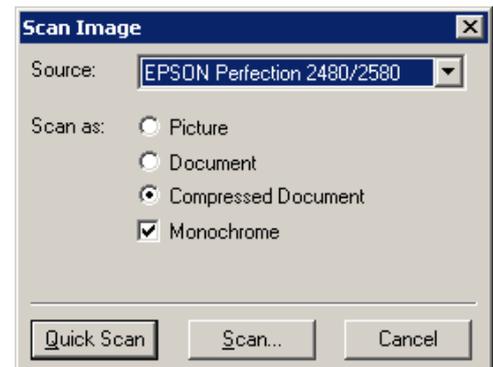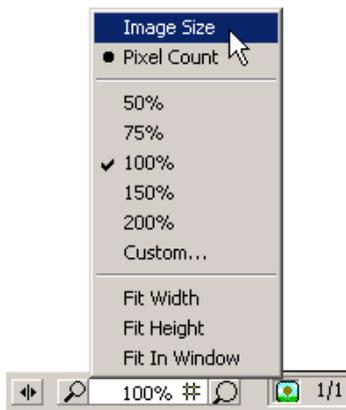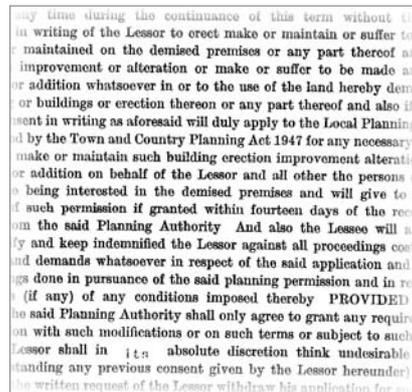
The Cardbox Book

Deleting items

To delete items from your design, select them and then press the Delete key.

What happens when a field is deleted

If you delete a field in an alternative format, the field disappears from that format. If you delete a field in the native format then that effectively deletes the field from the database. This is a dramatic step, so Cardbox maintains the field as a half-alive "ghost" until you definitely decide to purge it for ever. Ghost fields can be re-created with little or no data loss.

For more about the fate of deleted fields, see Help Point 538.

Edit > Undo
Ctrl + Z
Edit > Redo
Ctrl + Y

Undoing a change

To undo the last change that you made to the format design, use Edit > Undo. Cardbox remembers quite a few changes, so you can use this command several times in a row. If find that you've undone too much, use Edit > Redo to restore the changes you didn't mean to undo.

Overlapping items

Format items shouldn't overlap because Cardbox won't know which of them to draw: it won't be a disaster if you include them in your format but the result will look strange. In the format design, overlapping areas are shown by red-and-white diagonal stripes. If you don't notice the overlap, Cardbox will warn you about it when you save the format.

The printable area

If you are designing a format to be used for printing, it helps to see on the screen how much space you have available. Most paper is narrower than most screens, and mailing labels are of course much smaller than the screen.
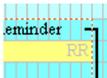
Cardbox shows you how big the printable area is compared to your format design, with a subtle orange-and-white dotted line. This shouldn't irritate or confuse you while you're designing your format, but if it does then you can use View > Printable Area to turn it off.

The size of the printable area depends on the fonts you are using and also on your printer settings: see "Appearance" (p.107) and "Printer Settings" (p.115).

The Cardbox Book: 300 pages illustrated in colour throughout.

We hate computer manuals. They assume that you understand all the concepts before you start. Step-by-step instructions aren't very much use if you don't know what the steps are for!

The Cardbox Book is not a mere manual. It is designed to be read as a book. It gives you a deep understanding of what Cardbox is, what it does, how it thinks.

With the understanding that the Cardbox Book gives you, you will be able to use Cardbox and create Cardbox databases more effectively than ever before.

The "Inspiration" chapter of the Cardbox Book shows you how other people use Cardbox. It will give you new ideas and the sample databases on the CDROM will help you put those into practice.

Other books included in the package are "Cardbox: Macros and Programming" (160 pages) and "The Cardbox Server Book" (64 pages) for multi-user network versions.

Help Points are a unique Cardbox invention. They tie the explanations in The Cardbox Book to additional material in the Cardbox help file: a sort of electronic appendix or footnote.
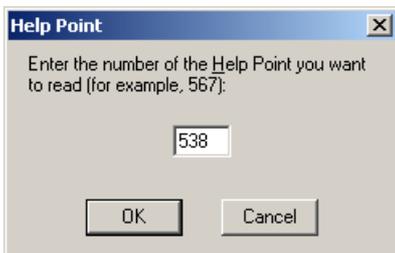
Because Help Points are part of the help file, they can contain links to other help articles with detailed information for even the most specialised situations.

Help and ease of use

Every menu and every command has been revised to fit intuitively with emerging standards in Windows software.

Hover the mouse over a menu or a toolbar button and help will appear next to it. If the command isn't allowed then the help will tell you why. No other software does this.

Press F1 in any command window and get a detailed explanation of all the options.

New wizards help you through advanced functions like the import and export of data.

Write your own help for databases that you create for other people.

Design your own toolbar buttons and keyboard shortcuts to fit the way you work.

Use workspaces to group together the databases that belong to a project. Workspaces can be easily accessed from the Start menu and opening a workspace reopens all its databases automatically.
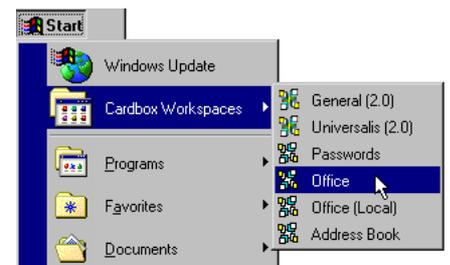
The blue information button shows that a database has help of its own. To see the help, click on the button.

Level 0   Record 1 ◄ ▐▌▌▌▌▌▌ ► of 1000

New networking system

A new client-server architecture lets you share Cardbox databases across a network. This replaces the old system which used special-purpose lock files to coordinate shared file access between users.

The new system is faster, more flexible, and more robust. It is not vulnerable to the vagaries of a mis-configured network setup; and if a user's workstation crashes then the database cannot be harmed.

The Cardbox Server is the key to all this. You run it on a single computer (normally, your file server) and every-one accesses Cardbox databases through it.

Access across the Internet is there if you want it. You can use this feature to give your own staff access from home or when travelling. You can also use the Cardbox Server to publish databases for public use.

Security is paramount. Users do not have access to the database files themselves, and all communications to and from the Cardbox Server are encrypted using the industry-standard SSL protocol.

The Cardbox Server is available in Windows and Linux versions. If you use a Novell file server, please contact us for advice.

New macro/programming language

Cardbox now uses VBScript as its macro language. Microsoft's VBScript is a powerful and versatile program-ming language that can drive not just Cardbox but all other major Windows applications.

Using VBScript means that macros are not just a sequence of instruc-tions but miniature programs in their own right, able to do "if-then" logic and calculations simply and directly.

The macro recorder lets you go through a sequence of actions and have them recorded automatically as macro commands.

The macro editor lets you change the details of your macros, add advanced features, or even write complete macros from scratch.

VBScript can control most Windows programs (including Microsoft Office) from within Cardbox; or, if you prefer, any Windows program with macro facilities (including Microsoft Office) can send commands to Cardbox and retrieve data from it.

Macros from older versions of Cardbox cannot be understood by VBScript. You will have to re-record your macros or re-create them by hand.

Email and fax communications

You can send faxes from Cardbox by combining Cardbox macros with the standard fax facilities of Windows XP: our manuals and help files give sample macros to enable you to do this.

You can send emails from Cardbox in several different ways depending on which email software you are using. Again, we give you sample macros to get you started.

Upgrade to Cardbox 3.0 today!

Upgrade online at: http://www.cardbox.com/mycardbox.htm

or contact us: Cardbox Software Limited • Scriventon House • Speldhurst • Kent TN3 0TU • England
Email: sales@cardbox.com • Tel: +44 (0)20 7460 3179 • Fax: +44 (0)20 7504 3668.

Other new and improved features

Deduplication: the Deduplicate command helps you identify and remove duplicate records.

Backups can be made even while a database is in use on a network.

Database encryption uses the new inter-national standard algorithm AES.

Sorting: no limit on the number of custom sort sequences.

User profiles: users can be prevented from viewing the native format.

Data import via OLE DB.

Data export in HTML (via macros) and XML, with optional XSLT data conversion.

Drop-down list view for fields with a restricted set of values (a space-saving alternative to check boxes and radio buttons).

Spelling checker underlines dubious words as you type. The probblem

Find and Replace commands let you find and replace text within a single field or within every field in a record.

Batch Edit understands all editing commands, including list view / check box / radio buttons, Find/Replace and macros, and can repeat them for all records in a selection.

Unicode support lets you store and search μέγα ρέξας τι using international characters (Greek, Russian, pan-European).

The Windows Registry is used for all user set-tings. Settings can easily be exported for backup or transfer to other computers.

Third-party software is available to allow access to Cardbox databases from a web browser.

Web (http) and email (mailto) links are auto-matically highlighted and you can click on them to open a web page or send an email.

There is now no limit on the size or number of macros that you can have.

Previous limits on the maximum size of images and on the number of images per record have been removed.

Compatibility

Databases from earlier versions of Cardbox for Windows can be used directly.

Databases from Cardbox-Plus for DOS need to be upgraded, using a utility supplied on the CDROM.