



Readme Document

INSTALLATION

You will have downloaded one of two types of installation files: a file with *.msi extension (e.g. ndxCardsDemoSetup.msi) or one with *.zip extension (ndxCardsDemoSetup.zip).

If you have an earlier version of ndxCards™ installed and you are downloading to get a more recent version, please download the same type of file as you did in your earlier installation. Also, please make sure that you have backed up your ndxCards™ data before you upgrade.

You downloaded the .msi file...

The '.msi' file can be used in Windows 2000 and Windows XP, and on earlier versions of Windows if you already have the Microsoft Windows Installer in your computer (if you have downloaded and installed updates from Microsoft regularly, or if your computer is in a network environment at work, you are likely to have the Windows Installer). Just double-click on the file after you have downloaded it and follow the installation instructions.

You downloaded the .zip file...

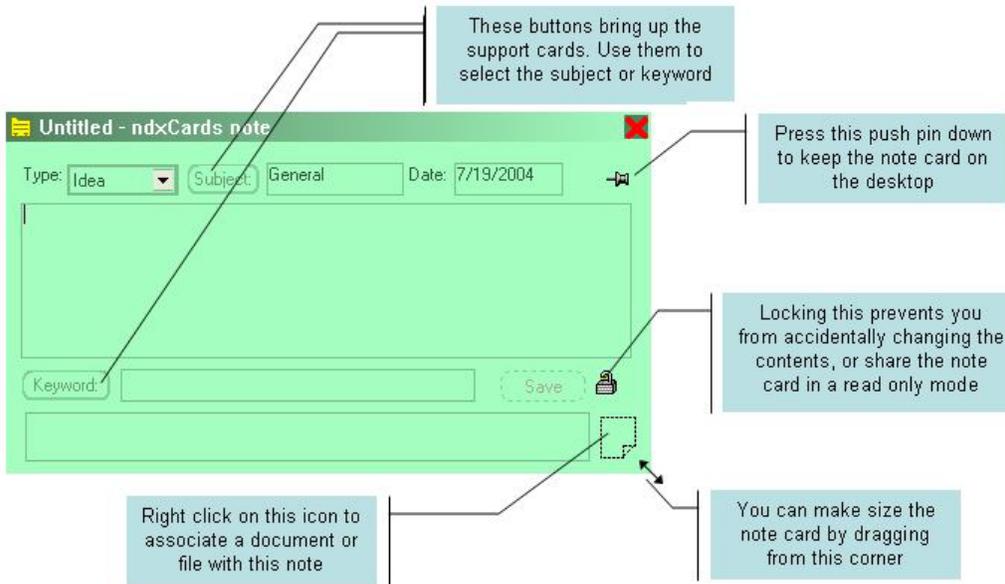
The '.zip' file will work in all versions of Windows. After you download the .zip file, open (unzip) the file and double click on the '.exe' file and follow the installation instructions. If you do not have a program to unzip the file, you can download a program – there are many free / inexpensive utilities available to unzip files.

Writing a quick note

Unlike most applications, once installed ndxCards is un-intrusive and is ready and waiting for when you need to use it. Double click on the ndxCards™ icon in the tray.



A blank note card will appear. Type your note in the note area in the middle of the note, or cut from your source and paste it on the note. Drag the bottom right corner of the card if you have a long note and want to see more of your note.



Now, Tab to the keyword field and type in a keyword that will help you find the note later. If this is a keyword that you have used before, the field will be filled as you type. If it is a new keyword, the keyword card will appear. Fill in a description and save the keyword. The keyword is now part of the note card. You can add as many keywords to a note as you wish. For example, you may write notes during a telephone call and set a keyword for the topic of the call, and another for the name of the person called. To remove a keyword you did not mean to add, simply double-click it in the window.

Click on the pushpin on the card, if you want to bring this note back in a hurry. This will “pin” the note to your desktop.

Save the card by clicking on the Save button.

Note

- Right-click on the main text field to call up a menu with options to change text styles or note color for a particular note.
- You can associate a file (document, picture, program ...) with the note.
- When you double click on the tray ndxCards icon, the blank note card is set to the default note type. The software is shipped with the default note type set as "Idea". You can change this default. You can also change the card type on the card itself, but this will not change the default.
- The subject in the blank note card is set to the default subject. The software is shipped with the default as "General". You can change this default to the subject of your choice.
- You can protect the note as **read only** by toggling the lock icon. Save the note first before 'locking' it. Note cards that you may have imported that were locked by another user cannot be unlocked by you.

Review the help file

Right click on the ndxCards™ icon to get the main menu and select Help.

The help documentation is organized into 3 sections – Adding Information, Finding Information and Using the Information

Adding Information covers making and saving notecards. It discusses the various card types as well as supporting cards.

Finding Information discusses the ways in which ndxCards facilitates the retrieval of cards you have previously saved.

ndxCards offers many ways of using the notecards you create. Using the Information goes into detail as to how to make a project or a PowerPoint presentation, as well as other functions of the program.

