



# Aviation Data Systems

## CARs Deluxe QuickStart Guide

### Introduction

This QuickStart Guide is designed to familiarize you with the Folio Views functions that you will use most often. It is not intended as a comprehensive manual, but with it you will become proficient with the programs major features such as: searching the infobase, printing documents as well as personalizing the infobase by highlighting text, setting bookmarks and notes.





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## CARs Deluxe QuickStart Guide

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### Installation Instructions


1. Insert the CD-ROM into CD drive and the installation screen should appear automatically.
2. Click on the **Install** button and follow the onscreen prompts.
3. Double click the **CARsDLX** icon on the desktop to open infobase.

- or -

If the installation screen does not appear automatically, follow the steps below:

1. From the **Start** button choose the **Run** command. In the **Open:** box type: **d:\setup.exe** (or appropriate letter for your CD-ROM drive) and click **OK**.
2. Follow the onscreen prompts after the Setup program begins.
3. Double click the **CARsDLX** icon on the desktop to open infobase.

---

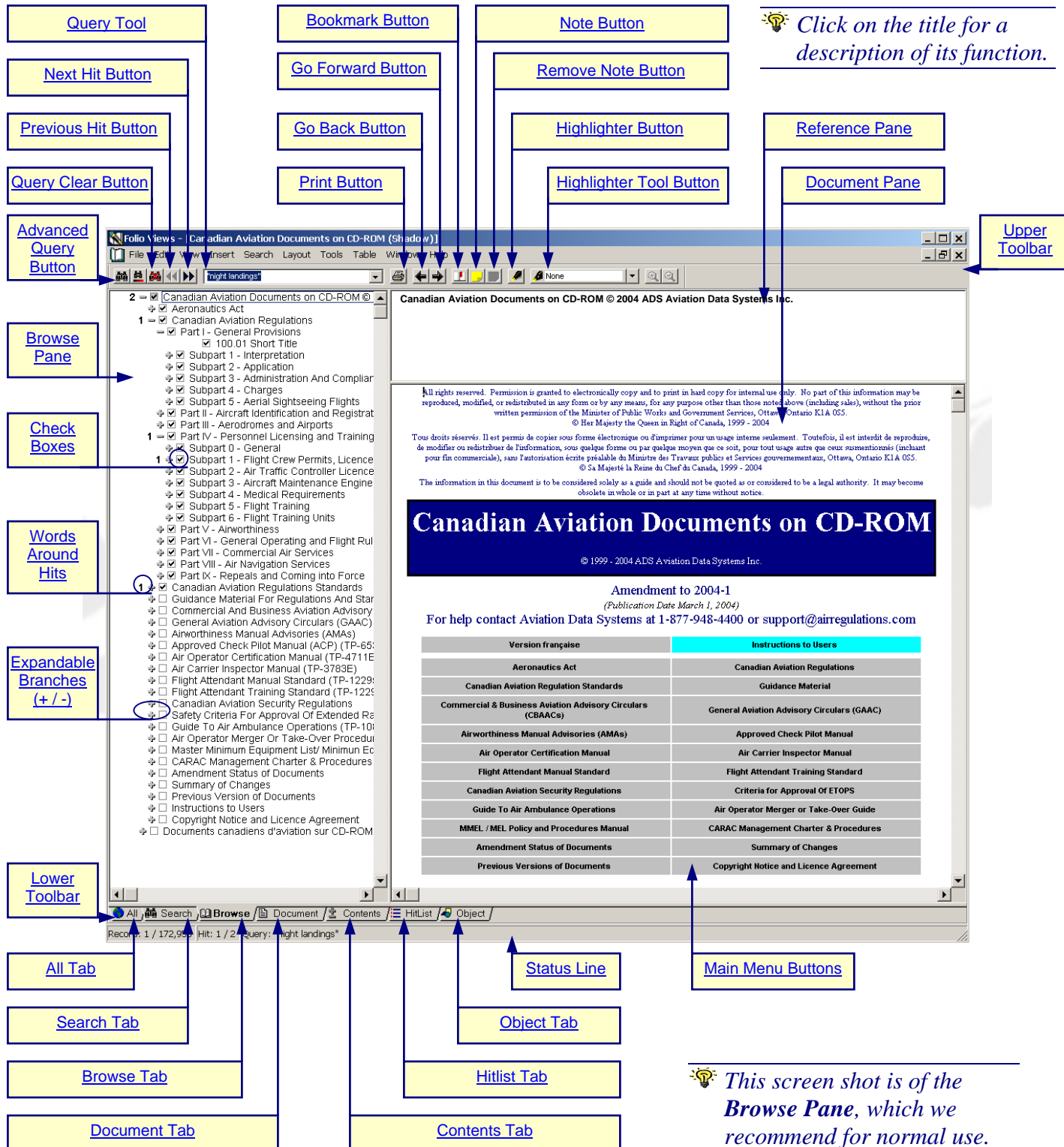
 *If, after installing an up-to-date version of CARsDLX, you encounter an error message stating that the infobase has time expired – uninstall CARsDLX and then reinstall the program.*

*If the problem persists, contact Aviation Data Systems at 1-877-948-4400 or send an email to [support@airregulations.com](mailto:support@airregulations.com).*

---

### Document Pictorial Overview

The following is a pictorial overview of the CARs Deluxe screen:



**Click on the title for a description of its function.**

**Upper Toolbar**

- Query Tool
- Next Hit Button
- Previous Hit Button
- Query Clear Button
- Advanced Query Button
- Bookmark Button
- Go Forward Button
- Go Back Button
- Print Button
- Note Button
- Remove Note Button
- Highlighter Button
- Highlighter Tool Button
- Reference Pane
- Document Pane

**Lower Toolbar**

- All Tab
- Search Tab
- Browse Tab
- Document Tab
- Status Line
- Object Tab
- Hitlist Tab
- Contents Tab

**Other Labels:** Browse Pane, Check Boxes, Words Around Hits, Expandable Branches (+/-)

**Document Content:**

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## Canadian Aviation Documents on CD-ROM

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Amendment to 2004-1  
(Publication Date March 1, 2004)

For help contact Aviation Data Systems at 1-877-948-4400 or support@airregulations.com

Version française	Instructions to Users
Aeronautics Act	Canadian Aviation Regulations
Canadian Aviation Regulation Standards	Guidance Material
Commercial & Business Aviation Advisory Circulars (CBAACs)	General Aviation Advisory Circulars (GAAC)
Airworthiness Manual Advisories (AMAs)	Approved Check Pilot Manual
Air Operator Certification Manual	Air Carrier Inspector Manual
Flight Attendant Manual Standard	Flight Attendant Training Standard
Canadian Aviation Security Regulations	Criteria for Approval of ETOPS
Guide To Air Ambulance Operations	Air Operator Merger or Take-Over Guide
MMEL / MEL Policy and Procedures Manual	CARAC Management Charter & Procedures
Amendment Status of Documents	Summary of Changes
Previous Versions of Documents	Copyright Notice and Licence Agreement

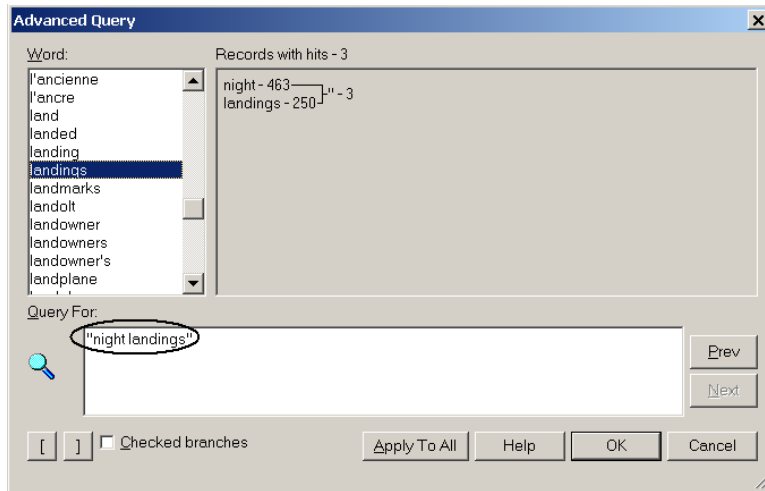
**This screen shot is of the Browse Pane, which we recommend for normal use.**



### Advanced Query (Search) Function

To find a specific word or phrase:


1. Click the **Advanced Query** button  located on the upper toolbar.



This example reflects:



463 individual "nights" hits  
and 250 "landings" hits,  
however, only 3 exact  
matches of "night landings"

---

 *Using "Quotation Marks" will produce the best results.*

---

2. Type the specific word or phrase enclosed in double quotation marks (i.e. "night landings") in the **Query For** window.
3. Click **OK** or **Apply to All**.

Folio will highlight the first hit of the word or phrase. Click the **Next Hit** button  to advance to the next hit. Click on the **Previous Hit** button  to move back to the previous hit.

The **Clear Query** button  will clear the current Query.

---

 *Narrow your Query by clicking the check box of the desired section(s) to be searched in the Browse or Contents window.*

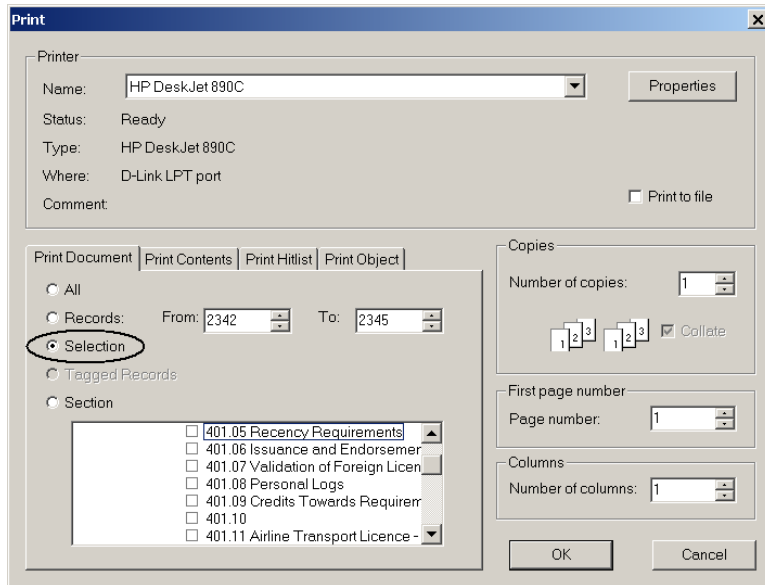
---



### Print Function


To print a portion of text

1. Using the mouse or keyboard, block a portion of text.
2. Click the **Print** button  located on the upper toolbar.



3. Click **Selection**.
4. Click **OK**.

---

 *You may print a specific section or sections by clicking the appropriate section check box(s) in the Section portion of the print window depicted above.*

---

### Personalizing the Infobase

#### Shadow Files

**You must create a Shadow File in order to personalize your library with notes, highlighters, or bookmarks.**


#### Understanding Shadow Files

A shadow file stores personal changes that you make to an infobase. Much like an overhead projector transparency allows you to annotate information without changing the original, a shadow file allows you to change information in a personal view of an infobase without affecting the master infobase.

When you create a shadow file, you create an overlay for the infobase. When you add notes, highlighters, or bookmarks to the shadow file, they do not appear in the master infobase.

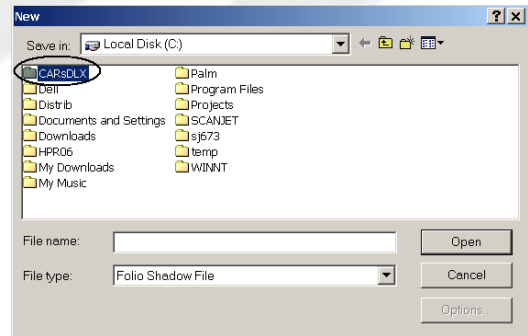
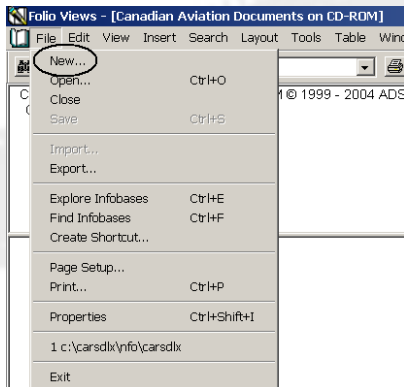
When you add or remove records from the shadow file, the changes do not appear in the master infobase. Any change that you make to the shadow file only appears in the shadow file.

#### Creating a Shadow File

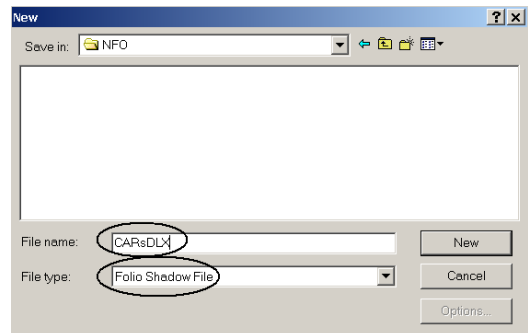
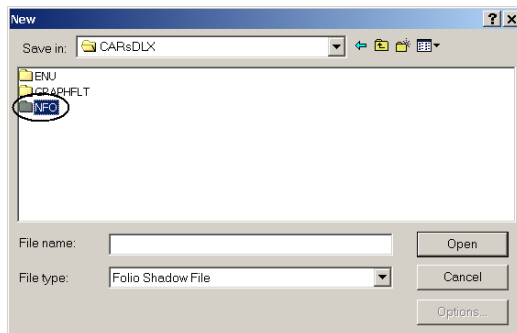
 *Once created, you should use the Shadow File in order to take advantage of the personalization options!*

To create a new shadow file

1. Double-click on the Desktop **CARsDLX** icon to open the CARs Deluxe infobase.
2. Choose **New** from the **File** menu.
3. Double click the **CARsDLX** folder.



4. Double click the **NFO** folder.
5. Place Cursor in **File name** and type "CARsDLX" and click **New**.



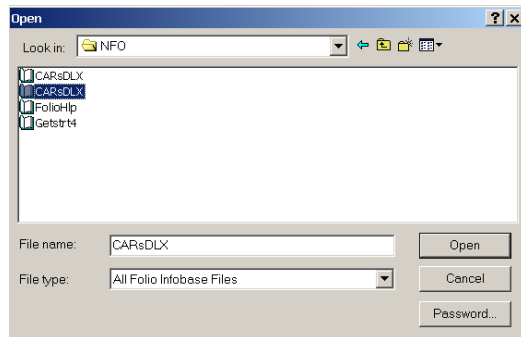


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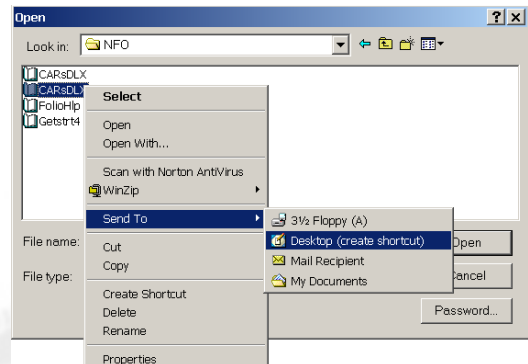
6. A Shadow File titled “CARsDLX” has been created and will appear in the NFO folder presently open.

There will be two files titled “CARsDLX” in this folder – the Shadow File is the one where the book is greyer/darker than the other.



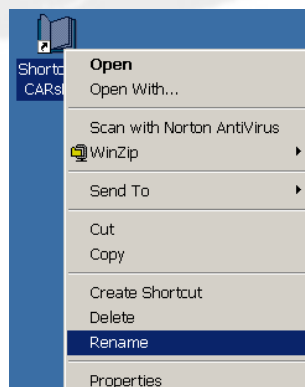
7. Place the cursor over the “CARsDLX” shadow file and **Right Click** the mouse button and select **Send To** and then with the left mouse button click **Desktop (create shortcut)**.

Close the folder and return to Desktop.



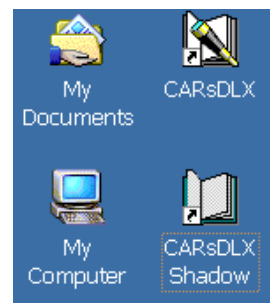
8. Rename the shortcut by placing the cursor over the “Shortcut to CARsDLX” and right clicking the mouse button and then select **Rename** with left mouse button.

Place the cursor into the “Shortcut to CARsDLX” and change name to CARsDLX Shadow.



9. The CARsDLX Shadow icon will now be on the Desktop.

Double-click on the **CARsDLX Shadow** icon to open it.



**Note:** Folio View infobase files have an .nfo extension and shadow files have an .sdw extension

**Note:** If necessary, specify the drive or folder where the new file should be created.






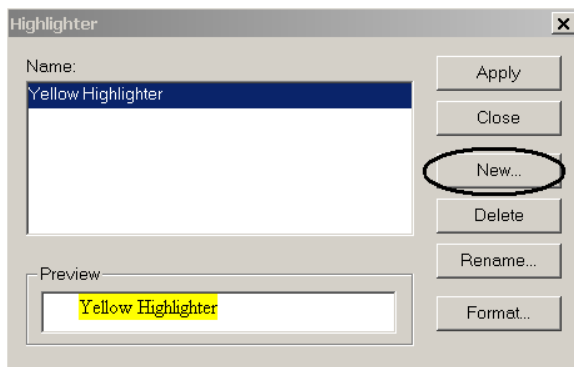
### Highlighters

Electronic highlighters allow you to highlight text just as you would in a book.

#### Creating a Highlighter

To create a highlighter and highlight a portion of text in the infobase:

1. Using your mouse or keyboard, select the portion of text you want to highlight.
2. Click the **Highlighter** button  on the upper toolbar.



Folio provides a choice of 16 colors.

3. Click the **New** Button.



4. Type in a Name for the Highlighter and choose the **Background color** desired.
5. Choose **OK** to close the character dialog.
6. Choose **Apply** to close the Highlighter dialog.




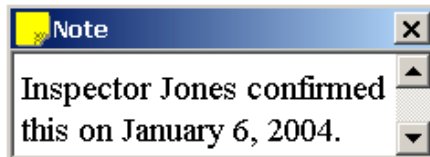
### Notes

Notes are used to annotate an infobase with your own comments.

#### Creating a Note

To create a note:

1. Place the cursor at the beginning of the paragraph you wish to mark with a note.
2. Click the **Note** button  on the upper toolbar.



3. Type the text you wish to appear in the note.
4. Press **Esc** to close the note and save the change.

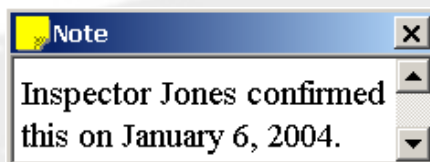
#### Opening a Note

Open the note at any time by clicking the **Note** button  located at the top left corner of the paragraph.

#### Modifying a Note

To modify a note:


1. Open the note.



2. Modify text.
3. Press **Esc** to close the note and save the change.

#### Removing a Note

To remove a note:

1. Place cursor next to Note icon.
2. Choose **Remove Note**  button on the upper toolbar.



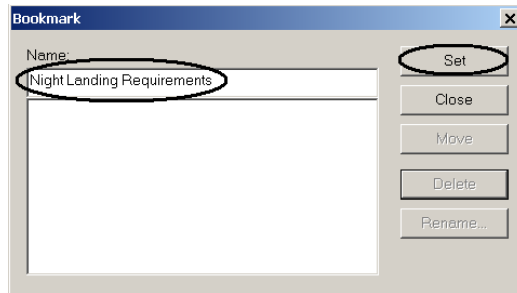
### Bookmarks


Bookmarks allow you to pinpoint locations in an infobase you may want to return to later.

#### Creating a Bookmark

To create a bookmark:

1. Place the cursor at the location where you want to insert the bookmark.

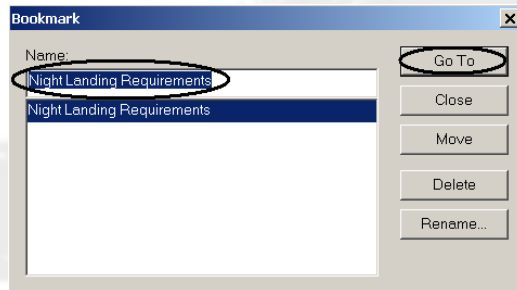


2. Click the **Bookmark** icon  on the upper toolbar.
3. Name the bookmark and click **Set**.

#### Returning to a Bookmark

To return to a bookmark:

1. Click the **Bookmark** icon  on the upper toolbar.

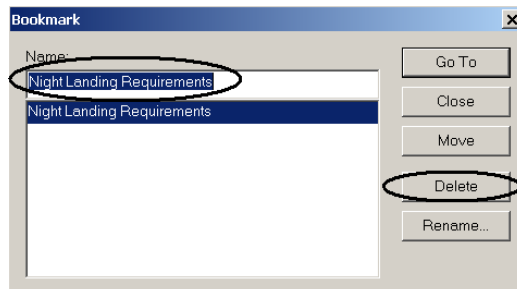


2. Select the desired Bookmark, and click **Go To**.

#### Deleting a Bookmark

To delete a Bookmark:

1. Click the **Bookmark** icon  on the upper toolbar.



2. Select the Bookmark you desire deleted and click Delete.




### Glossary of Terms

#### Advanced Query Button (Recommended)

Displays the Advanced Query dialog that is used to search for specific words and/or phases.

---

 *Narrow your Query by clicking the check box of the desired section(s) to be searched in the Browse or Contents window.*

---

#### All Tab

The All view displays the Contents, Reference, Document, and Hit List panes.

Use this view when you need to see all of the related information at once.

#### Bookmark Button


The Bookmark button is used to insert Bookmark(s) throughout the infobase for future reference.

#### Browse Pane (Recommended)

The Browse view displays the Contents, Document, and Reference panes.

Use this view when browsing the infobase for information: it gives you the best access to the Table of Contents while maximizing the space allocated for the infobase text.

To use the Browse pane:


1. Click the **Browse Tab**  on the lower toolbar.
2. Click any plus sign (+) to expand the heading (in the Browse pane) and display the sub-headings beneath it.
3. Click on a minus sign (-) to collapse the heading (in the Browse pane) and hide the sub-headings beneath it.
4. Double-click a heading to go to that location in the Document pane.

#### Browse Tab

The Browse view displays the Contents, Document, and Reference panes.

Use this view when browsing the infobase for information: it gives you the best access to the Table of Contents while maximizing the space allocated for the infobase text.

To use the Browse pane:

1. Click the **Browse Tab**  on the lower toolbar.
2. Click any plus sign (+) to expand the heading (in the Browse pane) and display the sub-headings beneath it.
3. Click on a minus sign (-) to collapse the heading (in the Browse pane) and hide the sub-headings beneath it.
4. Double-click a heading to go to that location in the Document pane.



### Check Boxes

Checkboxes select the branches in the Browse or Contents panes and Print Dialog for only those documents that you want to query (search) or print.

The  (white) checkbox indicates branches (or sections) that will be affected when narrowing the view, printing, or searching.


The  (gray) checkbox indicates that one or more branches (or sections) beneath the branch is selected, but the entire branch is not selected.

### Contents Tab

The Content view displays only the Contents pane.

Use this view when you are navigating or scanning the Table of Contents and need to see the full name of the headings in the Table of Contents.

To use the Contents pane:

1. Click the **Contents** Tab  on the lower toolbar.
2. Click any plus sign (+) to expand the heading (in the Content pane) and display the sub-headings beneath it.
3. Click on a minus sign (-) to collapse the heading (in the Content pane) and hide the sub-headings beneath it.
4. Double-click a heading to go to that location in the Document pane.

### Document Pane

The document view displays the Reference and Document panes.

The document Pane is where the main body of the infobase is displayed. Use this view when you need to view as much of the body of the infobase on the screen as possible.

### Document Tab

The document view displays the Reference and Document panes.

The document view is where the main body of the infobase is displayed. Use this view when you need to view as much of the body of the infobase on the screen as possible.



### Expandable Branches (+ / -)

The Expandable Branches place the + and - signs next to those branches which may be expanded or collapsed.

1. Click any plus sign (+) to expand the heading (in the Browse or Contents pane) and display the sub-headings beneath it.
2. Click on a minus sign (-) to collapse the heading (in the Browse or Contents pane) and hide the sub-headings beneath it.
3. Double-click a heading to go to that location in the Document pane.

The  (white) checkbox indicates branches (or sections) that will be affected when narrowing the view, printing, or searching.

The  (gray) checkbox indicates that one or more branches (or sections) beneath the branch is selected, but the entire branch is not selected.

### Go Back Button (Arrow Button)

The **Go Back** button located on the upper toolbar allows you to retrace your steps after following a series of links

### Go Forward Button (Arrow Button)

The **Go Forward** button located on the upper toolbar allows you to retrace your steps after following a series of links

### Highlighter Button

The Highlighter Button is used to create and apply highlighter colors.

### Highlighter Tool Button None

The highlighter tool may be used in two ways:

1. You can select text in the infobase and then click the highlighter tool. The displayed highlighter color is applied to the selected text.


---

 *Change the highlighter color to apply by clicking the arrow next to the tool.*

---

2. By clicking on the toolbar without any text selected, you can change the cursor to a highlighter pen. Dragging the cursor over text applies the highlighter to it.

---

 *Restore the standard cursor by clicking on the Highlighter tool again.*

---



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### HitList Tab

The Hit List view displays only the Hit List pane.

Use the Hit List view after performing a search to view as many references in the hit list as possible.

---

 *Double-clicking on a reference in the HitList takes you to the appropriate section in the Document view.*

---


### Infobase

The infobase is the group of documents that have been compiled into the publication titled CARs Deluxe.

### Links

There are thousands of links (identified by [blue underlined text](#)) throughout the infobase that will instantly take you from one point in an infobase to another.

---

 *Clicking the blue underlined text will take you to the appropriate link destination.*

---


### Main Menu Buttons

The Main Menu Buttons provide direct links to the document specified on the button.

### Next Hit Button

The Next Hit button is used to navigate to the Next Hit of the current query (search).


---

 *All query (search) hits are [highlighted](#) in the infobase.*

---

### Note Button

The Note Button is used to insert personalized comments throughout the infobase.

Notes store text annotations to individual paragraphs in the infobase. When a note is created, a small sticky-note icon  appears in the left margin of the screen. When a note is opened, the information in the note is displayed in a popup window.

### Object Tab


Displays only the Object view window. (Not Applicable in CARs Deluxe)



### Popup Links

A popup link is identified by [blue text](#) and opens a separate window containing an associated definition.

---


 *Clicking the [blue text](#) will open the popup link.*

---

### Previous Hit Button

The Previous Hit button is used to navigate back to the Previous Hit of the current query (search).

---

 *All query (search) hits are [highlighted](#) in the infobase.*

---

### Print Button

The Print Button opens the Print Dialog.

### Query Clear Button

The Query Clear Button clears the current query (search) request.

### Query Tool

The Query Tool is used to quickly search the infobase for the most recent query (search) requests that are stored in its memory.

The query tool performs a simple query and will only display the first 50 hits.

*Note: If any Checkboxes in the Browse or Contents panes are selected, the Query Tool will limit the query (search) to the checked branches.*

### Record

A record is a single paragraph or group of related paragraphs found in the infobase.

### Reference Pane

The Reference pane is always connected to the top of the Document pane and displays the location of document that is being displayed on the computer screen (such as Canadian Aviation Regulations, Part IV – Personnel Licensing and Training, Subpart 1 – Flight Crew Permits, Licenses and Ratings, Division I – General, 401.05 Recency Requirements).

### Remove Note Button

The Remove Note Button is used to remove a note.






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### Search Tab Search

The Search Tab displays the Document, Reference Window, and Hit List view windows. Use this view when searching to find the most relevant information.

 *Double-clicking on a reference in the HitList takes you to the appropriate section in the Document view.*

### Selecting Text

To select text with the mouse, just click and drag. To select text using the keyboard, press Shift and move the cursor with the arrow keys.

### Shadow Files

A Shadow file is a very small file that stores, on your hard drive, customizations (highlighters, notes, bookmarks, etc.) made to an infobase.

*Note: You must create a Shadow File in order to take advantage of the (highlighters, notes, bookmarks, etc.) customizations. (Refer to [Page E-7](#) for a complete description of Shadow Files.)*

### Status Line

The status line is the bar that appears at the bottom of the document window, which shows the current record being displayed as well as the total number of records in the infobase. It also displays the name of the current query (search); the total number of query (search) hits and the current hit being displayed.

### Toolbar (Lower)

The lower toolbar provides quick access to view panes by clicking the appropriate Tab.

### Toolbar (Upper)

The upper toolbar provides quick access to Folio View features by clicking the appropriate button.

### Word Around Hits

The Words Around Hits function displays, in the Browse pane, the number of query (search) matches found in each section of the infobase.



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### Technical Support and Contact Information

#### CARs Deluxe Instructions to Users

A CARs Deluxe Instructions to Users section is available by clicking on the CARs Deluxe Main Menu button titled “Instructions to Users”.

#### Technical Support and Contact Information

Technical support is available by calling Aviation Data Systems at 1-877-948-4400; or faxing a description of your problem to 604-270-6995; or emailing [support@airregulations.com](mailto:support@airregulations.com).





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