Introduction

This Quick Start 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 program's major features such as: searching the infobase, as well as, personalizing the infobase by highlighting text, setting bookmarks and notes.

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Installation Instructions

The CARs Deluxe download process is designed to work with web browsers such as Chrome, Edge, Internet Explorer, and Firefox. Although each browser has it unique download functionality the CARs Deluxe installation process is the same.

1. Click the **Download Now** button found in the download email or on your Account page after which the installation file download should automatically begin to download.

2. When the download is complete, click (or double click) on the CARsDeluxeInstall.exe file icon and follow the onscreen prompts.

> *In the event you need to reinstall CARs Deluxe, a copy of the CARs Deluxe download file will automatically be saved to your computers download folder.*

> *If, after installing an up-to-date version of CARs Deluxe, you encounter a message requesting a password or an error message stating that the infobase has time expired - uninstall CARs Deluxe and then reinstall the program.*
>
> *If the problem persists, contact Aviation Data Systems at 1-833-948-4400 or send an email to support@carsdeluxe.ca.*

Document Pictorial Overview

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

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

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

Labels (left column, top to bottom): Query Tool, Next Hit Button, Previous Hit Button, Query Clear Button, Advanced Query Button, Words Around Hits, Check Boxes, Browse Pane, Expandable Branches (+ / -), Lower Toolbar

Labels (center/top): Bookmark Button, Go Forward Button, Go Back Button, Print Button, Note Button, Remove Note Button, Highlighter Button, Highlighter Tool Button

Labels (right): Reference Pane, Document Pane, Upper Toolbar, Main Menu Buttons

Labels (bottom): All Tab, Search Tab, Browse Tab, Document Tab, Contents Tab, Hitlist Tab, Object Tab, Status Line

Advanced Query (Search) Function

To find a specific word or phrase:

1. Click the **Advanced Query** button located on the upper toolbar.
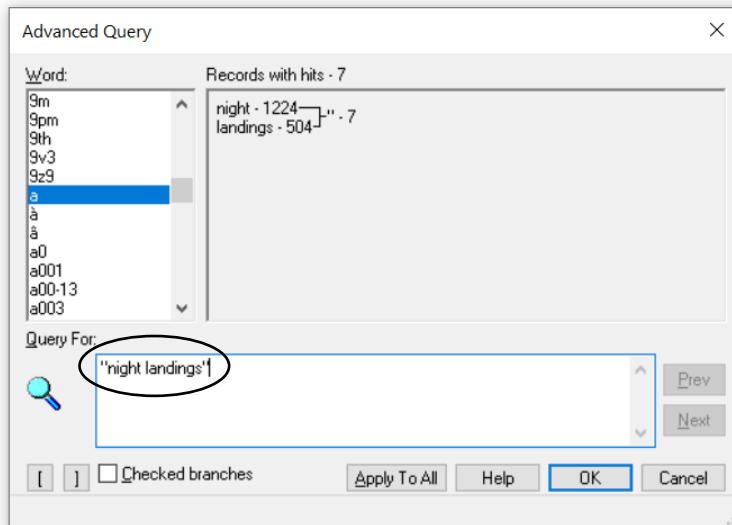
This example reflects:

1224 individual "nights" hits and 504 "landings" hits, however, only 7 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 Views 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.
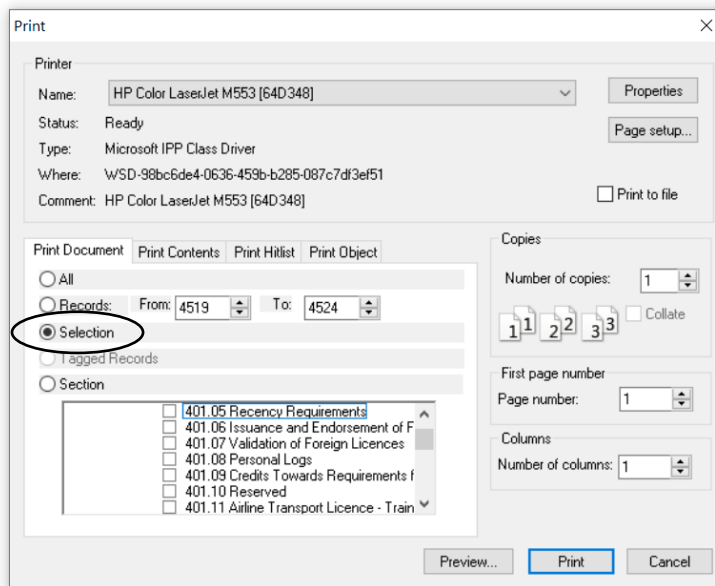
3. Click **Selection**.

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.*

<div align="center">

Personalizing the Infobase

</div>

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 **CARs Deluxe** icon to open the CARs Deluxe infobase.

2. Choose **New** from the **File** menu.

3. Choose **Desktop** as your file location.
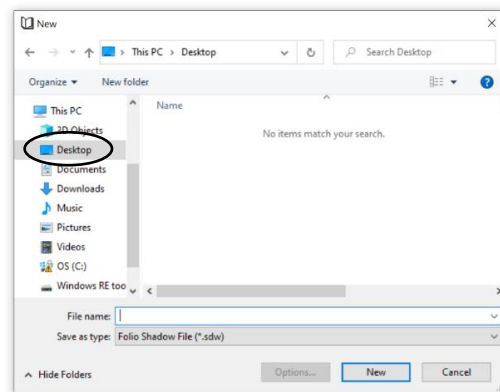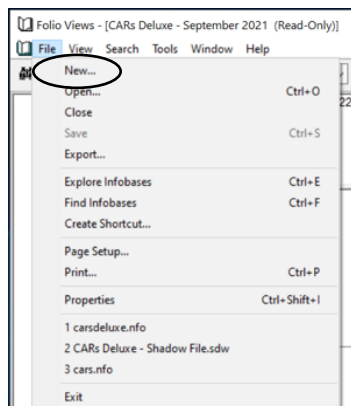
4. Place Cursor in **File name** and type "CARs Deluxe - Shadow File" and click **New**.

5. Double click the **CARs Deluxe - Shadow File** icon on your desktop to open your shadow file

CARs Deluxe - Shadow F...
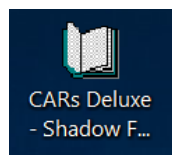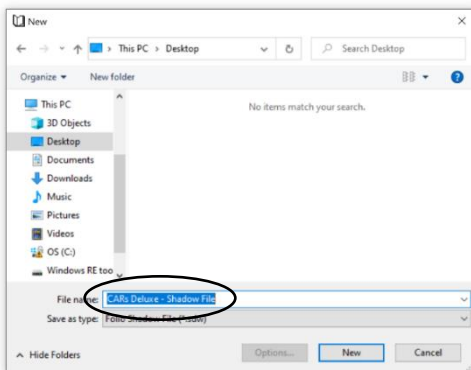
The master version of CARs Deluxe must be opened first before opening your Shadow File!

Highlighters

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

Highlighting Text

To 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.

3. Choose the desired color and click the **Apply** Button to apply highligh.
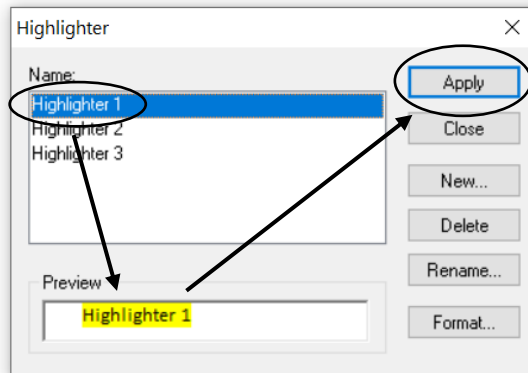
Notes

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.

🗒 Note	×
Requested an exemption to this section on September 22, 2021.	
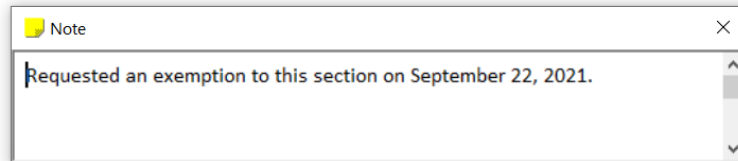
4. Press **Esc** or click the **X** to close the note and save the change.

Opening a Note

Open the note at any time by clicking the **Note** button 🗒 located at the beginning of the paragraph.

Modifying a Note

To modify a note:

1. Open the note.

🗒 Note	×
Requested an exemption to this section on September 22, 2021.	
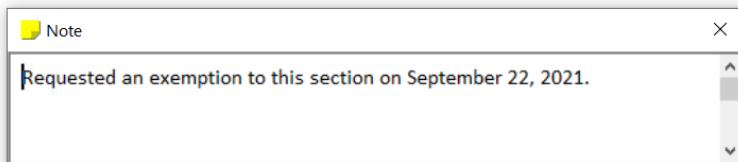
2. Modify text.

3. Press **Esc** or click the **X** to close the note and save the change.

Removing a Note

To remove a note:

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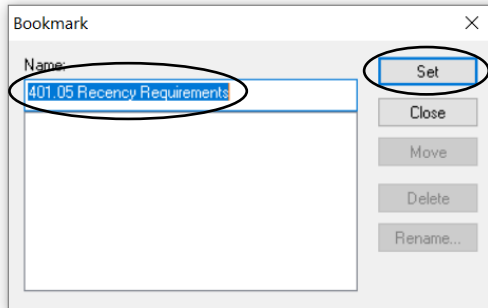
2. Click the **Bookmark** icon on the upper toolbar.
3. Name the bookmark and click **Set**.

Returning to a Bookmark

To return to a bookmark:

1. Click the **Bookmark** icon on the upper toolbar.
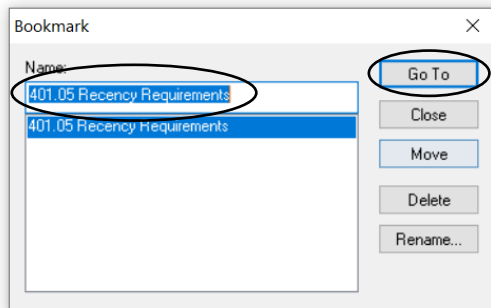
2. Select the desired Bookmark, and click **Go To**.

Deleting a Bookmark

To delete a Bookmark:

1. Click the **Bookmark** icon on the upper toolbar.
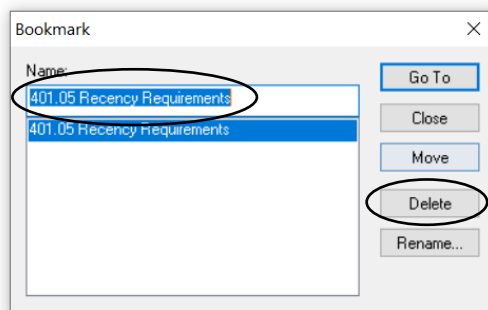
2. Select the Bookmark you desire deleted and click **Delete**.

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 🌐 All

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 📖 Browse 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 📖 Browse

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

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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 ⬆ Contents

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 ⬆ Contents 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 📄 Document

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.*

HitList Tab ⊨ HitList

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.

Search Tab

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 7 *for a complete description of Shadow Files.)*

Status Line `Record: 4,531 / 300,303 | Hit: 1 / 7 | Query: "night landings"`

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) `All | Search | Browse | Document | Contents | HitList | Object`

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

Toolbar (Upper) `[night landings]`

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.

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 1-833-948-4400; or emailing a description of your problem to support@carsdeluxe.ca.