



User's Guide

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Double-click a line to jump to the associated HyperClip

Welcome To The WordToys!

WordToys is a unique add-on for both WinWord 6 and 7. After you've installed the WordToys template, you'll be more productive and your work gets done more quickly, with a lot more ease. The WordToys package gives you around 40 new tools and interfaces (controlled by more than 70 macros and eight toolbars), which complement the many dozens of features of our other famous add-ins for Word: **MegaWord** and **Office Navigator**.

Installing The WordToys

To add the WordToys to your word-processing environment, simply copy the WORDTOYS.DOT template to the STARTUP folder under your WINWORD folder (if you're running a non-English version of Word, the startup folder may have a different name, such as DEMARRE, or AUTOSTRT). The next time you run Word, all the power of the WordToys is just a mouse-click away.

Using The WordToys With Non-English Versions Of Word

WordToys works off-the-shelf with English, French, German and Dutch versions of Word 6 and 7 but should work with all other languages as well (with the exception maybe of non-Latin character versions of Word, such as Russian and Japanese). The first time WordToys is used, you may notice that an automatic translation process takes place. But then again, you may not notice it at all, because it takes just a few seconds.

Running The Word Toys

Most WordToys features are readily available from the **WordToys** toolbar. If the toolbar isn't visible, open the View/Toolbars dialog box and check the box in front of the WordToys toolbar. *(See the section about the WordToys toolbars below for more.)* You can also access most features from the Toy menu. Press ALT+Y to open the menu and make your choice!

Using The WordToys

All WordToys applications are designed for ease of use. The dialog boxes are simple and self-explanatory, so there's no need for help files. This document describes the WordToys in detail. It's rather big (2MB), so you may want to print it and then delete or zip it to save disk space. To save paper, use the WordToys **Page Squasher** application.

Try Before You Buy

WordToys is *not* free software. You can test all features as long as you like (how about 30 days?), but during the evaluation period you'll have to live with one nag screen every hour or so. There are only two ways to get rid of those registration reminders: stop using WordToys, or pay your registration fee. It won't cost you an arm and a leg: for just \$29.95 you can turn yourself into a legal user. That's up to \$20 less than you would pay for most other add-ins of this caliber!

Registering WordToys

There are only a few ways to pay your \$29.95. (Just in case we didn't make ourselves clear: we do *not* ship disks, so you don't pay for shipping and handling.)

If you're on CompuServe, GO SWREG, look for Registration ID # 13075, answer all questions and have the registration fee included in your next monthly bill.

If you're not a CompuServe member, your choices are somewhat limited. *We do **not** take US\$ checks and **no** credit cards for WordToys;* the transaction costs for these small amounts are just too high.

If you're in the USA, consider stuffing 30 bucks in an envelope and send it by registered mail to the address below.

If you're in Europe, a Eurocheque of BPF150 (**150 French Francs** that is) will do fine. If you're a Français(e), a chèque bancaire of BPF150 is perfect, too.

Alternatively, ask your post office to write an international money order for BPF150 and send it to the following address. *Please include your electronic address with your order!*

Romke Soldaat
1 chemin des Moulines
34230 Saint Bauzille de la Sylve
FRANCE

Unlocking WordToys

After you've paid your registration fee, wait for an email which gives you your unique unlock code. This may take a day, but can also take a few weeks, depending on whether we decided to cruise the Sahara in our LandRover, or are basking in our garden under the Mediterranean sun (getting a bit jealous by now?).



Once you've received your unique User ID, type your name and the 8-digit number *exactly* in the reminder dialog box, as shown above. Then click OK to get rid of those nag screens for the rest of your life.

Upgrading WordToys

There's a fair chance that this copy of the WordToys is not the final one. New ideas are bubbling up every day, and many of them may find their way in future upgrades. Make it a regular habit to visit <http://ourworld.compuserve.com/homepages/romkes/> to see if a newer version is available.

If you're a registered user, you can upgrade without paying additional fees; your User ID will be valid for all WordToys versions for Word 6 and 7.

Upgrading Word Or Windows

If you're currently using Word 6 and intend to upgrade to Word 7, you can continue to use the same WORDTOYS.DOT template. Nearly all macros are designed to run under both 16- and 32-bits Windows versions. If you move to a new operating system (e.g. from Win3.11 to Win95 or WinNT), make sure to back up the WORDTOYS.INI file in your current WINDOWS folder, and restore it in the WINDOWS folder of the new operating system.

Upgrading to Word 97

If you plan to upgrade to Word 97 (part of Microsoft Office 97), you will *not* be able to use the current version of WordToys. Although Word 97 is supposed to convert “old” WordBasic macros to VBA (Visual Basic for Applications) macros, you will notice that this process is far from perfect, and that most WordToys macros won’t work after the conversion. This is totally beyond our control. We’re working on dedicated add-in packages for Office 97, so stay tuned for upgrade news!

The WordToys Toolbars

The WordToys template comes with quite a few toolbars. Since we didn’t want to clutter your workspace with too many buttons at a time, we’ve assigned the most important tools to the main **WordToys** toolbar, and the remaining ones to seven additional toolbars.

The main **WordToys** toolbar looks like this:



On this toolbar, click the buttons shown below to display the following WordToys toolbars:

Click	To display and hide:	Click	To display and hide:

In addition there are the following two toolbars which you can display and hide from the **View/Toolbars** menu:

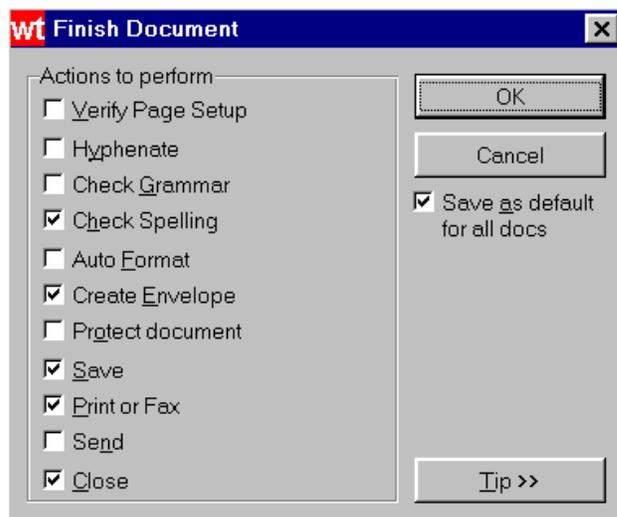


Note: Three of the WordToys toolbars (**wt Browse by**, **wt Grow/shrink** and **wt Date** are *dynamic*, i.e. their appearance changes as you use them. These toolbars are created in your default NORMAL.DOT template. Since each modification on these toolbars makes your normal template “dirty”, you may be prompted to save the changes in NORMAL.DOT when you exit Word. To avoid this prompt, choose Tools/Options, select the Save tab, and make sure that the “Prompt to save Normal Template” box is *unchecked*.

Ready To Play?

Nuff said. The rest of this document is dedicated to a description of the WordToys, with the exception of the last few pages, which we’ve used to promote our other add-ins MegaWord and Office Navigator.

Finish Your Documents Faster Than You Can Click!



Most people waste precious time when they're done with a document. Do you also endlessly click your way through many menus and dialogs to format, proof, save, print, and close a document? Not anymore! WordToys **Finish Document** does it all for you, automagically and faster than you can click.

 Open the **Finish Document** dialog from the toolbar or menu. In the list, check the actions you want to perform on your current document, and click OK to run all commands in a batch process.

If you usually run the same tasks on each document, check "Save as default for all docs" before you click OK, and the next time all the actions are preselected as soon as the dialog pops up.

Shortcut. After you've set and saved your default actions you don't even have to open the dialog anymore; just hold down the CTRL key when you run **Finish Document** and the light show starts immediately.

More shortcuts. You can also run **Finish Document** without displaying the dialog, by holding down the following keys:

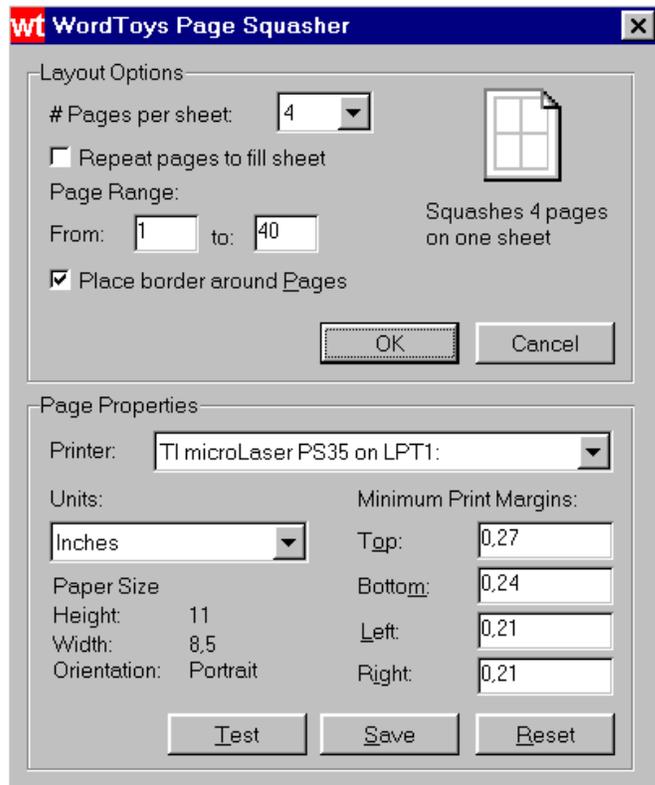
SHIFT: to save and close the document
SHIFT+CTRL: to run all commands in the list.

Notes.

It doesn't hurt to check a few actions too many. In all cases you can cancel the associated Word dialog box without interrupting the batch process.

For technical reasons you cannot use Finish Document with protected documents.

Save Paper: Print Up To 25 Pages On A Single Sheet!



WordToys **Page Squasher** is the innovative tool that helps you save paper. It creates true WYSIWYG (*What You See Is What You Get*) copies of each page of your document, and resizes them so you can fit 2, 4, 8, 9, 16 or 25 pages on a single sheet. Now you can review a long report, or analyze the layout of a long brochure, without wasting tons of paper!

How to prepare your document for **WYSIWIG** page reproduction

Unlike other add-ins, Page Squasher does *not* reformat or rearrange your pages, does *not* touch your pictures or frames, and does *not* delete empty pages. When run with Word 7, headers and footers usually remain untouched, too. Unique is also that Page Squasher handles pages formatted in multiple columns without problem. What you get is an *exact* copy of each page.

The flipside is that your document must meet a few requirements, in order to produce reliable results. Here are some guidelines:

1. Use the same paper size for the squashed pages as the paper size used for the document itself. The paper sizes that give best results are **Letter**, **Executive**, **A4**, **B5**, or any other paper size of which the height is approx. 1.3 to 1.5 times the width. If necessary, create a separate copy of the document, and apply a page size that matches this criterion.
2. Do not use a mixture of portrait and landscape pages inside the same document. Page Squasher looks at the size and orientation of the *first* document page, and bases all squashed pages on this format.
3. If the document is protected, you must first unprotect it before you can run Page Squasher.
4. If you use page numbering, or headers/footers with page numbering, make sure to start the numbering on page 1, and include a page number on the first page, otherwise Page Squasher won't number the squashed pages at all.

5. Do not use numbered lists in text that runs over automatic page breaks. Format numbered lists with the "Stay with next" paragraph format, or convert them to bulleted lists, or insert a hard page break to make sure that the list is not broken.
6. Avoid tables that run over automatic page breaks. Format tables with the "Stay with next" paragraph format, or insert hard page break(s) if the table is longer than a single page.
7. Formatting parameters that Page Squasher adjusts or ignores are:
 - The distance between the header/footer and the page margin. This can bring the header/footer closer to the text than in the original document.
 - Endnotes. These are converted into footnotes.
 - Automatic heading numbering and line numbering. These are ignored.
 - Automatic table headings. These are lost.
 - Headers and footers. Due to a bug in Word 6, headers and footers are lost, and squashed pages are *not* numbered in Word 6. (They *do* appear in Word 7.)

Running Page Squasher

 Open the **Page Squasher** dialog from the toolbar or menu.

Testing the minimum margins

Before you create documents with Page Squasher, make sure that the minimum top, bottom, left and right margins are set up correctly. Select the Printer for which the output must be created. This determines the minimum margins used by Page Squasher. Each time you select a different printer (and also the first time you run Page Squasher), the margins are adjusted to what your printer should be able to handle.

It's recommended to run a page margin test before you convert and print a very long document. Click the **Test** button to create a test document. Print the first page of the test document to see if all four borders are visible on the printed sheet. If the test output shows that print margins must be wider, run Page Squasher again, and type the new margin values in the appropriate boxes and click **Save** to store them as the new defaults. Click the **Test** button again until the borders are printed correctly. If you messed up, click **Reset** to restore the original settings.

The Paper Size figures are for information only, and allow you to verify which page size is used for the original document, and to change the size of the paper in the printer if necessary.

The "Units" list shows which measurement unit is used in the dialog box; change it if required.

Creating a squashed document

In the "Layout options" group, specify how many pages you want to squash on a single sheet of paper.

If you check the "Repeat pages to fill sheet" box, Page Squasher will print each page as many times on a single sheet as you specify. For example: if you've selected "2" in the "Pages per sheet" list, you will see page 1 twice on the first sheet, page 2 twice on the second sheet, etc. This allows you to print the output and cut the printed sheets to have two or more sets of the document.

By default, *all* pages of the document will be squashed, but you can specify a different page range, e.g. to test the output created by Page Squasher. The "Place border around Pages" option is checked by default; uncheck if you don't want a border around each squashed page.

Before you click **OK**, make sure that the information in the "Page Properties" group is correct.

Analyzing and adjusting the output

Page Squasher creates a new document which holds scaled down versions of all pages in the original document. The file is saved with the same name and in the same folder as the original document, with the extension .PSQ (for **P**age **S**quasher).

The .PSQ file is in fact a Word table, in which each cell holds one page. This means that you can still make some adjustments before you print the file. To change the format of the entire table, choose "Select Table" from the Table menu. You can make the following changes:

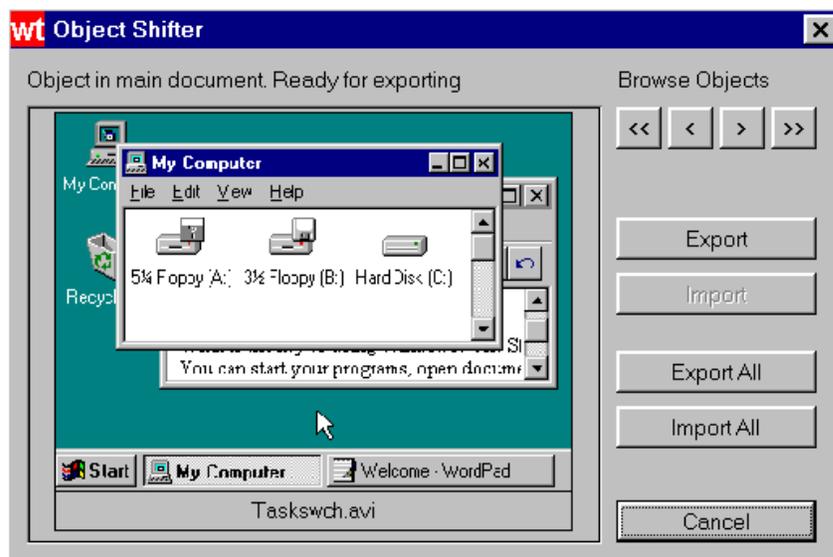
- **Alignment.** All cell contents are centered by default, but you can change the alignment to left or right if you want to.
- **Borders.** If you selected the "Place border around Pages" option, all table cells have a thin black border; if the option was unchecked, the border is white. You can change the border (or shading) format in the Format Borders and Shading dialog box.
- **Contents.** Although the pages are inserted in the table as pictures, the text is still editable. Double-click a squashed page to open Word's picture editor, and make (small) text modifications as appropriate.

Printing the output

The current version of Page Squasher does not have special printing features (they may be included in a future upgrade).

If you have a Duplex printer, you can save even more paper by printing the .PSQ file back to back. If you know exactly how your printer handles incoming and outgoing paper, you can use the Print Odd and Even Pages options in Word's Print dialog box, to print the file back to back.

Browse And Save Faster: Take The Weight Out Of Bulky Documents! (Word 7 only)



If you create documents which hold many pictures or other objects, you know how these docs can slow down Word in a terrible way. Browsing seems to take forever, and saving the document is a boring exercise in hourglass-watching. That's why WordToys introduces the Object Shifter.

(Because of its rather intensive memory usage, Object Shifter will not run with Word 6.)

Object Shifter is a nifty tool that removes objects from a Word document, and stores them in a separate file. *Objects* can be pictures, but also sound and video clips, Excel worksheets, Graph, WordArt and PowerPoint objects, or any other object that you can insert via Word's **Insert Object** menu. These objects can bloat a document by many megabytes. With **Object Shifter** you can quickly move those bulky objects in and out of your document, either one by one, or all at a time.

 Open the **Object Shifter** dialog from the toolbar or menu. If the current document is valid (meaning that it has been saved, and is not protected or a macro), **Object Shifter** automatically opens or creates a document in the background with the same name and in the same folder as the active document, with the .OBJ extension. This companion file is the destination file for the objects you want to export.

To export all objects to the Object file, click **Export All**. Depending on the number and size of the objects, this can take a while. To place all the exported objects back in the original file, click **Import All**. Importing objects is a rather quick process.

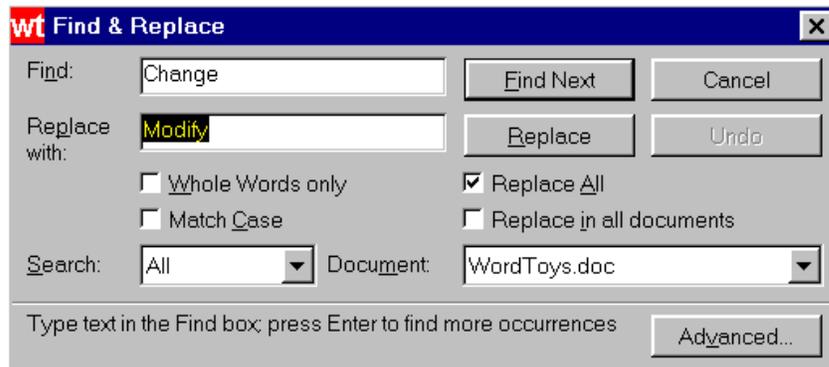
You can also at any time export or import a single object. For example, you can decide to export only video files and keep small bitmaps in the document. Use the single-arrow Browse buttons to move from one object to another, and the double-arrow buttons to move to the first or last object in the document. The preview box displays the selected object, regardless of where it's currently located, in the main document or in the object file. The **Export** and **Import** buttons are grayed out accordingly, so you can see whether you're about to import or export the object.

Exported objects are replaced with an empty picture box of exactly the same size as the original object, so the layout of your document stays the same. The only exceptions are objects that are framed (with Word's Insert Frame command). Since it's difficult to replace these objects with a framed empty picture box in exactly the same position, **Object Shifter** simply refuses to export framed objects. If you still want to export these objects, you must first remove the frame.

Important

1. **Object Shifter** uses hidden bookmarks to identify the objects, both in the original document and in the object document. Since these bookmarks are invisible you can't accidentally delete them from Word's Edit/Bookmark dialog box, but it's possible to delete these bookmarks if you delete or replace an empty picture box. If that happens, **Object Shifter** can't automatically import the object. So, if you want to modify a picture that's currently exported, you must first import it, then edit or replace it, and export it again when you're done.
2. After you've exported some or all objects, you can safely edit the original document. You can also continue to insert new objects and export them as you go. You'll notice an incredible speed increase when you save or browse through a document from which the objects have been removed.
3. Do *not* make manual changes to the associated .OBJ file. This file is maintained by **Object Shifter** and any uncontrolled modification can make it impossible to automatically restore the exported objects. The OBJ file is automatically created, opened and closed by **Object Shifter**.
4. **Object Shifter** does *not* automatically save the original document after you have imported or exported objects. When closing the document, make sure to save the changes!

Find & Replace Text Faster Than You Can Type!



This is one of our favorite WordToys. And if you think that Word's own Find dialog could do with some responsiveness, you're bound to love this one, too. WordToys Find & Replace is *fast and interactive*.

🔍 Open the **Find & Replace** dialog from the toolbar or menu, or press CTRL+F. The dialog immediately pops up with the text that's currently selected. If there's no selection, the current Word is highlighted and appears as your initial find criterion. If you're looking for more occurrences of the same word, just click **Find Next** or hit the ENTER key.

If you're looking for a different word, type it in the Find box. The moment you start entering text, the search starts, and in most cases you'll notice that WordToys has found the right word long before you finished typing it.

And if you're looking for a word that doesn't exist in the document, you'll hear a beep before your typing is done and you know that your mission is hopeless.

Find & Replace doesn't offer as many options as Word's own dialog box, but the "Whole Word only" and "Match Case" options are probably the only ones you use most often. The "Search" list offers the same options as Word's own dialog, plus one extra. If you select "From Start", the cursor is moved to the start of the document, and the search begins from there.

If you still want all the options of Word's feature, click **Advanced** to display the built-in Find dialog box.

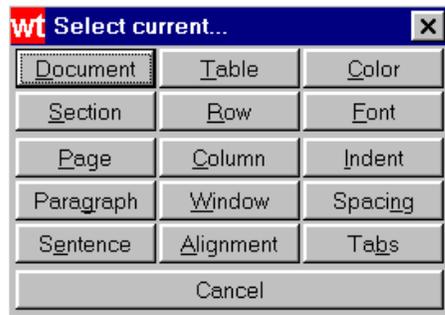
As the name implies, **Find & Replace** can also *replace* text. Type the replacement text in the second box. Click **Find Next** to search for each occurrence of the Find text, click **Replace** to replace it. To replace all occurrences, check the **Replace All** box and click **Replace**.

And what if you're looking for the same word in more than one document? With WordToys there's no need to close the dialog, switch document, and start again. Just open the "Document" list, select the document you want to search, and carry on finding and/or replacing.

Unique is also the WordToys option to replace text *in all currently open documents*. To use this feature, check both the "Replace All" and "Replace in all documents" box before you click **Replace**.

If you change your mind after a replace operation, click **Undo**. If you've used the option to replace text in all open documents, leave the "Replace in all documents" box checked and click **Undo** immediately after the replace operation.

Select The Parts Of Your Document Your Mouse Can't Reach!



You know of course that Word lets you select all sorts of document elements using your mouse and/or one or two key presses. WordToys **Select** makes it a lot easier, and even offers options to select parts of your document that you can't select with the mouse or the keyboard, such as an entire page or section, or all text with a common format.

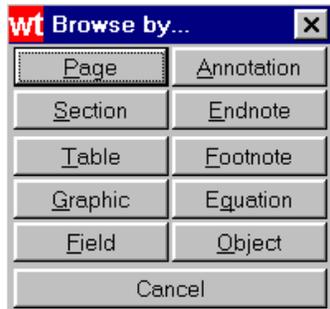
Click  or press ALT+SHIFT+S to display the **Select current...** dialog box. Depending on the context, it offers up to 15 buttons which let you select certain parts of the document. Most of them are self-explanatory, some of them may need some background info.

- The **Document**, **Section**, **Page**, **Paragraph**, **Sentence**, **Table**, **Row** and **Column** buttons speak for themselves.
- Click the **Window** button to highlight only the part of the document that's currently visible.
- Click the **Alignment**, **Color**, **Font**, **Indent**, **Spacing** or **Tabs** button to extend the selection from the current insertion point until text in a different format is encountered. For example, if you click the **Color** button, WordToys highlights all text from the current point forward until the location where fonts are formatted in a different color, so that you can quickly apply a new color to the selection.

Browse Through Your Docs At Warp Speed!



The WordToys **Browse by...** toolbar offers a lightning fast alternative for Word's **GoTo** dialog box. Now you can browse through your document using any criterion, with a single button click! Click  to display (or hide) the **Browse by...** toolbar. The toolbar holds five buttons. The middle button tells you what the current browse criterion is. Click that button to display a dialog in which you can select a new criterion.



In the dialog, click the appropriate button to activate the associated browse criterion.

To browse through your document, simply click one of the four other buttons on the toolbar. This lets you jump to the first, previous, next or last occurrence of the selected browse criterion, respectively.

Keyboard shortcuts

After you've selected a browse criterion, you can optionally hide the **Browse by...** toolbar and use the keyboard to browse through the document, using the last selected criterion. The key combinations are:

CTRL+ALT+PGUP	First occurrence
CTRL+PGUP	Previous occurrence
CTRL+PGDN	Next occurrence
CTRL+ALT+PGDN	Last occurrence

Note: the CTRL+PGUP and CTRL+PGDN combinations are Word's default keyboard shortcuts for the Next Page and Previous Page commands. To reset these shortcuts to their default, you must select **Page** as the criterion on the **Browse by** toolbar.

Important! The **Browse by...** toolbar should *not* be modified, or renamed. If you make any modification, the toolbar is automatically recreated.

Format Your Text Fully Interactively!



The WordToys **Grow/shrink** toolbar gives you the most interactive way to fine-tune the formatting of fonts, paragraphs and pictures. Now you can grow or shrink font formats, indents and picture sizes with a single button click! The effect is immediately visible in your document.

Click  to display (or hide) the **Grow/shrink ...** toolbar. The toolbar holds four buttons. The last button tells you what the current grow/shrink format is. Click that button to display a dialog in which you can select a new format.



In the dialog, click the appropriate button to activate the associated formatting criterion.

To increase, decrease or reset the format of selected text, click the three arrow buttons. The effect is explained below.

Format	Click  or  to:	Click  to:
Fontsize	Adjust fontsize to the next higher/lower available font size supported by the assigned printer	Reset fontsize to current style. (This also removes any other manual formatting.)
Char Spacing	Adjust character spacing by 0.1 point	Set character spacing at zero
Char Position	Raise or lower text by 1 point	Set character position at baseline
Line spacing	Adjust line spacing by 1 point	Apply single line spacing
Left Indent	Adjust left indent by 1 point	Set left indent at zero
Right Indent	Adjust right indent by 1 point	Set right indent at zero
Both Indents	Adjust left and right indent by 1 point	Set left and right indent at zero
Picture Size	Adjust picture size by 1 percent	Apply 100%

Keyboard shortcuts

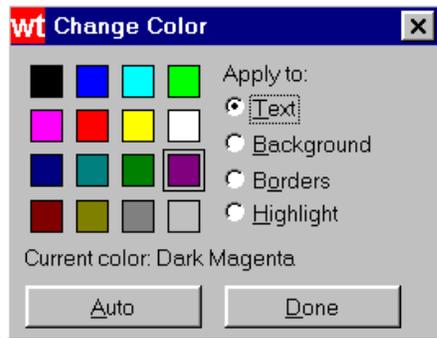
After you've selected a formatting criterion, you can optionally hide the **Grow/shrink...** toolbar and use the keyboard to adjust the last selected format. The key combinations are:

CTRL+> Adjust upwards
 CTRL+< Adjust downwards

Note: these key combinations are Word's default keyboard shortcuts for the Grow Font and Shrink Font commands. To reset these shortcuts to their default, you must select **Fontsize** as the format on the **Grow/shrink** toolbar.

Important! The **Grow/shrink ...** toolbar should **not** be modified, or renamed. If you make any modification, the toolbar is automatically recreated.

Add Color To Your Documents Faster Than Any Word Dialog!



What's life without a bit of color? It's just such a pity that Word makes it so cumbersome to brighten up your documents. To create, say, red text on a yellow background requires many steps, and even then Word's Font dialog box never shows the effect of the text color against the background color. So WordToys had to come up with a better solution. And did it.

 First select the text to which you want to add a color. Then open the **Change Color** dialog from the toolbar or menu. To guarantee a realistic effect, the macro temporarily changes the highlight of the selection from inverse color to a dotted underline. From now on the color show is performed right in front of your eyes. Select your option in the "Apply to" group, click a color, and see the effect immediately in your document.

Click **Auto** to remove the color you have applied to the item in the "Apply to" group. Hold down SHIFT and click **Auto** to remove all colors.

When you're done, click errr... **Done**.

Note: the "Highlight" option is not available in Word 6.

Add Color To Your Documents Faster Than Any Word Dialog! (Part 2)

This little WordToys applet gives you an alternative way to change the color of text *without displaying any dialog*. To run the macro, press the CTRL+SHIFT+ALT+C key combination to see the following statusbar prompt:

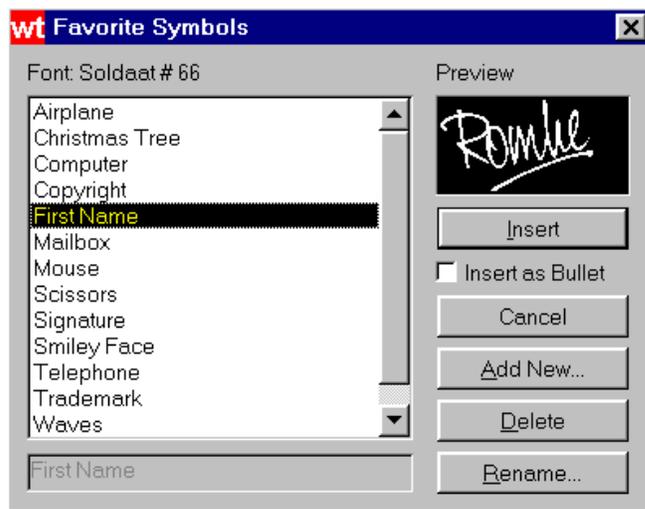
Which color? blue

At this prompt you can type the *name of the color as text*. Type "Red" to change the color of the selection into red. It's not necessary to type the entire name of the color, as long as the characters you type aren't the same as the starting characters of another color. If you just type the letter "R", your text will also be red. Type "Dk R" to get dark red. For Black text, type "Bla"; for blue text, type "Blu". Type "A" to revert to Auto.

The names you can type are the same ones you see in the Format Font dialog box. You can use any mixture of lowercase and uppercase letters. Press ESCAPE to cancel the statusbar prompt.

Note If you work with a non-English version of Word, you must type the color names in the appropriate language.

Never Look For That Symbol Or Bullet Again!



There are two reasons why we created the WordToys **Favorite Symbols** application. One: if you want to insert a symbol via Word's own Insert/Symbol dialog box, you always have to first find the font which holds the symbol, and then find your way in the 224-item grid to locate the symbol you like. Two: if you want to add bullets to a list which differ from the default ones, Word never remembers all your favorite bullets, so each time you'll have to select them from scratch again.

The idea behind WordToys Favorite Symbols is that there are probably not more than a few dozen symbols on your system that you really use, and that you'd love to have a dialog from where you can quickly select them, with a king-size preview. Your idea of a perfect application, too? Good, we're on speaking terms!

 Open the **Favorite Symbols** dialog from the toolbar or menu. The first time you use this application the symbol list is empty. To create or update your symbol database, click **Add New**. This displays Word's Symbol dialog. Select the font and the symbol you want to add, and click **Insert** to return to Favorite Symbols. You'll see an entry in the list which identifies the character number of the selected symbol, and the fontname. Since this isn't very helpful, you can immediately give a descriptive name to this symbol. Click the **Rename** button to do this. Type a meaningful name like "Pointing finger", or "Smiley face", then click **Set Name**. This way you can continue to add new symbols to your database.

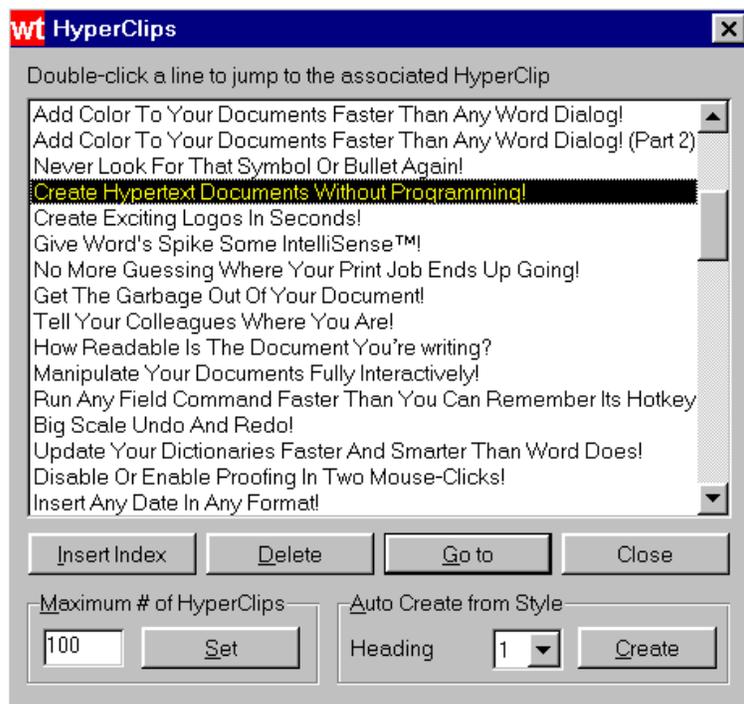
To remove a symbol from the database, select its description in the list and click **Delete**.

Once you have your database, there are two ways to insert a favorite symbol in your document: as *text*, or as a *bullet*. If text is selected, or if the insertion point is in a bulleted list, **Favorite Symbols** assumes that you want to create a bullet, and pre-checks the "As Bullet box". To insert the symbol as text rather than a bullet, make sure to uncheck the box. Click **Insert** to execute the command.

You can insert as many symbols as you like, or try the effect of different bullets while the dialog box stays open. Click **Done** when you've finished. **Favorite Symbols** remembers the last symbol you used and automatically highlights it the next time.

Hint If you have a custom TrueType signature font, consider adding your signatures to your database, as shown in the screenshot above.

Create Hypertext Documents Without Programming!



Do you ever create long documents that are designed to be read online? Then you know the problem of finding your way and locating the right part of the text. Sure, you can create and use bookmarks, but you can't really call that easy. That's why we introduce the unique WordToys HyperClips™ application.

HyperClips are invisible bookmarks, that don't appear in Word's Bookmark or Go To dialog box. WordToys lets you create as many HyperClips as you want. Once you have created all the HyperClips you need, you can do two things: use the HyperClips dialog box and click your way through the document, or turn the document into a true hyperlink file. Here are the procedures:

Creating a HyperClip. Select the word, line or paragraph for which you want to create a HyperClip. If you don't make a selection, HyperClips automatically selects the current paragraph. Then click the  button. That's all - your HyperClip is created! (See also "Automatically creating HyperClips" below.)

Using the HyperClips dialog to browse through the document. Click the  button. The list in the dialog shows all the text for which you have created HyperClips. Simply double-click an entry in the list to jump to the selected text. Click **Close** to close the dialog.

Tip: If you're reading this document online, click  to see the effect right now.

Creating a Hyperlink Document. Place the cursor in an empty part of the document, preferably on a new page at the start of the document. Display the HyperClips dialog box and click **Insert Index**. You'll see that the page is filled with all your HyperClips, formatted in **bold green**. Now close the dialog, and double-click any entry in the list to jump to the associated text. To go back to the top of the index, press SHIFT+F5, or click the  button on the WordToys toolbar.

Note: the format of the HyperClip index is based on a dedicated **HyperClip** style, which is part of your normal template. To change the format of this style, choose the **Format/Style** dialog box.

Deleting HyperClips. Display the HyperClips dialog box. Select the entry you want to remove and click **Delete**. This deletes the HyperClip, *but not the text itself!* To delete all HyperClips, hold down SHIFT and click **Delete**. After your confirmation, all HyperClips are removed, *but not the text*

associated with the HyperClips!

Note: the HyperClips on page 2 of this document were created this way.

Automatically creating HyperClips. If your document is formatted with heading styles, WordToys can take the tedium out of creating HyperClips by doing it all automatically! Display the HyperClips dialog box and select the number of the heading style you want to use as the basis for your HyperClips. After you click **Create**, WordToys scans your document for all text formatted in that heading style, and displays the list in the dialog. WordToys remembers the selected heading style number, and suggests the same heading number the next time you run HyperClips.

Note: This action destroys the HyperClips you've made previously.

Setting the maximum number of HyperClips. By default you can create up to 100 HyperClips in each document. If your computer has the horse power, you can increase that number. Open the HyperClips dialog, type a new value and click **Set** to confirm.

Notes

1. In the dialog box, HyperClips appear in the order in which they are created. Unlike Word's standard bookmarks, there's no way to sort them by their *location* in a document. If you want to manually create a HyperClips index, make sure to start at the beginning of the document, and create HyperClips as you browse towards the end. (When you use the option to automatically create HyperClips, they are automatically ordered by location.)
2. If you have MegaWord 95, you can also use the Doc Hopper application, but you'll probably find out that you have more flexibility with HyperClips.

Create Exciting Logos In Seconds!



Would you like to create fancy logos without running complicated designer software? WordToys **Text To Logo** does it for you, by instantly converting text into a picture. Just use Word's built-in font, background, border and color options to design something you'd like to use as a logo. You can also insert symbols and pictures as you please. Then select your masterpiece, run **Text To Logo** to display the dialog box, and click OK to accept the preview.

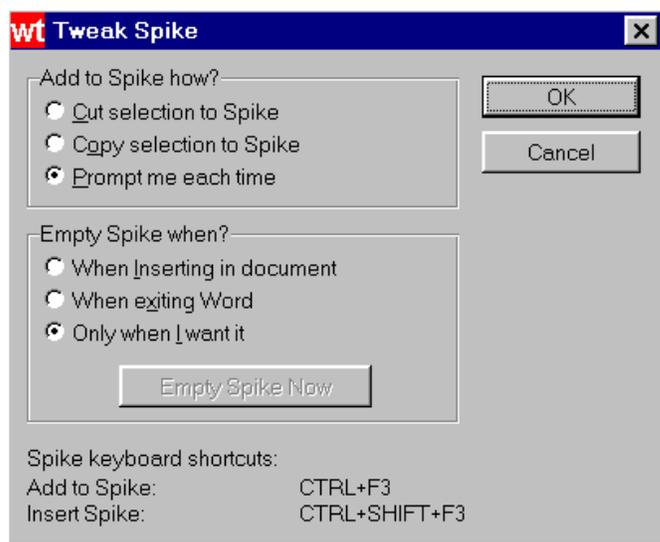
Text To Logo pastes the logo directly below the selected text. You can scale, resize, crop, and edit the picture, save it as an AutoText entry, copy into a table, save it as a graphics file, etc. If the effect isn't what you expected, you can simply delete the picture.

Examples

The following examples demonstrate the effects you can create with **Text To Logo**. In most cases *tables* were used to create the logo. Then the entire table was selected (from the Table menu), and converted into a picture.



Give Word's Spike Some IntelliSense™!



It's not clear to us why Word's designers decided that the Spike should take text *out* of a document before you can paste it *into* a document. Neither do we understand why the Spike is destroyed the moment you insert it somewhere.

Wouldn't you rather prefer a Spike that lets you grab text fragments or pictures from a document *without removing them*, for instance to append a summary at the start or the end of a file, or to create a short version of a long document, or to assemble a group of names and addresses? That's what we thought. And that's why we give you **Tweak Spike** to make Word's Spike behave the way *you* want it. Call it *IntelliSpike™* if you like...

 Open the **Tweak Spike** dialog from the toolbar or menu.

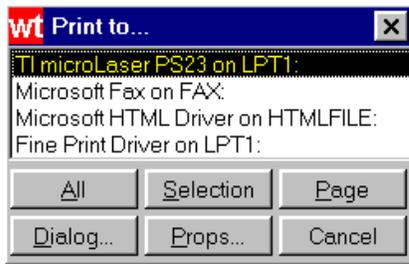
In the top panel, select the option to put Word's Spike into Copy, Cut, or Prompt mode. When in Copy mode, the Add to Spike command (keyboard shortcut CTRL+F3) copies the selected text to the Spike, and immediately restores the original selection. Select "Prompt me each time" to have the choice between copying and cutting each time you press CTRL+F3.

In the bottom panel, select one of the three options that tell Word how to behave when you insert the contents of the Spike into a document (keyboard shortcut CTRL+SHIFT+F3).

- *When inserting in document.* This is Word's default mode. When the contents of the Spike are inserted, the "Spike" Autotext entry is automatically deleted.
- *When exiting Word.* When the contents of the Spike are inserted during the current Word session, the "Spike" Autotext entry remains, so that you can insert the same information again in another location. When you exit Word, the Spike is automatically deleted, so it doesn't clobber your NORMAL.DOT global template.
 - *Never.* With this option set, the Spike will remain intact, both during the current session and from one session to the next. Note however that the Spike becomes part of NORMAL.DOT, which may dramatically increase the size of your global template.

Click **Empty Spike Now** to clear the current Spike, and start with a blank one.

No More Guessing Where Your Print Job Ends Up Going!



Word has two ways to print a document: via the big dialog box on the File menu which gives lots of options you hardly ever use, and via the print button on the Standard toolbar which doesn't offer any options at all.

WordToys comes with a solution that offers the best of both worlds. It displays a small dialog box at the tip of your cursor.

☞ Open the **Print to...** dialog from the toolbar or menu. The dialog lists all your printers (with the default Windows printer highlighted at the top), and lets you quickly decide what you want to print: the entire document (**All**), the current selection, or the active page. If you still want more options, click the **Dialog** button to delegate the print job to Word or display the MegaWord MultiPrint dialog box (if installed). Click **Setup..** to change settings for the selected printer driver.

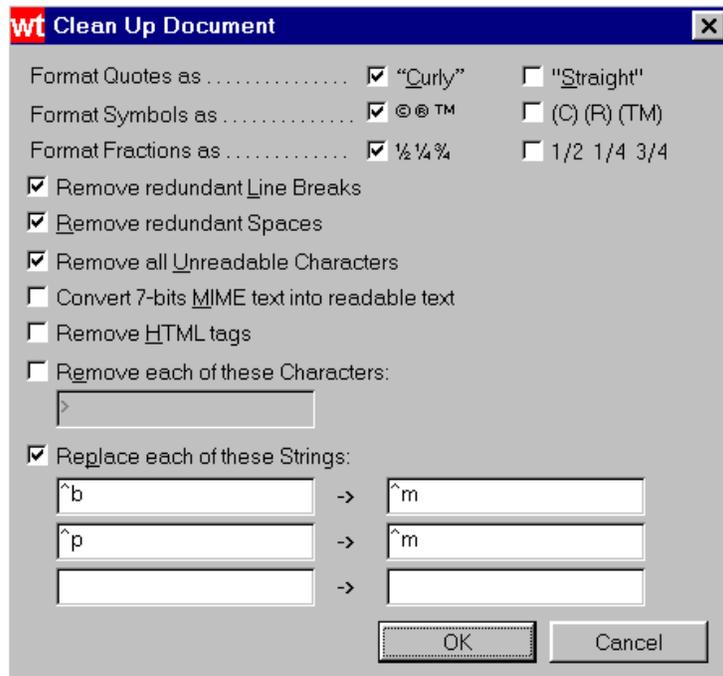
WordToys also solves another stubborn Word problem. If you often switch between printers (e.g. between your hardcopy printer and a fax driver), you must have noticed that Word never resets the printer to the default Windows printer, with the result that you never know which printer is waiting for your document. WordToys corrects that (mis)behavior and restores the default Windows printer after each print job.

Shortcuts

You can also hold down the **SHIFT** and/or **CTRL** key when you run **Print to** from the toolbar or menu. This bypasses the dialog box and has the following effect:

SHIFT	Print the entire document
CTRL	Print the current selection
CTRL+SHIFT	Print the current page

Take The Garbage Out Of Your Document!



If ever you open a document that came to you as an email, a text file, or a file scanned by an OCR program, it's bound to have a lot of improper formatting and unreadable characters. And vice versa: if you create a document that you want to send as an Internet email, it may hold a lot of formatting that needs to be adjusted. Fortunately, WordToys comes with a powerful Clean Up utility that does it all for you!

But doesn't Word's AutoFormat do that for me?

Only partially. AutoFormat can convert text like (c) and 1/2 into © and ½, and change straight quotes into "smart" quotes, but it can't revert the process. Also, AutoFormat doesn't remove redundant spaces, and isn't smart enough to remove line breaks that are placed in the middle of a sentence. WordToys **Clean Up Document** tries hard to do a better job.

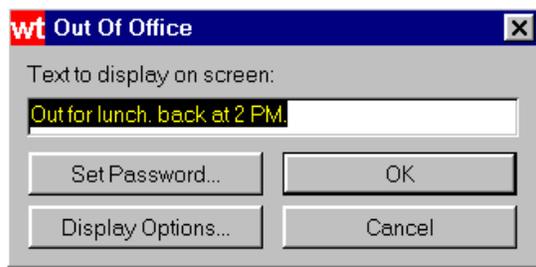
Open the **Clean Up Document** dialog from the toolbar or menu. The first three options are pretty straightforward. The others are explained below:

- *Remove redundant Line Breaks.* All multiple "hard" line breaks are reduced to a single line break. If the macro detects that a hard line break is placed somewhere inside a sentence, it replaces the line break with a space, so that the sentence continues uninterrupted. **Clean Up Document** uses an algorithm that usually does a good job, but is not infallible, so you may have to make minor modifications afterwards.
- *Remove redundant spaces.* All multiple spaces are reduced to a single space.
- *Remove all Unreadable Characters.* All characters with ASCII/ANSI values that are unreadable are removed. This includes characters with the values 1-8, 14-31, 127-129, 141-144, and 157-158. Tabs and line breaks are *not* removed. **Note:** this also removes special characters that are used by Word to identify pictures, footnotes, annotations, etc.
- *Convert 7-bits MIME text into readable text.* This is a useful option if you import an email message which is formatted according to ISO-8859-1. All characters in these texts that have an ASCII/ANSI value higher than 127 are replaced with a hexadecimal code which makes the text virtually unreadable. For example, the character é is coded as =E9. The macro scans the document for these codes and replaces them with the character they represent.

- *Remove HTML tags.* Useful if you want to have a quick look at the text contents of an Internet HTML page. All <p> and
 codes are replaced with paragraph breaks, all other codes are removed, redundant spaces and paragraph marks are deleted.
- *Remove each of these characters:* With this option checked, **Clean Up Document** removes every character from the document that you type in the box. For example, if you have imported an email message in which entire paragraphs start with a leading > character, you can type this character in the box and have it removed from the document.
- *Replace each of these strings:* With this option checked, **Clean Up Document** replaces every string in each leftmost box with the string you type in the corresponding rightmost box. The macro also accepts all special codes you can use in Word's Replace dialog box, such as ^013, ^d, etc. For example, if you have opened a document which has been converted by an OCR program, you can quickly replace section breaks and paragraph marks at the end of each page with a manual page break, by typing **^b** and **^p** in the leftmost boxes respectively, and **^m** in each of the corresponding rightmost box. You can also use this option to *remove* certain characters, by leaving the rightmost box blank. For example, to remove all annotations from a document, type **^05** in the leftmost box, and nothing in the rightmost box. This way you can also quickly delete pictures (**^01**), footnotes (**^02**), tabs (**^09**), non-breaking spaces (**^030**) and optional hyphens (**^031**).

Click **OK** to confirm your options. **Clean Up Document** does *not* make changes in the original document; instead it creates a copy of the active document, and makes all changes in this copy. When the job is done, you can compare the original document with the cleaned-up version, and decide which one you want to keep.

Tell Your Colleagues Where You Are!



Do you work in an office environment with colleagues or a secretary? Does it ever happen that you have to leave the office before you can tell anybody where you are and when you expect to be back?

Forget those yellow sticky notes on your monitor and enter the electronic world! WordToys brings you the computer assisted **Out Of Office** application, and optionally protects your computer from sneaky eyes!

Before you run this application, you need to know how it works. **Out Of Office** uses the Windows "Scrolling Marquee" screen saver to blank your screen and display your message. This screen saver is part of all Windows versions, so normally it should be installed on your system. The first time you run **Out Of Office**, it will try to find this screen saver.

If the file can't be found in your \WINDOWS or \WINDOWS\SYSTEM folder, you'll be asked to locate it yourself. If that doesn't work out, run the Windows Setup program, install the Scrolling Marquee screen saver, and try running **Out Of Office** again.

Open the **Out Of Office** dialog from the toolbar or menu. The inputbox always displays the last message you used, but you can type a new one if required. Click OK to start displaying your message on your screen.

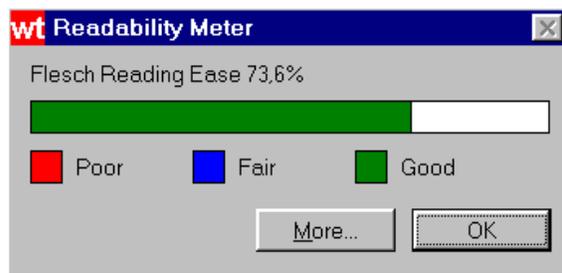
If you've set up Windows to display a password when you run a screen saver, the same password is also used for **Out Of Office**. If you don't have a password, click **Set Password** to create one. Note that this password applies to all Windows screen savers, so you better not forget it!

The scrolling message is displayed in the default format (font, fontsize, scrolling speed, etc.). To change these parameters, click **Display Options** to set your preferences.

When you're back in the office, just move your mouse or hit any key to disable the screen saver. Type your password if required, and that's it. Hope you had a good lunch!

Note: Although **Out Of Office** uses a screen saver, it does *not* make any changes in your Windows settings, so your original screen saver will continue to work if you don't activate **Out Of Office**.

How Readable Is The Document You're writing?



If you write documents that are supposed to be understood by other people, you'll obviously try hard to make your writing as readable as possible. That's why WordToys introduces the unique Readability Meter.

It uses Word's own grammar checker to evaluate your writing, and then displays the *Flesch Reading Ease index* in a bar chart. This index computes readability based on the average number of syllables per word and the average number of words per sentence.

Scores range from 0 to 100. The average writing score is approximately 60 to 70. The higher the score, the greater the number of people who can readily understand the document.

 First select the text you wish to analyze. If you want to evaluate the entire document, reduce the selection to a single insertion point. Then open the **Readability Meter** dialog from the toolbar or menu.

After analysis of the text, a bar chart shows your score. If the Reading Ease index runs below 50%, the bar is red, if it's higher than 70% it's green, otherwise it's blue. Blue isn't that bad, but if you're in the green zone, you did a really good job!

Click the **More** button to display a list of related scores. The Flesch-Kincaid Grade Level, Coleman-Liau Grade Level, and Bormuth Grade Level test translate your document into a grade-school level. For example, a score of 8.0 means that an eighth grader would understand the document. Standard writing approximately equates to the seventh-to-eighth-grade level.

Note This feature is only available if you're running an English version of Word 6/7, with the Grammar Checker installed.

Manipulate Your Documents Fully Interactively!

If you never have many documents open, you may not need this tool, but otherwise you won't find a better way to interactively manage your workspace. The WordToys **DocSwitcher** suite consists of a dialog box and a dedicated toolbar. The toolbar holds the following buttons:



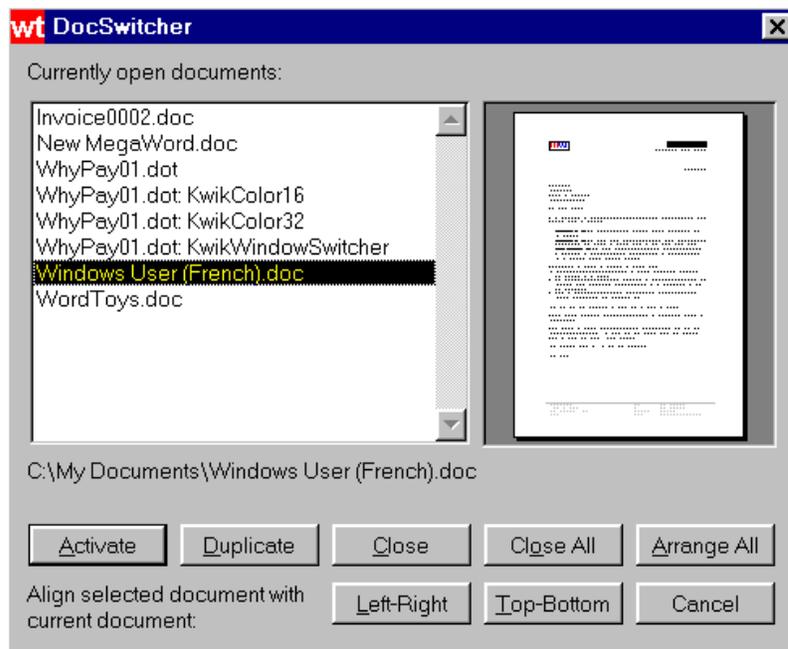
Clicking the first four buttons does the following:

- Activate the previous document (same as pressing CTRL+SHIFT+F6)
- Display the DocSwitcher dialog (see below)
- Activate the next document (same as pressing CTRL+F6)
- Create a new window for the current document

Clicking the last four buttons does the following:

- Minimize the active document
- Maximize the active document
- Restore the active document
- Close the active document

The reason for including these last four buttons is simple: we often have a hard time hitting the right button in Windows 95, especially if the menu bar is set up to be rather slim. Now you have four large buttons, always at the same place, and ready to be clicked.



 The **DocSwitcher** dialog box (shown above) is a visual and interactive alternative for all options on Word's **Window** menu. It displays a list of all open documents, with the current document highlighted. Selecting a document in the list immediately displays a preview of the first page of that document, so you remember what it looks like. Here's a description of what the buttons do:

Activate Activates the selected document. You can also double-click the name in the list.

Duplicate Creates a new window of the selected document and activates the window

Close Closes the selected document, prompting you to save it if necessary.

Close All Closes all open documents, prompting you to save them if necessary

Arrange All Arranges all non-minimized documents so that they don't overlap.

Left-Right Arranges the active document and the selected document side by side. If the active document and the selected document are the same, prompts to open a second copy of the active document, and arranges the two.

Top-Bottom Arranges the active document and the selected document from top to bottom. If the active document and the selected document are the same, prompts to open a second copy of the active document, and arranges the two.

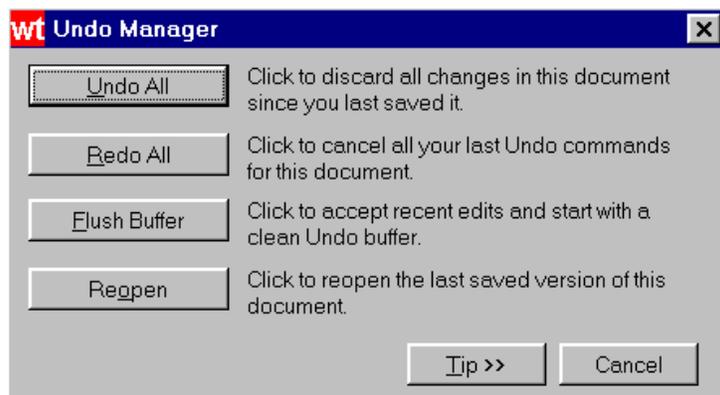
Run Any Field Command Faster Than You Can Remember Its Hotkey!



From its very first incarnation Word has had one of the most powerful implementations of the *fields* concept. The drawback is that the only way to manipulate fields is by learning a host of keyboard shortcuts. If you're having as many problems as we have to remember those key combinations, you'll love the WordToys **Field Commander** toolbar.

Click  to display (or hide) the **Field Commander** toolbar. To execute a field command, simply click the required button. You can browse through all fields in a document with the **Previous Field** and **Next Field** buttons.

Big Scale Undo And Redo!



Word's 100-level Undo and Redo buffer is very nifty. But it lacks a quick-and-dirty feature to undo *all* edits, or cancel *all* the undo actions you've just performed. Hence the WordToys Undo Manager.

 Open the **Undo Manager** dialog from the toolbar or menu. You'll see four buttons. Click **Undo All** to mass-undo every change you've made in the document since you opened it or since the last time you saved it. Click **Redo All** to reverse the process, and cancel the effect of all Undo actions. If you're happy about the state of your document, click **Flush Buffer** to start with a brand new empty Undo buffer. (*This feature is only available if the document is not protected.*) Finally, if you're *not* happy with your most recent edits, click **Reopen** to open the last saved version of your document.

Shortcuts. You can use most **Undo Manager** features by holding a modifier key while you start the macro from the toolbar or menu. These are the options:

SHIFT	Undo All
CTRL	Redo All
SHIFT+CTRL	Reopen Last Saved version

Update Your Dictionaries Faster And Smarter Than Word Does!



Don't you just *love* the Word 7 spelling popup menu? And don't you just *hate* the fact that it doesn't have an option to select the dictionary to which you can add a word which isn't misspelled at all? In comes the WordToys **Add to Dictionary...** feature.

 Open the **Add to Dictionary...** dialog from the popup menu that's displayed in Word 7 if you right-click a word that has a curly underline. If automatic spell-checking is disabled, or if you just want to add a word to one of your dictionaries, open the **Add to Dictionary...** dialog from the toolbar of menu.

The dialog appears at the tip of your mouse pointer. Select the appropriate dictionary, click OK, and the word will never again be flagged as a typo!

Disable Or Enable Proofing In Two Mouse-Clicks!

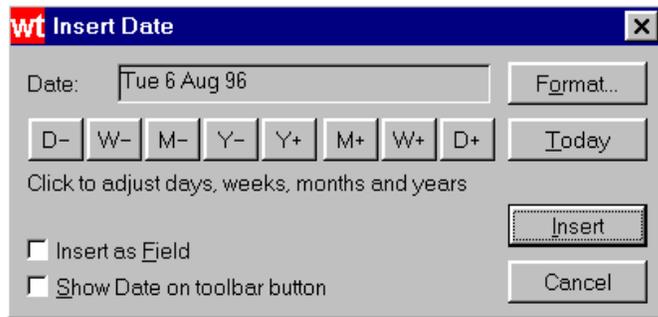


Do you often write text that drives Word's speller, grammar checker, hyphenator (and yourself!) nuts, because nearly every word is a term that doesn't exist in the language that everybody else speaks? With WordToys you can quickly disable Word's proofing tools for those words, phrases, or even entire documents.

 Open the **Proof/Unproof** dialog from the toolbar or menu. Depending on the current language format of the selected text, the dialog offers you to disable proofing, restore the text in the language format of your Word version, or format the text in any of Word's other supported languages.

Click OK to confirm, and (depending on the option you selected) the speller, grammar checker and hyphenator are disabled or re-enabled.

Insert Any Date In Any Format!



Word's Date and Time dialog knows only one date: today. So, typing an invoice today that you want to send next Tuesday requires you to manually figure out which day to insert. And backdating a report is just as cumbersome.

WordToys tries to make your life easier by letting you insert *any* date in *any* format. It also has a nifty way to show the current date on the WordToys toolbar, so you never have to forget on Friday that the next two days are off.

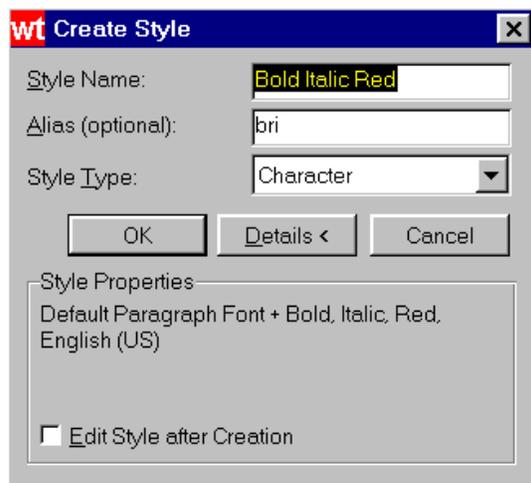
 Open the **Insert Date** dialog from the toolbar or menu. The dialog shows the current date in your default date format. To insert a different date, click the buttons with the plus and minus signs to add or subtract a **Day**, **Week**, **Month** or **Year**. To return to the current date, click **Today**.

To change the date format, click the **Format** button, and specify the new format. Use the abbreviations for day, month and year that are common for your language. To insert literal text, place it between single quotes, like this: **'Day 'D' of 'MMMM, YYYY'**, which inserts a date like **Day 21 of July, 1996**. Spaces, periods, commas, slashes and dashes don't need to be quoted.

Show Date on toolbar button. Check this box to replace the default button on the *wt Date* toolbar with a representation of the current date. (This nicely complements the Time indicator on the Windows 95 Taskbar.) The date is *not* automatically updated if you leave Word open all the time, but each time you start Word the current date is automatically added to the button.

To update the Date button without displaying the dialog box, hold down CTRL and click the button.

Create New Styles And Style Aliases Faster Than Word!



Creating a new *paragraph* style “by example” in Word isn’t that hard, but creating a new *character* style takes a lot of steps. We also have the impression that many people don’t realize that you can create an *alias* for a style, which makes it easier to type a style name in the style box on the Formatting toolbar. So we added a nice WordToys feature that takes care of all this.

 Open the **Create Style** dialog from the toolbar or menu. The dialog shows the name of the paragraph or character style of the first character in the selected text.

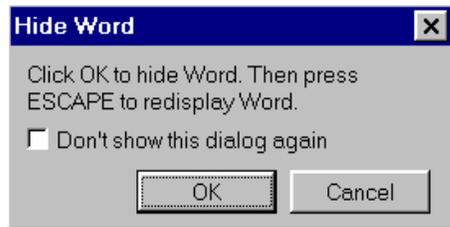
If you simply want to create or modify an alias for the active style, type it in the "Alias" box and click OK.

To create a new style based on the format of the selected document text, specify whether it’s a paragraph or character style, type a style name, and optionally an alias. Then click OK.

Click **Details** to see a description of the current style formats. If you want to make changes to any format (font, paragraph, borders, tabs, frame), check the “Edit Style after Creation” box before you click OK.

Instantly Hide Word From Prying Eyes!

Imagine this. You're working on a confidential document and suddenly someone storms into your office who's the last person to know what you're writing. Thank your lucky stars that you've got the WordToys **Hide Word** application on your computer!



 All you have to do is click the button on the WordToys toolbar, or press CTRL+ALT+H to display the **Hide Word** dialog box. Click OK to make Word completely disappear from your screen.

Check the box if you don't want to see the dialog box the next time, and hide Word without user intervention.

When Word is hidden, it doesn't even appear on the Windows 95 Taskbar, or in the Windows 3.1x Task Manager list. The only way to make Word reappear, is by hitting the ESCAPE key from within any application.

Note While Word is hidden it runs in a continuous loop, waiting for you to press ESCAPE. This waiting process takes up nearly all your computer capacity, so it's not recommended to start working on a different application. *Bring Word back as soon as the coast is clear!*

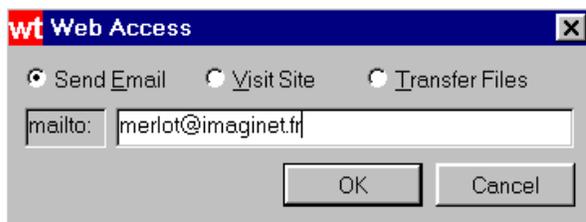
Connect And Disconnect Without Using The Explorer Or File Manager!



If you're on a network, you can use the Windows Explorer or File Manager to map and unmap network drives, but why bother if you can do the same without leaving Word?

WordToys goes even further, and also offers the option to connect and disconnect network *printers* on the fly. And if you're wired to the Internet or an Intranet, you can access a site or a file instantly, and send an email without finding and starting your browser or email application.

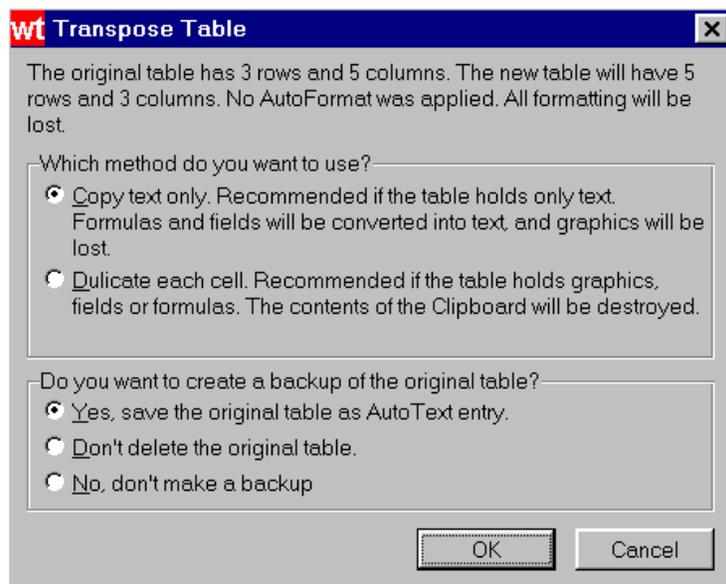
Click  to display (and hide) the **Networking** toolbar. The first four buttons let you create or cancel a network connection. The last two buttons duplicate the **Send** and **Add Routing Slip** commands on the File menu. The fifth button displays the WordToys Web Access dialog box.



In this dialog, select one of the three options, and type the email address or URL. Then click OK. If you selected the email option, it's automatically transferred to your email application (e.g. MS Exchange), otherwise the URL is transferred to your favorite browser (e.g. Netscape Navigator or MS Internet Explorer) which makes the connection.

This macro assumes that the .URL filename extension is associated with Internet shortcuts. It appears to work fine with Word 7, but we're having problems to get it to interact with Word 6. Try to see if it works. If not, too bad!

Transpose Tables In Seconds!



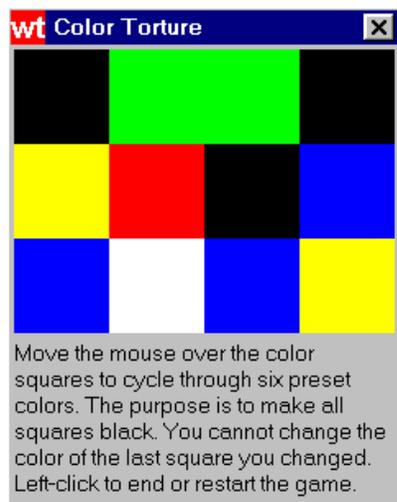
WordToys **Transpose Tables** is probably not a tool you'll use every day. But one day you'll find out that a carefully crafted table would be more practical if rows became columns, and columns became rows. In that case you'll thank WordToys for including this macro!

 Open the **Transpose Tables** dialog from the toolbar or menu.

The options in the top panel explain what the effect of the two transposition methods is. The second option is the most reliable one, but takes more time and destroys anything that's on the Windows Clipboard.

The bottom panel offers options to create a backup of the original table, just in case something goes wrong. The first backup method creates an AutoText entry with the name "Original Table". If necessary, you can insert this AutoText entry to restore the original table. The second option is the safest one: it creates the transposed table just below the original table. Use this method to compare the layout of the two tables, and then delete the one you don't want to keep.

And Now For Something Completely Different!



There are three **important** things you need to know before you play this game. *One*: the idea for the game isn't ours. All credits go to Jerry R. Jackson and Alan L. McClellan, authors of the book "Java by example" (Sunsoft Press, ISBN 0-13-565763-6), who introduce it as a sample Java application. *Two*: You should **always** save your work before you start playing. WordBasic was never designed to be a game platform, and the programming tricks we're using here go far beyond what the folks in Redmond had in mind. So there's a fair chance that sooner or later Word (or Windows) admits defeat before you can claim victory. *Three*: you *must* have Word 7, running under Windows 95 or Windows NT, preferably with a fast CPU and lotsa RAM. We tried to get it to work with Word 6, but it crashed within seconds.

Now let's play! Open the **Color Torture** dialog from the toolbar or menu. You'll see a grid of twelve randomly colored squares. Each square can hold one of six different colors. When you move your mouse pointer over a square, its color changes within the range of six. The purpose of the game is to make all twelve squares black.

To make the game a bit more difficult, we made sure you can't continue to move the mouse between two adjacent squares to change their colors; the square you visited last is blocked until you visit it again coming from a different square (which by then has changed color, hehehe...).

We've also prevented you from cheating: if you move the mouse pointer out of the grid and try to get back in via a detour, the pointer is automatically placed back in the square where you started cheating.

To end the game, or start a new one, left-click your mouse and respond to the message that appears.

BabyToys

In this category we include a host of little nifty applications or interfaces that are bound to make you more productive.

Format Your Text Faster Than Word's Format Painter!

Word's Format Painter toolbar button is a nice utility with a poor implementation. If you ever tried to copy a format, and paste it five pages down in your document (or in a different document) you know what we're talking about.

Yes, we realize that you can use CTRL+SHIFT,C and CTRL+SHIFT,V to use this feature, but all those key combinations aren't always easy to remember. So we simply added the Copy Format and Paste Format to all the right-click popup menus where they are useful.

And if that's not enough, you can use the WordToys toolbar to do the same. Click  to copy the format of the selected text, click  to paste the format on any other text, in any document.

If the selected text holds an end-of-paragraph mark, the format of the entire paragraph is copied and pasted, otherwise you will just duplicate the font format.

Insert and organize pictures faster than any other add-on!

You may have seen Word add-ons that proudly announce the ultimate clipart manager, but all they do is duplicate an application that comes free with Microsoft Office. (As a matter of fact, the Microsoft version is a lot better.)

Click  to display a tiny dialog box with six picture-related options. Click **Gallery** to start the Microsoft Clipart Gallery, from where you can organize and insert any picture that lives on your hard disk. If you see an error when this happens, you've probably not installed the Clipart Gallery. In that case, dig up your Setup disks, install Clipart Gallery, and try again.

Forgotten Buttons

Nothing too fancy about this feature. It's just a toolbar which we stuffed with lots of buttons that are ready to use in Word, but didn't make it to the factory toolbars. To display this toolbar, check the **wt Forgotten Buttons** entry in the View/Toolbars dialog box.

Play with them, and if you find a button useful, hold down your ALT key and drag it to any toolbar where you would like to have it handy. Close the Forgotten Buttons toolbar when you're done.

Open Favorites (Word 7 only)

Do you run Word 7 under Windows 95 or Windows NT 4.0 and are you a frequent visitor of the Favorites folder? Then you'll like this simple WordToys feature. When you click , Word displays all files in your Favorites folder, so you can easily access any path or file that resides there.

Forget about this feature if you're running Word 6; it won't work.

Change Case

Word has two ways to change the capitalization of your text. There's the Change Case feature under your SHIFT+F3 key which toggles between three settings, and there's a Change Case option on your Format menu, which offers five options.

All we did is change the behavior of the SHIFT+F3 key and made it cycle between the settings of the case changer on the Format menu. Nothing spectacular, but an improvement nevertheless.

KwikCalculate

WinWord 2 (remember than one?) had a nice little Calculate command on the Tools menu, which unfortunately disappeared in later versions. Since it was a function we used very often, we've placed it back where it belongs. It works as follows: type an expression in your document, e.g. **12345.67*12.5%**, then select the entire string, and choose **Calculate** from the Tools menu, or click  on the WordToys toolbar.

The result is displayed on the statusbar, and also copied to the Clipboard. To insert the result of the calculation in your document, choose Edit/Paste, or press CTRL+V.

You can also use KwikCalculate in a table. Simply select a range of table cells which hold numbers, click , move the cursor to a different cell and press CTRL+V to insert the sum.

Note: if no text is selected, the Calculate command on the Tools menu is unavailable.

What is MegaWord?

MegaWord 95 is designed to enhance Microsoft Word 7.0 for Word for Windows 95. The package consists of more than 30 applications that are seamlessly integrated in Microsoft's best selling word-processor. Most MegaWord features add brand new functionality to Word, others are designed to enhance existing Word functions. Like all its previous versions, MegaWord 95 is an exemplary well-behaved add-in. It is the only package that manages to customize WinWord to its outer limits, and still never disables existing Word functions. Every original Word command that is enhanced by MegaWord can still be run if the user simply holds down the SHIFT key when he runs the MegaWord replacement.

What the Experts say:

⇒ *"[...] it is brilliant, it is focused, and it is stunningly useful."* Steven Justice, *Windows Online Review*, January 1996

⇒ *"the feature list for this add-on is nothing short of incredible. [...] a slick add-on package that most Word users will want, and that every Word user should try."* Scott Arpajian, *Windows Sources*, March 1996

File and Project Management

- ◆ One of the MegaWord 95 highlights is a **Project Manager** that allows users to assign meaningful names to groups of related documents, and reload an entire project in a single command. Project Manager can also automatically store each Word session and recreate that session the next time Word is started.
- ◆ MegaWord **Explorer** is a powerful file manager that works with the current document. From a tabbed dialog box the user can instantly rename, delete, copy or move the document, or create a shortcut to it on the Windows desktop, the Start menu, or any other location. Explorer also lets the user add hidden "inside information" to a document, and displays document information (full pathname, wordcounts, etc.) on the titlebar.
- ◆ The **Document Recall** application automatically creates shortcuts to recently opened documents in a dedicated directory and lets the user reopen the document in two mouse-clicks, no matter where it is located. Template Recall automatically adds recently used templates to a dedicated tab in Word's New dialog box. Folder Recall "remembers" each folders a user has accessed and lets the user reopen that folder in a few mouse-clicks.

Printing, faxing and using email

- ◆ MegaWord **MultiPrint** replaces Word's Print dialog box, and adds many new print features, including AutoFax, AutoSpell and email integration. AutoFax automatically detects if a document is a fax message and offers to send the document to the installed fax device rather than the printer. AutoSpell detects if a document holds spelling errors and offers the user the option to correct the errors before the document is printed. One of the other unique MultiPrint features is the "dual destination" option. The user can print and fax the document, or print it and send it via email, in a single command.

System and Security

- ◆ MegaWord **Virus Alert** is an indispensable tool that warns the user if he is about to open a document that could hold one of the feared macro viruses.

- ◆ **Word Lock** offers instant security by blanking the current document with a full-screen password box. When Word Lock is activated the entire Windows environment is locked, and it is impossible to access or start any application without typing the correct password.
- ◆ **MegaWord Taskswitcher** lets the user activate and terminate any running Windows task. In addition, each task can be given an "on top" status, which means that the task window is always visible on top of other applications. Finally, Task Switcher lets the user select a second application (e.g. Excel), and place Word next to the selected task for easy drag-and-drop operations between the two.
- ◆ The **Word Optimizer** lets users fine-tune Word and increase its performance, resulting in faster opening, saving, scrolling, finding and replacing.
 - ◆ **MegaWord Shut Down** offers three ways to exit Word, and three ways to exit Windows, including restarting the computer and the option to log off and back on in Windows.

Viewing and Navigation

- ◆ **MegaWord Doc Hopper** adds ultrafast navigation features to each document. This tool automatically creates an index of all text with a common style (e.g. Heading 1) and lets the user interactively jump to any text that is formatted in that style. The index can be saved with the document so that it is instantly available the next time the document is opened.
- ◆ **Doc Browser** is a tool that offers the user a WYSIWIG way to interactively browse through a long document. The user can specify any browse criterion (page, section, annotation, table, field, graphic, etc.) and click a button to browse back and forward. Doc Browser also provides comprehensive statistical information about each browse criterion.
- ◆ **View Manager** integrates all Word's viewing settings (which are scattered over no less than three menus and four dialog boxes) in a single tabbed dialog box. All settings are immediately applied, without the need to click an OK button. Once a viewing environment has been set, it can be saved under a descriptive name, and instantly be recreated in the future. The number of named views is unlimited.
- ◆ **Zoom Manager.** A replacement for Word's Zoom dialog box with interactive zoom control, and the option to change views from the same dialog box. Zoom Manager also provides two toolbar buttons for instant zooming in and out in user-configurable increments.
 - ◆ **Window Manager** lets the user select a subset of open document windows, which can then be arranged in four different ways, closed or even deleted in a single command. Window Manager also has the option to create multiple views of the same document in a large number of configurations.

Table enhancements

- ◆ MegaWord is shipped with a dedicated Tables toolbar which offers point and click access to all of Word's table management functions.
- ◆ **Table AutoFill** brings Excel's AutoFill option to Word tables, allowing the user to fill rows or columns with incremental dates and numbers in many different formats. The user can also define and save custom lists. If AutoFill recognizes the contents of a cell as the first entry of a custom list, the entire list is automatically completed. Finally, AutoFill offers the option to copy the contents or format of a cell to other cells in the same row or column.
 - ◆ **Table 3D** adds many options to add spectacular 3-D effects to entire tables and selected cells.

Fast formatting

- ◆ Word's own Fast Format feature is very limited. MegaWord comes with a **Repeat Format** application that lets the user repeat up to twenty different formats and combinations of formats, throughout a document, across documents, and even from one Word session to another. Repeat Format also features a unique "copy by example" option which lets the

user copy any format (including picture sizes, bullets, borders and frame sizes) to any other part of a document.

- ◆ Format Cycler is the MegaWord implementation of WordPro's similar feature. The user can click a toolbar button to cycle interactively through a vast range of font, paragraph, bullet and border formats.
- ◆ MegaWord **Font Manager** lets the user assign meaningful names to groups of related fonts, and apply any shortlisted font to the selected text from a preview dialog box. Font Manager can also create font charts in four different styles.

Proofing and Information

- ◆ Word's new Fast Spell option is a great step forward, but is still seriously limited. The context menu for the spell checker never offers more than five suggestions for correction, even if the speller database holds many more alternatives. MegaWord **FastProof** corrects this behavior by offering all possible corrections, including synonyms for each spelling suggestion. FastProof even has an option to automatically replace words with synonyms throughout the entire document, including the replacement of all word forms.
- ◆ MegaWord **Word Count** replaces Word's built-in command, offering the option to count words and analyze the readability of any specified part of a document. Unique is the option to count the words between the start of the document and the current insertion point, a handy feature for writers of articles that must have a limited number of words or characters.
- ◆ MegaWord **Date Manager** replaces Word's Date and Time feature. Date Manager can insert any date (not just today's date) in fifty or even more languages, and knows the national date formats for each country supported by Windows. Date Manager also lets the user insert monthly calendars in the document, in any language, size and format.
- ◆ MegaWord **Number Manager** adds a powerful calculator to Word, with the added twist that each number can be inserted in many different formats, including currency formats, roman numerals, ordinals and literal text.

Editing tools

- ◆ MegaWord **Special Characters** makes it very easy to insert accented characters and other symbols in a document. For example, to insert the character "â", the user just types the unaccented version of the character "a", and then picks the accented version from a toolbar.
- ◆ **Surround Selection** is an innovative tool that lets the user quickly place any text between matching quotes, brackets and dashes. All options are available from a dialog box; one single button click is enough to have the selection "surrounded".

Miscellaneous enhancements

- ◆ MegaWord **HotPad** makes every key on the numeric keypad an instant shortcut key to the user's favorite commands. HotPad is easy to disable, re-enable and re-configure.
- ◆ **Power Buttons** adds time-saving functionality to the New, Open and Save buttons on the Standard toolbar. The options include creating a new document based on the same template as the current document, and opening documents from the same folder as the current document.
- ◆ **FastSort** instantly sorts text or table rows without going through Word's sorting dialog box.
- ◆ **SmartSplit** replaces Word's document splitting feature, offering intelligent un-splitting, plus the option to create horizontal splits.
- ◆ **Button Picker** is an easy tool to modify toolbar buttons, giving access to no less than 366 built-in toolbar buttons.

Interactive Help

MegaWord 95 comes with a sophisticated and comprehensive help system. All dialog boxes have a Help button which gives instant access to context-help. Each Word session starts with a "Tip of the Day" which highlights one of the special startup features of the MegaWord applications.

Easy Setup and Uninstall

MegaWord comes with a Windows 95-style Setup wizard which installs the software and documentation in seconds. MegaWord can just as easily be uninstalled through the "Add/Remove Programs" feature of the Windows 95 Control Panel.

Ordering Information

- ◆ The shareware version of MegaWord 95 (with a 30 day free trial period) can be downloaded from the Internet (<http://ourworld.compuserve.com/homepages/romkes/>) and CompuServe (GO WINSHARE, Library 10).
- ◆ The registered version can be ordered via the CompuServe Software Registration Service (GO SWREG, registration ID 6690), or via Public Software Library (credit card phone number 800-2424-PsL, product number 14249). The price is \$39.95 plus shipping and handling.
- ◆ Registered users of previous MegaWord versions can upgrade to MegaWord 95 for \$24.95 plus shipping and handling. The upgrade can be ordered via the CompuServe Software Registration Service (GO SWREG, registration ID 7842), or via Public Software Library (credit card phone number 800-2424-PsL, product number 14249).
 - ◆ For companies and institutions, highly attractive Multiple User License packages are available.

MegaWord for Word 6.0

MegaWord also exists in a version for WinWord 6.0. This package holds many of the features described above, plus a sophisticated file manager (**MultiFile**) and Directory Manager (**FastPath**). You can download the trial version from the Internet (<http://ourworld.compuserve.com/homepages/romkes/>).

International versions

MegaWord for Word 6 and 7 are also available in German and French. MegaWord for Word 6 is also available in Dutch. Please contact us for ordering information.

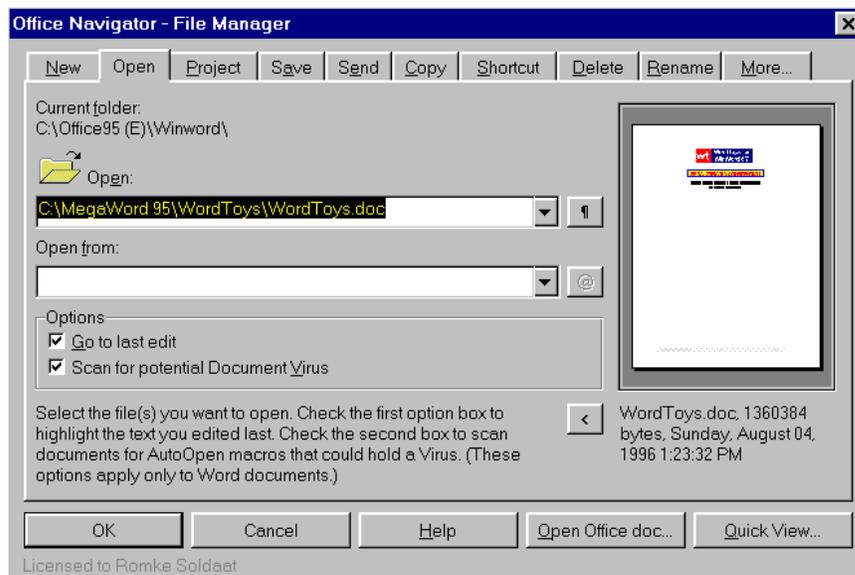
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What is Office Navigator?

The Office Navigator is a suite of add-in applications for Word for Windows 95, version 7.0. It's the most comprehensive and sophisticated file management package ever created for the world's #1 wordprocessor, and fully complements MegaWord 95. Office Navigator is only available in English, but has been optimized to work with other language versions of Word 7.0. The Office Navigator package consists of the following applications:

File Manager



- ◆ History lists remember up to 200 recent documents, pictures and folders
- ◆ Point and click to create, open, save, copy, move, duplicate, delete, rename and zip recent documents
- ◆ Print, mail, and fax any file
- ◆ Create shortcuts to favorite documents, templates and folders
- ◆ Insert documents and pictures
- ◆ Create new folders and paths
 - ◆ Open projects, run and play any file

User Manager

- ◆ Give each Word user in your office or home his/her own default documents folder
- ◆ Create different envelopes and labels for private and office use
 - ◆ Use different initials for annotations

File Type Manager



- ◆ Create custom extensions and descriptions for different types of Word documents
- ◆ Assign a different (meaningful or funny!) icon to each file type
- ◆ Automatically add your custom file types to Word's File/Open dialog box
- ◆ Link file types with templates and create new documents from the Explorer and Windows Desktop
 - ◆ Save documents as your custom file type with Office Navigator

Backup Manager

- ◆ Automatically create a backup of your documents when you close or save them, or when you exit Word
- ◆ Back up your AutoCorrect files
- ◆ Save disk space: add your backup to a zip file!
 - ◆ Add your backup destination to the Explorer "Send To" menu, and backup any file on your system.

Template Grabber

- ◆ Quickly grab templates from any network server or local folder, and add them to your File/New dialog box
 - ◆ Create new tabs on the fly and fill them with template shortcuts

Workgroup Tab Manager

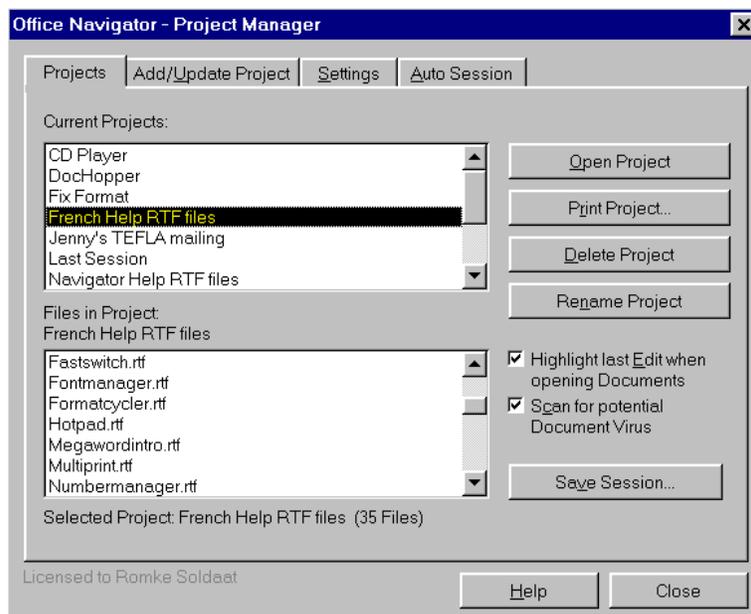
- ◆ Place all your network templates under a dedicated Workgroup tab
- ◆ No more guessing which template under the "General" tab is a local or network template
 - ◆ Easy to restore Word's default setting

Tweak Word

- ◆ Make Word behave the way you want it
- ◆ Automatically scan documents for viruses
- ◆ Automatically go to your last edits

- ◆ Save documents as small as possible
 - ◆ Display information on the titlebar when you open and save a document

Project Manager



- ◆ Save any number of documents as a project and reopen all files in a single command
- ◆ Projects can consist on any file created by any Windows application
- ◆ Scan Word documents for viruses before they can harm your system
 - ◆ Save your session when you exit Word and recreate it when you restart Word

Save Property Manager

- ◆ Assign up to three default save paths and extensions to any new file you create
- ◆ Automatically create auto-numbered files
- ◆ Automatically save a new file upon creation
- ◆ Add any template to a "Favorites" tab in Word's File New dialog box
 - ◆ Save properties remain available, even if you rename or move a template

Favorite Templates

- ◆ Quickly add any template or wizard to a dedicated Favorites tab in the File/New dialog box
- ◆ Now each of your favorite template is just one click away
 - ◆ Works for all Office applications: Word, Excel, Access, Powerpoint and Binders

Shut Down

- ◆ Three ways to exit Word and three ways to exit Windows, all from a single dialog box
 - ◆ Automatically reopen your documents in your next session

Change Video Mode

- ◆ Instantly change screen resolution without leaving Word

Interactive Help

Office Navigator comes with a sophisticated and comprehensive help system. All dialog boxes have a Help button which gives instant access to context-help.

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- ◆ Registered users of MegaWord can upgrade to Office Navigator for \$24.95. The upgrade can be ordered via the CompuServe Software Registration Service (GO SWREG, registration ID 10698), or via Public Software Library (credit card phone number 800-2424-PsL, product number 14563)
- ◆ Upon registration users receive a unique User ID which removes nag screen. NO DISKS are shipped; the most recent version can at any time be downloaded, and recognizes the User ID
 - ◆ For companies and institutions, highly attractive Multiple User License packages are available.

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Special notes for CD-ROM publishers and Online Services

Ah, this is a painful topic! Over the past few years we've experienced many problems with CD-ROM publishers and Online Services who don't take copyrights seriously and cause more damage to the shareware concept than benefits. Some examples:

- ◆ Forum sysops copy software from one forum to another without keeping track of updates
- ◆ Competing online services download files from CompuServe and upload them to their own libraries, but never bother to do the same with newer versions.
 - ◆ Magazines and CD-ROM publishers include obsolete Beta versions on their CDs which are already expired by the time the CD hits the shelves.

As long as this form of anarchy takes place, we explicitly forbid unauthorized duplication of our software, and will only give permission to publish our packages on some strict conditions.

You are only allowed to duplicate WordToys if you agree with the following:

- ◆ You must ask and receive our permission via email (100273.32@compuserve.com) or CompuServe 100273,32) before you can copy, duplicate or publish this package.
If permission is granted, the following applies:
- ◆ You *must* download the software from our web site
<http://ourworld.compuserve.com/homepages/romkes/> Only on our web site you are guaranteed to find the most recent versions
- ◆ You *must* check our web site at least once per month to see if newer versions are available and, if so, replace current versions with the updates.
 - ◆ If you publish our software on a CD-ROM and/or bundle it with a magazine, you *must* send us a complimentary copy.

Any unauthorized duplication of our software is a breach of our copyright and will be considered and reported as software piracy.

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