

K "Cardfile" Program Module

At the end of a measurement, a file card is created and the measured values are allocated to this card. If a measurement document was generated based on measured values it will also be assigned to this card. Measurement-specific information (i.e. specimen, serial no., measurement instrument, operator) can be typed on the card.

Chapters D, F, G and I describe how stored file cards can be loaded back into a measurement program. Within a measurement program, however, you cannot copy or move a card from one card file to another. The "Cardfile" program module allows cards to be relocated and sorted at liberty.

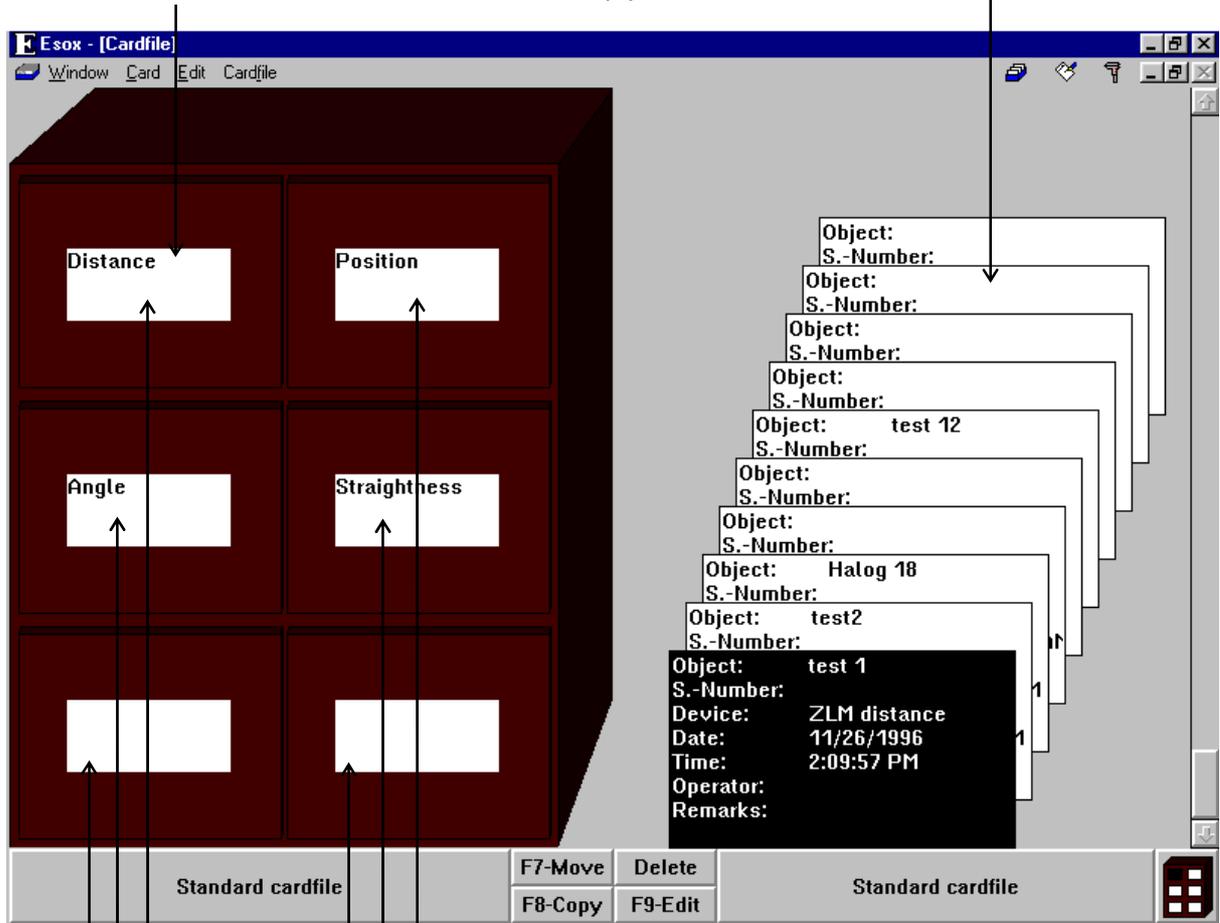
K 1 Fields of the "Cardfile" window

The work area of the "Cardfile" module window is subdivided into two fields showing card boxes and one field of buttons.

K 1.1 Fields with card boxes

Depending on the program status in the two upper fields, a filing cabinet with closed file card boxes

or an open box with a vertical scroll bar may be displayed. In specific cases this field may also stay empty.



Each filing cabinet has six card boxes. Each card box is provided with a label.

Open card boxes contain a number of cascading card fields. On top of the stack is the latest card with its entire text visible. All other cards are partially or completely out of view.

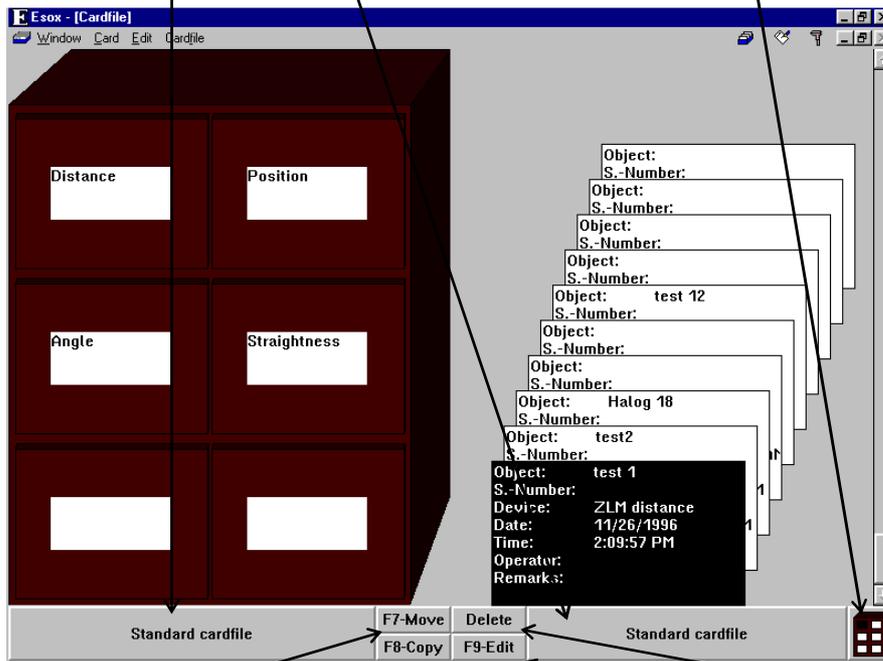
K 1.2 Button field

The buttons are located on the bottom of the screen. The number and types of buttons depend on the current field contents for the card boxes.

These two large buttons are labelled with the name of the card file. Use them to select the card file you want to view.



at the right or left side indicates an open card box in the right or left bay of the filing cabinet. The open box is black (in this example, the top right box is open). Use this button to close the card box.



on the right or left side indicates that the card box of the main memory is displayed on the right or left side. This box cannot be closed, since the main memory does not have a filing cabinet.

F7-Move

can be used to move a file card from one box to another or to re-arrange file cards.

F8-Copy

copies a file card.

F9-Edit

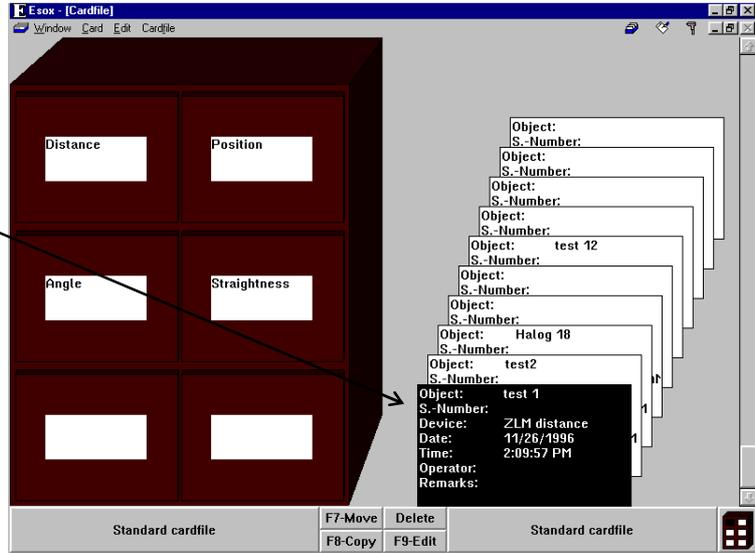
edits the text on a file card or on the label of a card box.

Delete

deletes a file card.

K 2 Changing the selected (highlighted) card field

When you activate the commands "Delete", "Move", "Copy", or "Edit", you must identify the object the command applies to. The program highlights the respective card field or card box label by presenting it with white lettering on a black background. In the figure the file card in the card box on the right is highlighted.



To select or highlight another field, you can use either keyboard or mouse.



With the cursor keys , , and you can move from one card field or card box label to another.

With the button you can move from the previously highlighted card field on one side of the screen to the card field on the other side of the screen that was highlighted there last (i.e. changing from the drive or main memory on the left-hand side to the drive or main memory on the right-hand side and vice versa).



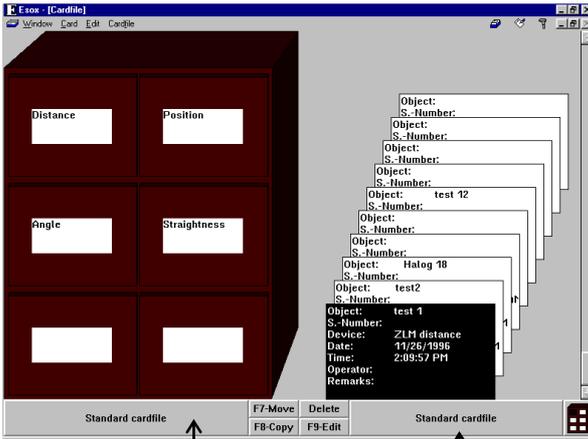
Click on the card field or card box label you want to highlight. Please note: Clicking on an already highlighted box label will open the respective box.

K 3 Opening and closing a card box

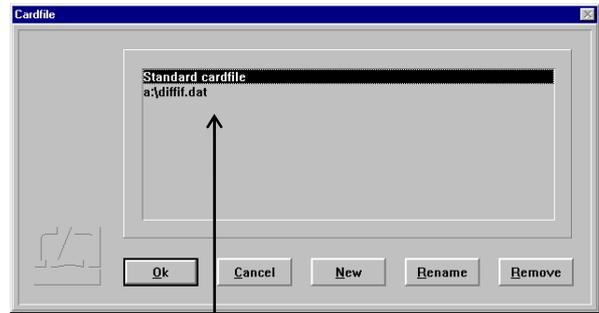
	Opening	Closing
	If the label of the card box is not highlighted, use , , and to move to this label. Then press .	If necessary, press , or to move to the respective side of the screen. Then press .
	If the label of the card box is not highlighted, click on the label once to highlight it; click on the label again to open the box. If the label of the card box is already highlighted, click on it once to open the box.	Click the button at the bottom right or left of the window to close the right or left card box.

The card box of the main memory cannot be closed, since the main memory has only one box.

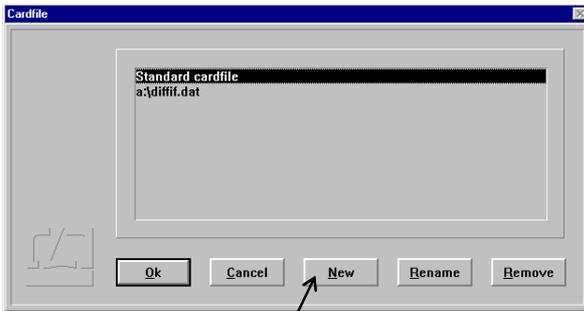
K 4 Creating, renaming and deleting a card file



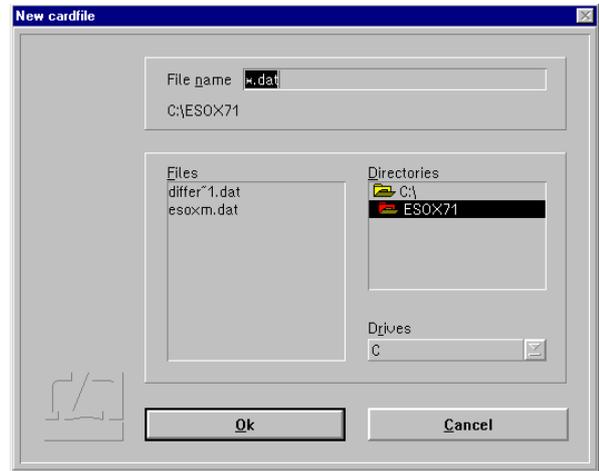
To create a new card file, click on the file name button on the side where you want the new file to be shown, or select the menu option "File cabinet - right" or "File cabinet - left".



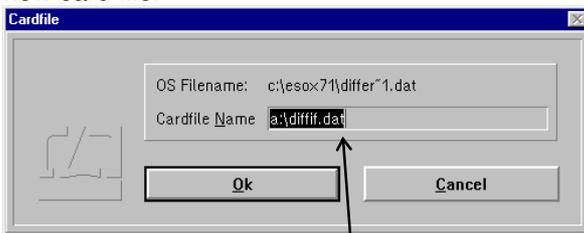
This opens a list showing the names of all existing card files in a dialog box.



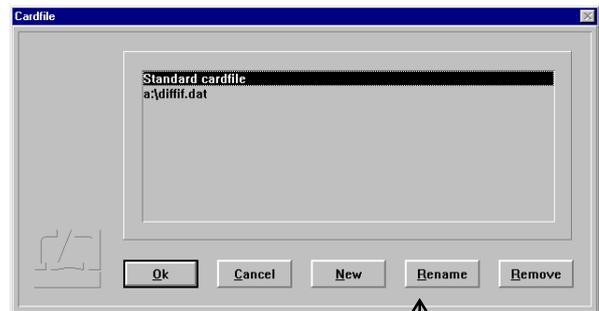
Click the **New** button if you want to create a new card file.



This opens another box in which you must enter the name of the data file.



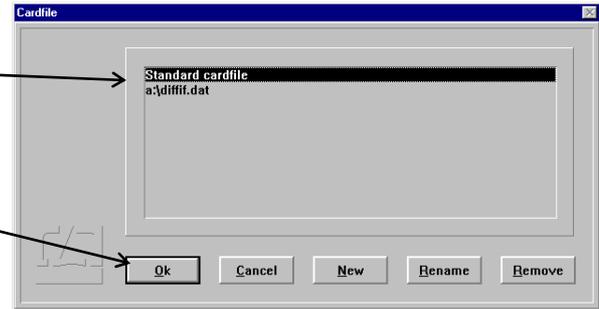
Click the **OK** button to open another dialog box, in which you must enter a card file name, which then appears in the card file list.



The same dialog box is opened if you use the **Rename** button to rename a card file.

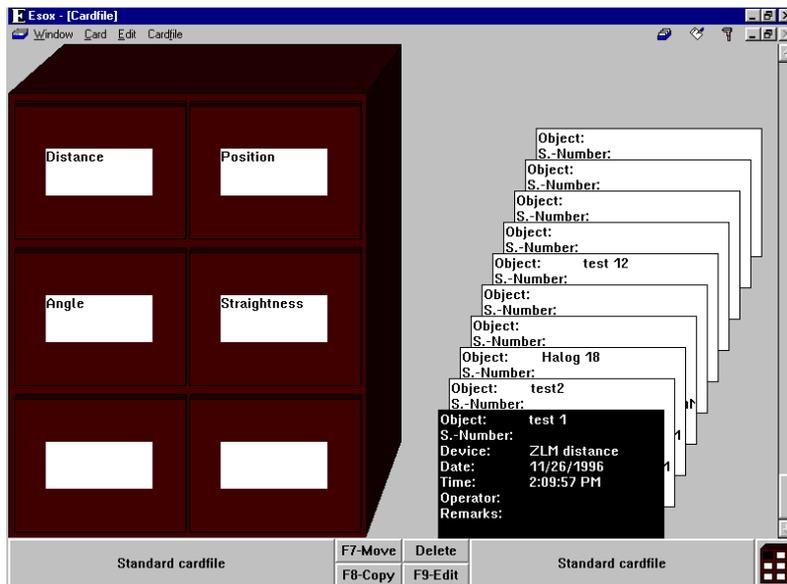
Click the **Remove** button if you want to delete a card file from the card file list. This will not, however, delete the data file from the memory. For deleting the data file, use the file manager.

To select a card file from those created, highlight the file name in the list box and then click the  button.



K 5 Shifting of file cards

The cards in an open card box can be shifted to activate (and highlight) another card. Cards arranged in front of the current card are not displayed.



The vertical scroll bar shows the location of, and the amount of space occupied by, the current card with respect to all cards of the box.



The file cards are shifted backward by one position. The card in the order before the card that was current last becomes the new current card.



The file cards are shifted forward by one position. The card in the order behind the card that was current last becomes the new current card.



The file cards are shifted backward by one screen page. The first card of the previous page becomes the new current card.

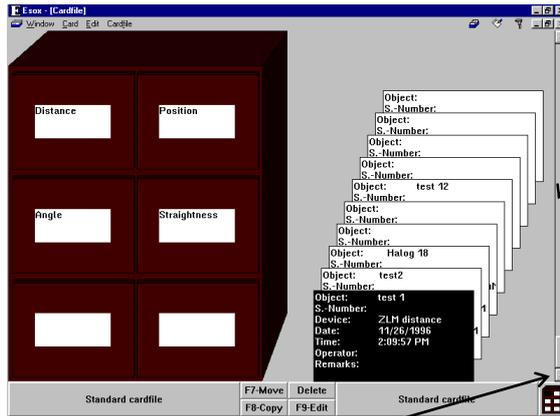


The file cards are shifted forward by one screen page. The first card of the next page becomes the new current card.



Click on the scroll arrow , to shift the file cards **frontward by one position**. The card behind the card that was current last becomes the new current card. When you hold the left mouse button depressed for a longer time, the cards are scrolled continuously.

Click on the space between the scroll arrow  and the sliding box to shift the file cards **backward by one screen page**. The middle of the sliding box will never be moved beyond the place you clicked. If this place is too close to the sliding box, the cards will be shifted by less than one screen page. When you click and hold the left mouse button for a longer time, the cards will be scrolled page by page until the middle of the sliding box is located at the place you clicked.



To shift the cards **to an optional position**, move the mouse cursor to the sliding box. Click and hold the left mouse button. The sliding box is now framed by a black rectangle. Drag the mouse until the rectangle is in the wanted position. Release the left mouse button again.

Click on the scroll arrow , to shift the file cards **backward by one position**. The card before the card that was current last becomes the new current card. When you hold the left mouse button depressed for a longer time the cards are scrolled continuously.

Click on the space between the scroll arrow  and the sliding box to shift the file cards **frontward by one screen page**. The middle of the sliding box will never be moved beyond the place you clicked. If this place is too close to the sliding box, the cards will be shifted by less than one screen page. When you click and hold the left mouse button for a longer time, the cards will be scrolled page by page until the middle of the sliding box is located at the place you clicked.

K 6 Editing of file cards and card box labels

Select and highlight the file card or the card box you want to edit. The edit mode can be started with either the key board or mouse:



Select the **"Edit"** option from the **"Card"** menu.



Click **F9-Edit** at the bottom centre of the window.

Annex III contains a list of keys and key combinations that have special functions in the editing of text boxes.

In addition you can use the following keys for moving within a card:



- moves the text cursor to the next card entry.



- moves the text cursor to the next lower card entry.



- moves the text cursor to the next upper card entry.

In the edit mode you can use the commands of the "Edit" menu.

- "Copy" The highlighted text is copied to the clipboard.
- "Cut" The highlighted text is copied to the clipboard and deleted in the text box.
- "Delete" The highlighted text is deleted from the text box.
- "Paste" The text saved in the clipboard replaces any highlighted text or is copied at the current position of the text cursor.
- "Undo" Undoes the last text edit action.

Disable the edit mode at the end of all edit action.



Choose the "End Edit" option from the "Card" menu.



Click  at the bottom centre of the window.

K 7 Copying of file cards

To copy a file card, you must first select a source card. Then select a target position. The source file card must be highlighted and the target card box open.



Choose the "Copy" option from the "Card" menu.



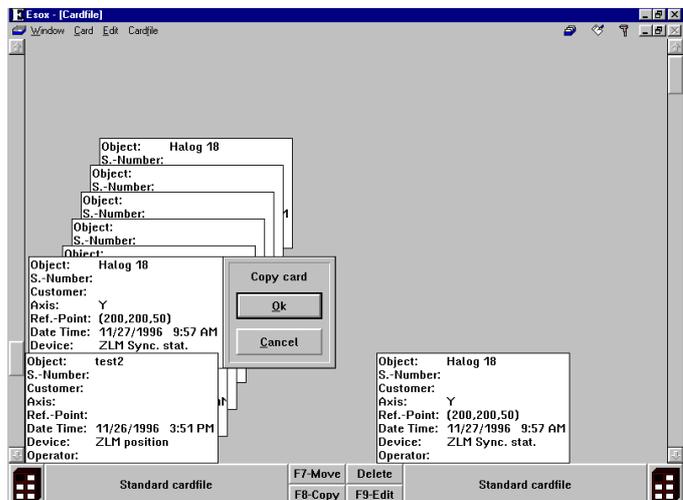
Click on .

The screen displays a window with the card to be copied, as shown in the figure.

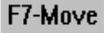
You can use the cursor keys or click with the mouse pointer on the scroll bar to change the destination of the card. The cards are moved in the same way as described in Section "K 5 Shifting of file cards". In addition, you can change the screen side for the target position by using



Click the  button to confirm and trigger the copy process.



K 8 Moving of file cards

To move file cards, choose the **"Move"** option from the **"Card"** menu or click the  button. Now you can use the same steps as described in the "Copy" process. The source card is deleted after this process.

You can also move the card by using the mouse. Move the mouse pointer on the source card, click and hold the left mouse button down. Now drag the mouse and the file card to the target position. During this process you can shift the other file cards by dragging the file card with the mouse pointer to the top or bottom of the window. Release the left mouse button when the card is at the target position.

K 9 Deleting of file cards

Highlight the card to be deleted.



Choose the **"Delete"** option from the **"Cardfile"** menu.



Click the  button.

K 10 Record (document) of a file card

As records are compiled in a separate program module, the question may arise as to which card a currently displayed record relates to. Two cases can be distinguished.

If a measurement program is active, the record shown is that of the card currently in the main memory of the measurement program. If no card is there, no record is displayed.

With no measurement program active, the record shown is that of the card highlighted in the "Cardfile" program module.

K 11 Condensing of card files

Every card file is saved only in one data file of the operating system. When the program was developed, data integrity and speed, rather than minimum file size, were accorded top priorities. This gives rise to a secondary effect: After several card deletions, the file is larger than necessary. With the **"Compress Card File"** option of the **"Cabinet"** menu, you can condense the card file to a minimum. This process takes some time and requires free memory capacity for the size of the condensed card file in at least one of the drives C and upwards.