HyperCard®
Basics

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 Apple Computer, Inc.

HyperCard Basics

The HyperCard® program is a new kind of software—a unique information environment and software development tool for Macintosh® computers.

This booklet shows you HyperCard basics. It covers things everyone must know to use HyperCard documents, called *stacks*. Follow the instructions in this book to learn how to

- look through HyperCard stacks

- create places to hold new information

- edit text on *cards* (the HyperCard basic unit of information)

- search for information

The HyperCard software included with your Macintosh computer allows you to use any HyperCard stacks that you may obtain from Apple dealers, Claris® dealers, from Macintosh user groups, or with other software packages. In addition, your Macintosh comes with several stacks, including a Home stack, an Addresses stack, and an Appointments stack.

The Claris HyperCard Development Kit, available from Claris Corporation, comes with many useful stacks, development tools, and comprehensive documentation in addition to the HyperCard software. This package is available from your authorized Claris dealer. With this package, you can use more advanced HyperCard capabilities to customize existing stacks and create stacks of your own. You can also learn how to use the HyperTalk® programming language.

Before you begin

To use HyperCard with your Macintosh, you must have either two floppy disk drives or one floppy disk drive and a hard disk. If you have only a single floppy disk drive, you can't use HyperCard.

Before you use HyperCard or this book, you should be familiar with your Macintosh and its operation; specifically, you should know how to use the mouse and the pull-down menus and how to open folders and files. If you haven't had some practice with these skills, see the *Macintosh Basics* disk for a guided introduction.

Getting started

If you have an internal hard disk, HyperCard and the stacks are already in a folder on the disk. (You also have HyperCard and the stacks on a floppy disk.)

If you don't have an internal hard disk, HyperCard and the stacks are on the floppy disk called *HyperCard Disk*, included with your Macintosh. You need to make a copy of the HyperCard disk to use as your working disk; keep the original in a safe place. See *Getting Started With Your Macintosh* for information about making a copy of a disk.

△ **Important:** Do not use your only copy of the HyperCard disk as a working copy. HyperCard saves changes automatically as you work; any changes you make to the original files will be permanent. △

You start up HyperCard the same way you open any program. Follow these steps:

1. **Start your computer, if it's not already on.**

   If you don't have an internal hard disk, put your usual startup disk in the internal disk drive.

2. **If your working copy of HyperCard is on a floppy disk, put it into your external floppy disk drive.**

3. **If your working copy of HyperCard is on a hard disk, open the folder labeled HyperCard.**

   Double-click the folder to open it.

4. **Click the HyperCard icon to select it, and then choose Open from the File menu.**

   As a shortcut, you can double-click the HyperCard icon to open the program.

HyperCard starts up, and you see the screen shown in Figure 1.
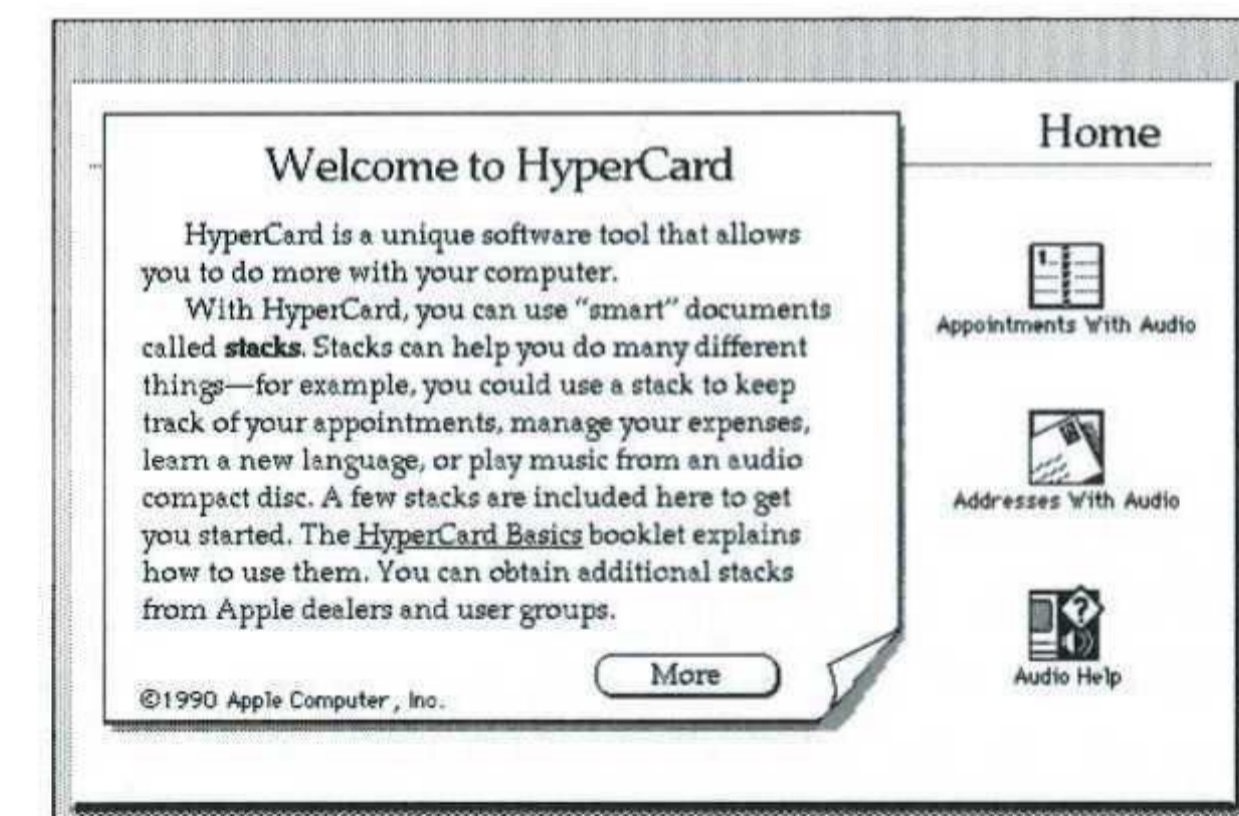
Figure 1   Starting HyperCard

What you see on the screen is the first card of the Home stack. *Cards* are the basic units of a stack; they're similar to cards in a card file or pages in a book.

Converting HyperCard 1.2.x stacks

When you open a stack created with an earlier version of HyperCard, you'll see a padlock in the menu bar. The padlock indicates that you can't change this stack because it's locked. You'll have to convert the stack to HyperCard 2.0 before you can make changes to it.

△ **Important:** If you are using System 6.0.7, you must convert stacks created in an earlier version of HyperCard to HyperCard 2.0. System 6.0.7 is not compatible with earlier versions of HyperCard. △

Before converting your stack, save a copy of it, in case anything should happen to the stack during the conversion process. (You should always have a backup copy of your work.)

To save a copy of your stack while in HyperCard:

1. **Choose Open Stack from the File menu, and select the stack you want to convert, if it's not already open.**

2. **Choose Save a Copy from the File menu.**

3. **Type a name for the backup copy (or use default name) and click Save.**

   Now you're ready to convert this stack.

To convert your stack:

1. **Open the stack you want to convert if it's not already open.**

2. **Choose Convert Stack from the File menu.**

   HyperCard asks if you want to convert this stack to HyperCard 2.0 format.

3. **Click OK.**

   Notice that the padlock disappeared from the menu bar. Now you can modify your stack with HyperCard 2.0.

△ **Important:** Once you've converted a stack to the new format, you can't convert it back to its original format. △

The Home stack

Whenever you open the HyperCard program itself, you see the first card of the Home stack. Home is the HyperCard central stack. You can return to it easily from any other stack at any time. Most people use the Home stack as their base of operations, a jumping-off point for their work in HyperCard.

△ **Important:** HyperCard needs the Home stack in order to work, so be careful not to delete your only copy. △

The Home card on your screen contains several icons. These icons are active *buttons*. When you click any of these buttons, which you'll do shortly, HyperCard opens the stack represented by that button. While working in HyperCard, you need to click a button only *once* to activate it—don't double-click it.

❖ *Other ways to open stacks:* While you're working in HyperCard, you can use the Open Stack command in the File menu to open a stack. And, just as with other documents, you can also double-click stack icons on the Macintosh desktop to open them directly. ❖

HyperCard has several tools that you use to look for information in stacks and to add information to stacks. The little hand with a pointing finger that moves around when you move the mouse is called the *Browse tool* (☝). The Browse tool is the tool you'll use most often.

Browsing is the HyperCard term for moving through cards and stacks. You can browse through cards—within the same stack or among different stacks—by clicking buttons with the Browse tool. Try it now:

1. **Click the More button on the first card of the Home stack to read the additional text.**

2. **Click the Previous button to go back when you're finished.**

The Addresses stack

The Addresses stack holds addresses and telephone numbers. The information for each entry is stored on a separate card, much like in a card file. You can

- add new cards and type in new information

- delete cards you don't need

- sort the cards alphabetically

- search for specific names, addresses, or phone numbers

- print out a listing for a single entry or for the entire stack

If your computer is capable of sound input, you can also add buttons to the stack for playing sounds. (See "Adding Sound to Stacks," later in this booklet.)

Opening the stack

Follow these steps to open the Addresses stack:

1. **Move the Browse tool over the Addresses button on the Home card.**

2. **Click the Addresses button once.**

   A card like the one in Figure 2 appears.
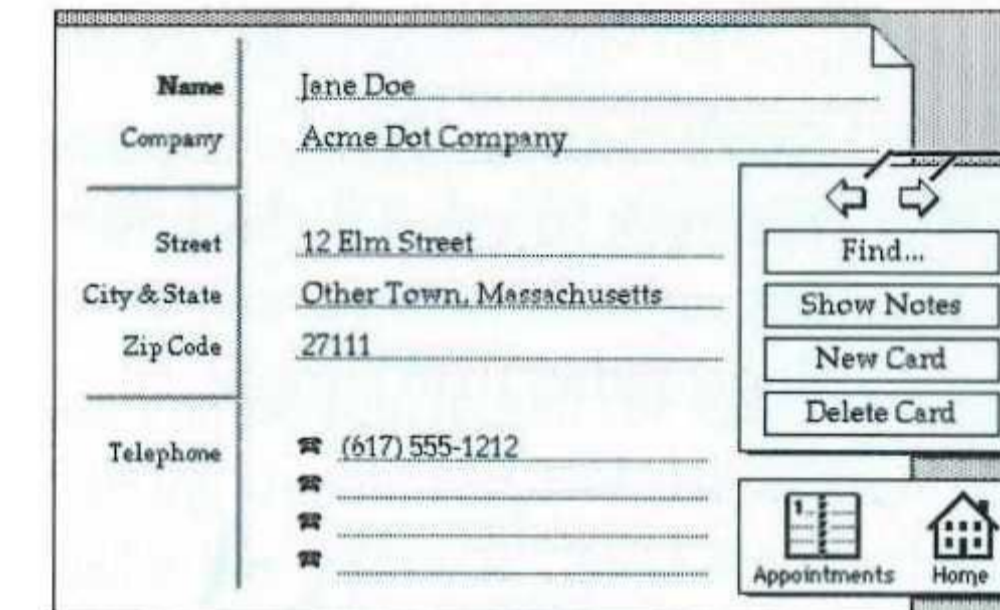
Figure 2   The first card in the Addresses stack

Moving from card to card

Notice the arrows on the right side of the card (as shown in Figure 2). These arrows are buttons that you can use to move through the cards in the Addresses stack. The arrows that point to the right and to the left take you to the next card in the stack and the previous card in the stack, respectively, one card at a time.

Try it now:

1. **Click the right-arrow button once.**

   You should see the next card in the stack, which has a name and address.

2. **Click the left-arrow button to go back.**

3. **Click the right-arrow button to go through all the cards until you come around to the first card again.**

Cards are arranged in a circular fashion in stacks, as illustrated in Figure 3. In some stacks, however, arrow buttons on the first and last cards are intentionally covered or disabled, so that your path is linear rather than circular.
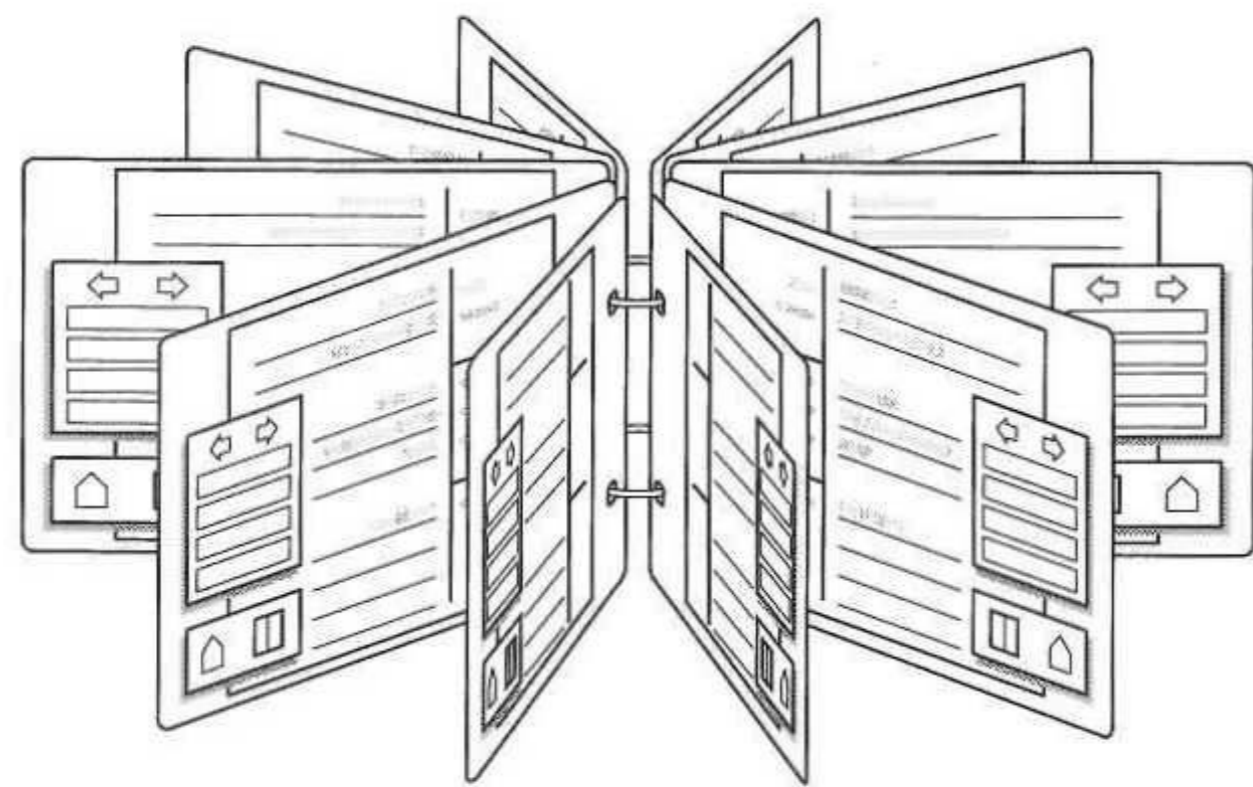
Figure 3   The circular arrangement of cards in a stack

Two other navigation buttons appear in the lower-right corner of the card. The Home button, with the picture of the house, takes you to the Home stack when you click it. The Appointments button takes you to the Appointments stack when you click it.

Most HyperCard stacks contain buttons that you can use to move around within the stack. Sometimes buttons have pictures—for example, arrows, houses, or other images. Other buttons have only text on them. In some cases, several buttons might appear as a list of choices (each item in the list would be a button). To choose an item, you'd click the appropriate button. The stack or its documentation should tell you how to use the stack's buttons.

Adding cards and typing text

You can personalize all the existing cards in the Addresses stack by deleting the old text and adding new text. However, you'll probably find it just as easy to create new cards and then type the new information on them. Try it now to see how it works:

1. **Choose New Card from the Edit menu.**

   Or click the New Card button on the right side of the card.

   A new card appears, ready for you to type your own information. The new card is added just after the card you were looking at when you chose (or clicked) New Card (see Figure 4). Don't worry about the new card's order; you'll learn how to put cards in order automatically in the next section.
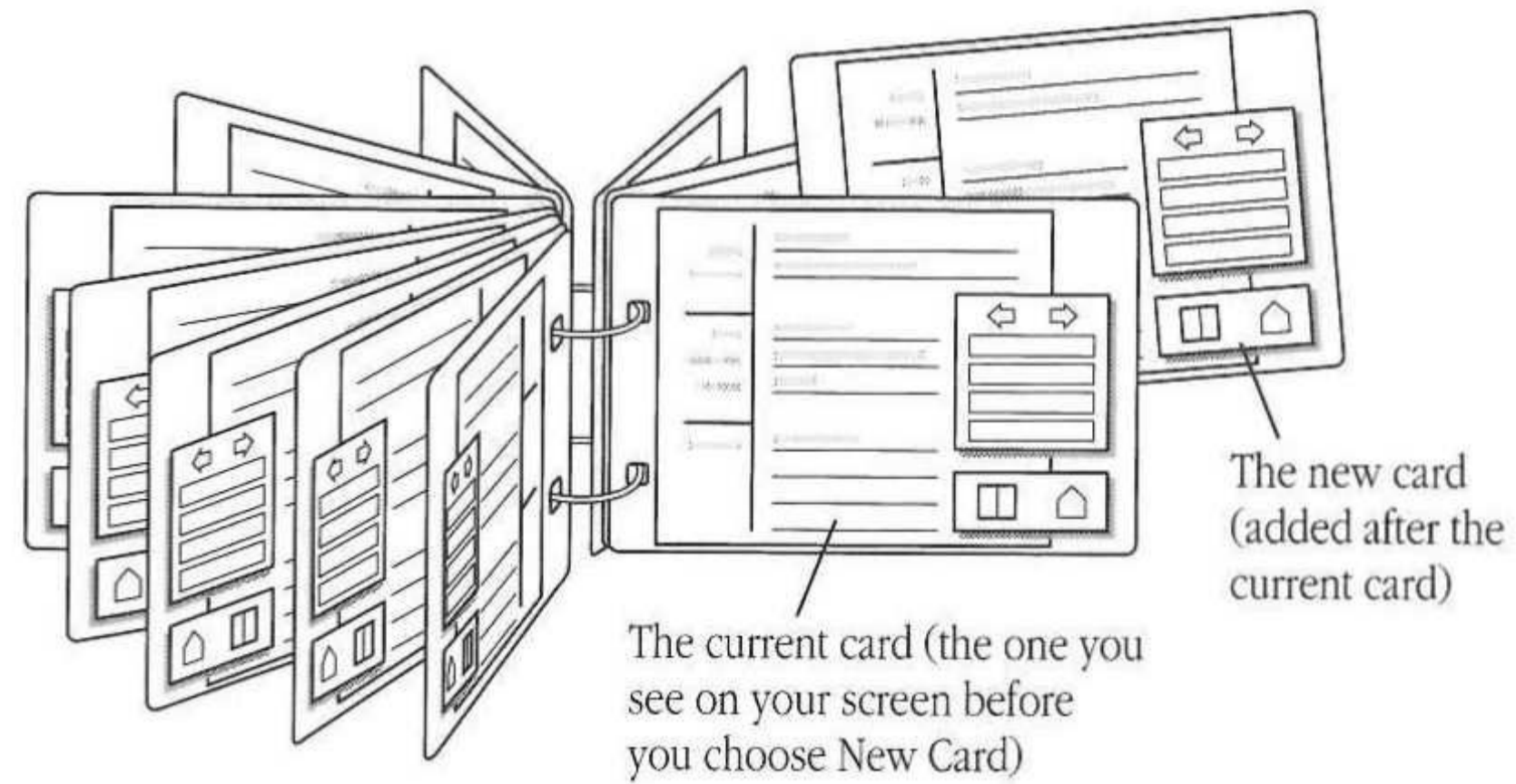
Figure 4 Adding a new card

The new card (added after the current card)

The current card (the one you see on your screen before you choose New Card)

2. Type the name of someone—a friend, family member, or business acquaintance perhaps.

3. Press the Tab key to move the insertion point to the Company field.

   The Tab key moves you from field to field on a card. (A *field* is an area that holds text and other information that you type.) This card has six fields—Name, Company, Street, City & State, Zip Code, and Telephone.

4. Type the company (if any).

5. Press Tab to move the insertion point to the Street field.

6. Type the address, pressing Tab after each line of the address.

7. Press the Tab key again to move the insertion point to the Telephone field, and type the phone number.

8. **Choose New Card from the Edit menu (or click the New Card button) and add another name, address, and telephone number.**

   Or, if you want to get down to business right away, type in information for your neighborhood pizza delivery restaurant or some other vital service.

Figure 5 A new address card

△ **Important:** You don't have to save your changes; HyperCard does it for you automatically. As a result, there is no Save command in HyperCard. You can save a copy of a stack, however, with the Save a Copy command (in the File menu), so that you'll have a backup copy of an important stack before you make changes to it. △

Continue to add more cards now, if you want. If you make a mistake and need to change text on a card, you use the same text editing methods as you do in any Macintosh program. To insert text, click where you want to add the text and begin typing. To delete or change text, drag across the text to select it, and then press the Delete or Backspace key or just retype the text.

You can tell whether the text on a card can be edited by moving the Browse tool over it. If the Browse tool changes to the I-beam pointer (I), then you can edit the text in the usual fashion.

❖ *Getting rid of unwanted cards:* The Addresses stack comes with a few sample cards. You can eliminate the cards you don't want: Go to an unwanted card and choose Delete Card from the Edit menu, or click the Delete Card button on the right side of the card. Or, you can simply select the text on a card and type over the old text to replace it with a new entry. ❖

Adding notes

You can type additional information about any of the people in your Addresses stack. Follow these steps:

1. **Click the Show Notes button on the right side of the card.**

   A field appears for you to type into.

2. **Click in the field and type whatever you like.**

3. **When you're finished, click the Hide Notes button to make the field disappear.**

   You can make your notes reappear at any time by clicking Show Notes, and make them disappear again by clicking Hide Notes.

Sorting cards

The Sort by Name command in the Utilities menu lets you arrange the cards alphabetically by either first or last name. Follow these steps:

1. **Choose Sort Preferences from the Utilities menu.**

   The dialog box in Figure 6 appears.
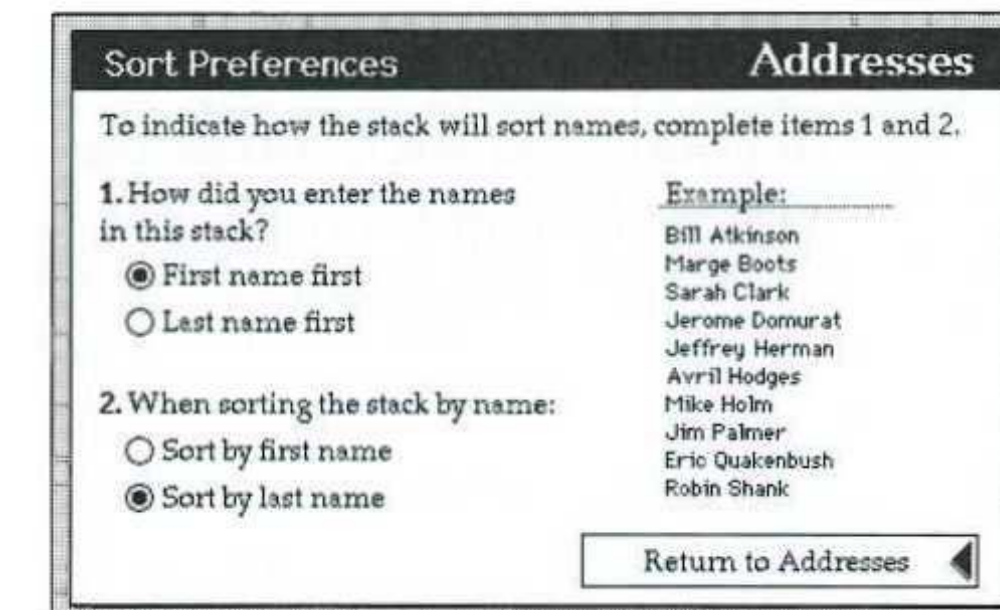
Figure 6 Telling HyperCard how you want the cards sorted

2. **Click one of the choices under the first item to tell HyperCard how you've entered the names in the stack—first name first or last name first.**

3. **Click one of the choices under the second item to tell HyperCard how you want the cards sorted—by first name or last name.**

4. **Click the Return to Addresses button.**

5. **Choose Sort by Name from the Utilities menu.**

   The pointer turns into a beach ball; it spins while HyperCard put the cards in order. (With only a few cards, you might not even see the ball, because the sorting is completed so quickly.)

6. **When the sorting is finished, go through the stack card by card using the right-arrow button.**

The new cards you added are now in their proper alphabetical places. (If the card order hasn't changed, it's because the cards were already arranged in the order you specified.)

△ **Important:** Since HyperCard saves your changes for you automatically, you can't undo a sort. If you think you might want to undo a sort later, choose the Save a Copy command from the File menu to save a copy of the stack before you sort it. That way, you'll have a backup copy of the unsorted stack. △

Searching for text

Once your Addresses stack becomes large, you won't want to move through it card by card to find someone's listing. You can use the HyperCard Find command, which gives your electronic address book a big advantage over paper. Follow these steps:

1. **Choose Find from the Go menu.**

The *Message box* appears near the bottom of the screen, as shown in Figure 7. Notice the insertion point: it's automatically positioned between the quotation marks for you.
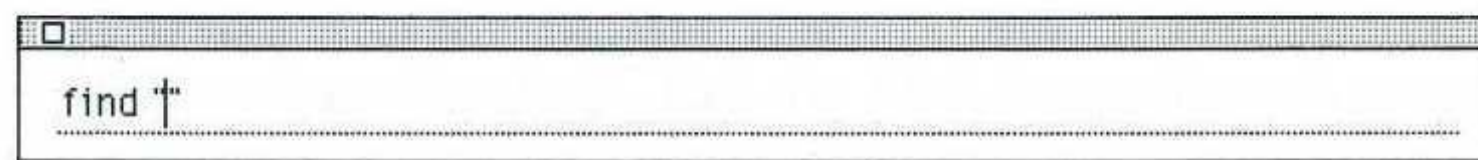
find †

Figure 7   The Message box

2. **Type the first name of someone you added to the Addresses stack and press Return.**

You have to type between the quotation marks for the Find command to work.

You should see a card with the name you typed. If another card in the stack also has that name on it, you might see that card instead.

When you press Return, HyperCard looks for text that starts with the letters you typed into the Message box, starting with the card you're looking at. A box appears around the found word. For example, if you enter "Roy" in the Message box, HyperCard goes to the card for A. Royce Walthrop and puts a box around his first name.

Pressing Return again causes HyperCard to look for the next card with the text you typed.

❖ *Check your spelling:* If the Macintosh beeps (or the menu bar flashes), choose Find from the Go menu a second time and see whether you made a typing error. HyperCard beeps to let you know it can't find what you asked for. You might have spelled something incorrectly; if not, then the beep means that what you asked for isn't in the stack. ❖

You can use the Find command to search for partial names (that is, the first few letters of a name or word) and for dates as well.

❖ *Another way to search for text:* As an alternative to using the Find command as just described, you can click the Find button on the right side of the card, type the text you want to find into the dialog box, and then click OK. ❖

Printing addresses

Using the Print Addresses command in the Utilities menu, you can print all the contents of your Addresses stack, or print just the names and addresses in a format suitable for mailing labels. Follow the step listed below.

❖ *Before you print:* Make sure you've chosen a printer in the Chooser and have checked the settings in the Page Setup dialog box (the Page Setup command is in the File menu). ❖

1. **Choose Print Addresses from the Utilities menu.**

   The following dialog box appears:

Print all addresses as mailing labels or as an address book?

   Cancel   Labels   Book

Figure 8 Printing addresses

2. **Click Book if you want to print the entire contents of your Addresses stack, or click Labels to print mailing labels (with names and addresses only).**

   The pointer turns into a beach ball and spins while HyperCard prints the information.

HyperCard has several additional options for printing the information in a stack. For a description of all the printing features, see "Other Printing Options," later in this booklet.

More about the Addresses stack

The Addresses stack has several other features—including a utility for transferring text to or from another file, additional card-sorting options, and a command you can use to mark specific cards. These features are described in the stack itself. To learn about them, choose Stack Overview from the Utilities menu.

If your computer is capable of sound input, see "Adding Sound to Stacks," later in this booklet, for information about adding sound buttons to the Addresses stack.

The Appointments stack

The Appointments stack is for keeping track of your daily appointments and activities. The information for each day is stored on a separate card. You can

- add new cards and type in new information

- delete cards you don't need

- search for specific text

- print information from the stack

If your computer is capable of sound input, you can also add buttons to the Appointments stack for playing sounds. (See "Adding Sound to Stacks," later in this booklet.)

Follow these steps to open the Appointments stack:

1. **Move the Browse tool over the Appointments button on the Home card.**

2. **Click the Appointments button once.**

   A card like the one in Figure 9 appears.
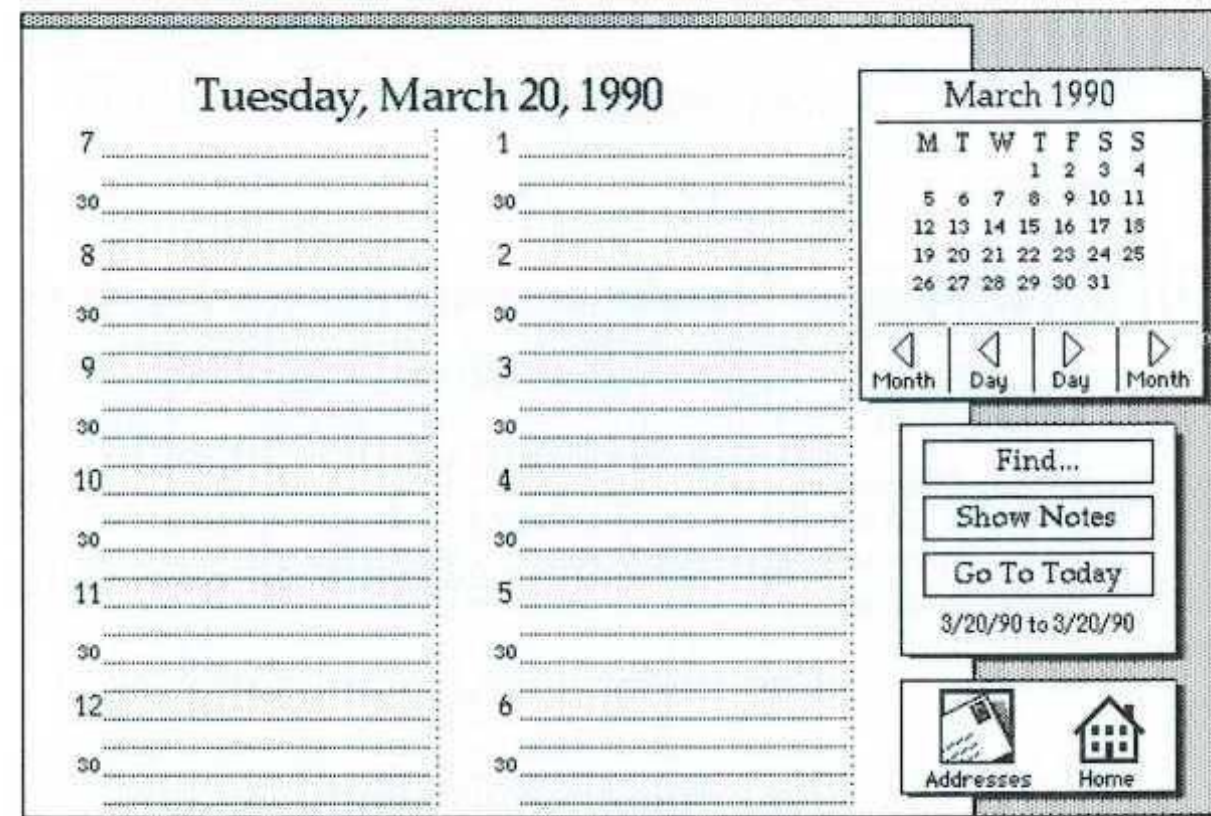
Figure 9   The first card in the Appointments stack

To add appointment information for a particular day, you must first go to the card for that day. Follow these steps:

1. **If the day you want is in the month that's currently displayed in the upper-right corner of the card, click the day to go to that card.**

If there is no card for that day, HyperCard asks whether you want to create new cards to include that day:

Figure 10   Adding cards to the Appointments stack

Click OK to add the necessary cards. You'll see the spinning beach ball.

2. **If the day you want isn't in the month currently displayed, click the appropriate Month button to see the calendar for either a future month or a past month:**

Click this button to go to the previous month.

Click this button to go to the next month.
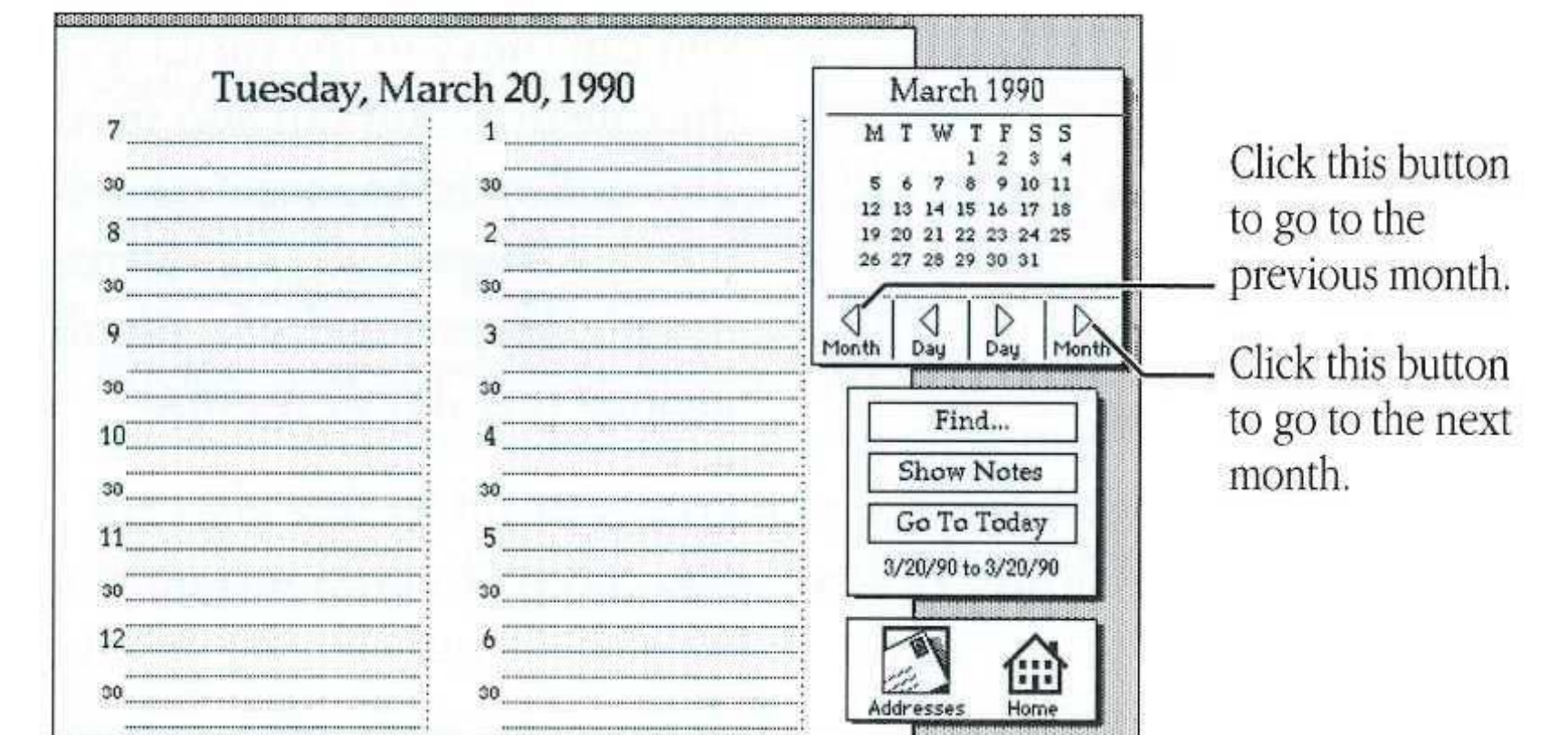
Figure 11   Adding cards for a month to the Appointments stack

If there are no cards for a particular month, HyperCard asks whether you want to create new cards to include that month. You can click the Month button as many times as necessary until you see the month you want.

When the appropriate month appears in the calendar, click the day you want.

3. **When the card appears for the day you want, click and type your appointment information for that day.**

Pressing Return moves you from one line to the next.

If you make a mistake and need to change text on a card, you can delete or change text by dragging across the text to select it, and then pressing the Delete or Backspace key or just retyping the text.

The Tab key moves you from one column to the other on the card. (These are the two different fields on the card.)

Moving from card to card Once you've added a number of cards to the Appointments stack, you can move to the card for a specific day by clicking that day in the calendar. You can also move forward and backward through the days and months in the stack by clicking the Day and Month buttons (respectively). If there's no card for a particular day or month, HyperCard asks whether you want to create new cards to include that day or month.

Adding notes You can type additional information for any day in your Appointments stack by following these steps:

1. **Click the Show Notes button on the right side of the card.**

   A field appears for you to type into.

2. **Click in the field and type whatever you like.**

3. **When you're finished, click the Hide Notes button to make the field disappear.**

   You can make your notes reappear by clicking Show Notes, and make them disappear again by clicking Hide Notes.

Searching for text Searching for text in your Appointments stack is much like searching for text in any stack. Follow these steps:

1. **Choose Find from the Go menu.**

   The Message box appears.

2. **Type the text you want to find between the quotation marks, and then press Return.**

   When you press Return, HyperCard looks for text that starts with the letters you typed into the Message box, starting with the card you're looking at. A box appears around the found word.

   If HyperCard can't find the text, it beeps (or the menu bar flashes). If this happens, choose Find from the Go menu a second time and check the text you typed in the Message box for spelling errors.

   Pressing Return again causes HyperCard to look for the next card with the text you typed.

   ❖ *Another way to search for text:* As an alternative to using the Find command as just described, you can click the Find button on the right side of the card, type the text you want to find into the dialog box, and then click OK. ❖

Printing appointment information Using the Print Appointments command in the Utilities menu, you can print the contents of your Appointments stack. Follow the steps listed below.

   ❖ *Before you print:* Make sure you've chosen a printer in the Chooser and have checked the settings in the Page Setup dialog box (the Page Setup command is in the File menu). ❖

1. **Choose Print Addresses from the Utilities menu.**

   The following dialog box appears:

```
┌──────────────────────────────────────────┐
│                                          │
│  Print appointments for:                 │
│                                          │
│  ┌─────────┐  ┌──────────┐  ┌──────────┐ │
│  │ Cancel  │  │  7 Days  │  │  Today   │ │
│  └─────────┘  └──────────┘  └──────────┘ │
│                                          │
└──────────────────────────────────────────┘
```

Figure 12   Printing appointment information

2. **Click OK.**

   The pointer turns into a beach ball and spins while HyperCard prints the information in your stack.

   HyperCard has several additional options for printing the information in a stack. For a description of all the printing features, see "Other Printing Options," later in this booklet.

More about the Appointments stack

The Appointments stack contains a utility for transferring text to or from another file. To learn about this feature, choose Stack Overview from the Utilities menu, and then click the About Transferring Text button.

Adding sound to stacks

If your computer has a sound input device (such as a microphone or MacRecorder™), you can use the Audio Palette to add any kind of sound to your stacks. The Audio Palette allows you to record, edit, store, and play back sounds, and add buttons to your stacks for playing sounds.

To learn how to use the Audio Palette, choose Audio Help from the Edit menu.

Tips on getting around

When you used the Addresses stack, you saw how cards are arranged in a stack—one after the other in a loop, as if they're held together by a ring. You clicked the left and right arrows to move from card to card.

HyperCard provides other ways to move around in addition to using the buttons on the cards themselves.

Going Home

Most stacks include a button to take you to the Home stack when you click it. Often a Home button has a house icon. Even if a stack doesn't include a Home button, you can always get to Home using menu commands. Here are ways to get to Home:

- Click the button with the house icon.
- Choose the Home command from the Go menu.
- Press ⌘-H. (That is, hold down the ⌘ key while you press the H key.)
- Press ⌘-M to open the Message box, type `go home` and press the Return key.

The Recent command

As you go from card to card and stack to stack, HyperCard automatically keeps a record of where you've been. The Recent command in the Go menu shows (in miniature) the cards you have looked at, up to the last 42. Choose Recent when you need to retrace your steps. Try it now:

1. **Choose Recent from the Go menu.**

   The Recent dialog box appears, showing miniature versions of the cards you've been through. The card you were looking at when you chose Recent has a box around it.
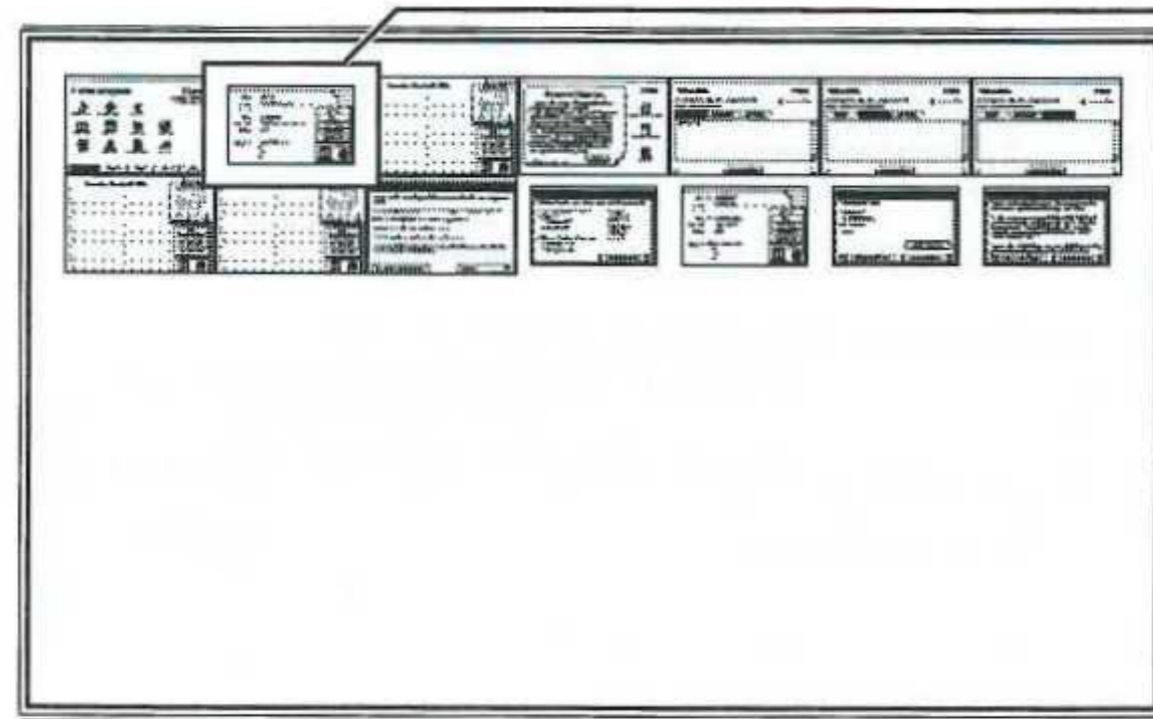
This is the card you were looking at when you chose Recent.

Figure 13 The Recent dialog box

A stack might have hundreds of card in it, but if you've looked at only three cards in that stack, Recent shows only the three cards you looked at.

2. Click any card's miniature picture.

You immediately go to that card.

3. Choose Recent again from the Go menu.

4. Click the image of the card you were on when you first chose Recent.

The card you started from appears.

❖ *If memory is low:* You won't see the miniature cards in the Recent dialog box if HyperCard is running out of memory. This strategy helps conserve space for more important changes you may be making to a stack. HyperCard is still keeping track of where you've been, however. Choose the Back command (from the Edit menu) repeatedly to retrace your steps. ❖

Other Go menu commands

The Go menu contains other commands for moving around in HyperCard and for displaying certain features such as the Message box and Scroll window. Here's a summary:

Command	Shortcut	Action
Back	⌘-~	Takes you to the card you looked at just before the current one. That card can be in the same stack or in any other stack.
Help	⌘-?	Not available with this version of HyperCard. When HyperCard Help is available, this command causes the Help system to appear on the screen for easy reference while you work. (HyperCard Help is available as part of the complete HyperCard package.)
First	⌘-1	Takes you to the first card of whatever stack you're in.
Prev	⌘-2	Takes you to the card just previous to the current card in the stack. This command moves you backward through the current stack one card at a time, regardless of whether you have seen those cards. (It's not the same as Back.)
Next	⌘-3	Takes you to the next card in the stack.
Last	⌘-4	Takes you to the last card in the stack.
Find	⌘-F	Causes the Message box to appear, with the word find already typed in and the insertion point blinking between quotation marks. You simply type the text you're looking for and press Return.
Message	⌘-M	Causes the Message box to appear with only the insertion point blinking in it. You can type a message such as go Home or go to stack "addresses" and HyperCard either takes you to the stack or presents the directory dialog box. Choosing this command a second time causes the Message box to disappear.
Scroll	⌘-E	Displays a small window in which you can change the size of the visible part of a card on the screen. To change the size of the window in which you see a stack, drag with the small double-headed arrow pointer inside the Scroll window. To see other parts of the card in a reduced-size window, drag with the hand in the middle of the Scroll window.

Other printing options

In addition to the Print Addresses and Print Appointments commands, HyperCard provides several printing options through the printing commands in the File menu. If you have more than one stack open, these commands work on the active stack (the one with stripes in its title bar). This section describes each option briefly.

❖ *Before you print:* Make sure you've chosen a printer in the Chooser and have checked the settings in the Page Setup dialog box (the Page Setup command is in the File menu). ❖

Print Field

This command lets you print the contents of a particular field on a card, without printing the entire card image. When you choose Print Field, a dialog box appears in which you select the field you want to print. For example, you might want to print the contents of the notes field.

Print Card

This command prints the current (active) card full size on a single sheet of paper. The card you see on the screen is what you get printed out.

Print Stack

Print Stack prints all the cards in the stack. When you choose Print Stack, a dialog box appears in which you choose card size, printing order, and page layout. You can also add an identifying line of text, or *header*, to each page of the printout using the text area at the bottom of the dialog box.

Print Report

This command lets you print the contents of selected fields in a stack according to a predefined report template (if the stack has any). You can also use this command to create a report template of your own, as described in the next section.

If you're working in a stack that has a predefined report template, follow these steps to print a report using that template:

1. **Choose Print Report from the File menu.**

   The Print Report dialog box appears.

2. **Choose the report template from below the dotted line in the Reports menu.**

   If there are no report templates listed below the dotted line in the Reports menu, it means that the current stack has no predefined report templates.

3. **Click Print.**

Creating a report template

By creating your own report template, you can specify exactly which fields you want to print and choose the printing layout yourself. You could, for example, turn your Addresses stack information into mailing labels of any size, or print a report that includes the contents of the Notes field as well as the name and address information for each card.

Here are the basic steps you use to create your own report template. You don't need to try these steps now; they are here for your reference if you need them.

1. **Choose Print Report from the File menu.**

   The Print Report dialog box appears.

2. **Choose New Report from the Reports menu, type a name for your report template, and click OK.**

   You use the controls and miniature layout in this box to set up your report's format. Each cell in the layout represents a card's worth of information. Drag the handle in the corner of the top-left cell to resize all the cells; drag the other cells to position cells on the page. Keep an eye on the controls in the lower-right corner of the box if you need precision spacing.

3. **Choose Report Items from the Edit menu.**

   The Report Items dialog box appears. In this box you see a rectangle representing any cell in the report. (All cells will have identical layouts; only the information will vary.)

4. **To add report items to the cells, choose New Item from the Items menu.**

   Report items contain information from fields, which you'll specify in the next step. You can resize and reposition each selected report item; simply drag it by a corner or by its center.

5. **To specify which field's content goes into a report item, click the item to select it (if it's not selected already) and choose Item Info from the Items menu.**

   The Item Info dialog box appears. Select the field you want from the list on the left and click the Font, Style, and Size check boxes to choose whatever font, style, and size you wish. By choosing a different font, style, or size for the item's text, you can make the printed text look different from the way the text appears in the stack itself.

6. **As you finish each item's information, click OK to return to the Report Items dialog box. When you finish adding and specifying items, click OK to return to the Print Report dialog box.**

7. **Click Print when you're ready to print.**

Quitting HyperCard

To quit HyperCard, choose Quit HyperCard from the File menu (or press ⌘-Q). HyperCard saves any changes automatically as you work, so you don't have to worry about saving your work before you quit.

❖ *Before you quit:* It's a good idea to choose Compact Stack from the File menu before you quit or close a stack that you've changed in any way. This rearranges the current stack on the disk, removing any unused space so that it fits into the smallest possible space. ❖

Other uses for HyperCard

The Addresses and Appointments stacks are only two examples of the possible uses for HyperCard software. People have created HyperCard stacks for a variety of purposes, such as

- self-paced demonstrations and training packages for business

- electronic, interactive directories at conventions and trade shows

- search and retrieval software for information on compact discs and videodiscs

- animated presentations with sound for use in education, business, and retail sales

- database management, with graphics and sound storage capabilities as well as text

- just for fun!

Where to get stacks

You can get stacks from a variety of sources:

- Check with you local Macintosh user group to find out the meeting time of the HyperCard special interest group. Members often exchange their own stacks with each other. You can also pick up HyperCard tips and tricks and other useful information.

- Most on-line electronic information services like CompuServe℠ and GEnie™ have Macintosh special interest groups that exchange stacks and other software.

- You'll find HyperCard stacks for sale at your local computer software store.

For more information

This booklet covers the basics of getting around in HyperCard stacks. If you are interested in exploring HyperCard further, the Claris HyperCard Development Kit includes a number of ready-made stacks, tools, and full documentation for stack customization and development. The HyperCard Development Kit is available through your Claris dealer. Call 1-800-3-CLARIS for the location of your nearest Claris dealer. The HyperCard Development Kit documentation includes the following:

- *Getting Started With HyperCard:* A book that teaches the basic skills you need to get going, and shows you how to start creating and modifying stacks.

- *HyperCard Reference:* A complete guide to how to accomplish tasks using HyperCard.

- HyperCard Tour: A stack that introduces HyperCard concepts by showing you what HyperCard can do.

- HyperCard Help: A stack that answers your questions while you're using HyperCard.

- *HyperTalk Beginner's Guide:* A book that teaches you how to use the HyperTalk programming language.

- HyperTalk Reference: A stack that provides easy access to information about HyperTalk.

- *HyperCard Quick Reference Guide:* A booklet that gives keyboard shortcuts for HyperCard and HyperTalk operations.

- *HyperCard Script Language Guide:* A book that provides detailed reference information about scripts and HyperTalk.

Several excellent books have been written about HyperCard and its uses, such as *HyperCard Stack Design Guidelines,* published by Addison-Wesley®. You can find this and other books in the computer section of many bookstores.

In addition to comprehensive documentation, the HyperCard Development Kit includes a number of ready-made stacks you can use and customize.