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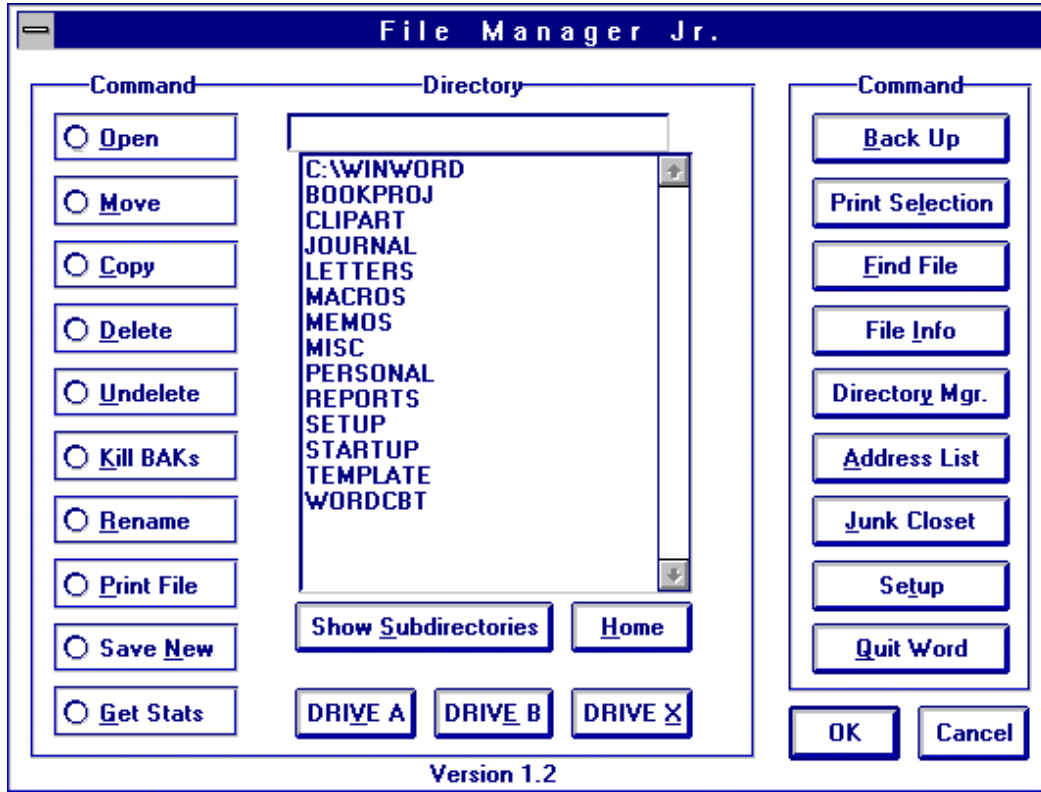
File Manager Jr.

For Version 6.0 of Microsoft® Word for Windows™

File Manager Jr. comes in a smaller package than the Windows File Manager but performs many of the same functions. Only faster.

Using File Manager Jr., you can quickly move, copy, delete and rename files without having to switch to the Windows File Manager. You can also open existing files, delete all BAK files in a specified directory and print documents without having to open them. You can create, rename and delete directories. And you can recover deleted files (if you have MS-DOS 6 or 6.2).

When you start File Manager Jr., you see the main menu. It looks something like this:



The name of the main Word directory appears at the top of the directory list, in

the center of the menu. The names of any Word subdirectories you have created for document storage appear below the name of the main directory. Names of subdirectories preassigned by the developers of the Word program are also displayed. The preassigned subdirectories include CLIPART, SETUP, TEMPLATE and WORDCBT. File Manager Jr. treats the names of preassigned subdirectories as reserved names. If a subdirectory has a reserved name, you can't use File Manager Jr. commands to work with files in that subdirectory.

Conventions used in this guide

Word subdirectories created for document storage are referred to as "document directories." Examples: C:\WINWORD\PERSONAL and C:\WINWORD\REPORTS would be document directories.

Directories created as branches of document directories are referred to as "document subdirectories." Examples: C:\WINWORD\PERSONAL\NOTES and C:\WINWORD\REPORTS\SALES would be document subdirectories.

Names of File Manager Jr. commands appear in boldface. Filenames and directory names appear in small capitals. Words that the user is to type appear in small bold capitals. Section titles are boldfaced when cited in the text.

More about the main menu

Commands in the left-hand column share a box with the directory names are used in combination with those names. Examples:

Mouse To open a file in a document directory called C:\WINWORD\PERSONAL, first click the **Open** button in the left-hand column. Then double-click the name PERSONAL in the directory list. A file list appears. Double-click the name of the file you want to open.

Keyboard To delete a file in a document directory called C:\WINWORD\REPORTS, first select the **Delete** button by pressing the D key. Then highlight the name REPORTS in the directory list and press Enter. A file list appears. Highlight the name of the file you want to delete. Press Enter.

Additional illustrations:

Mouse It's important to distinguish between double-clicking and single-clicking names in the directory list:

If you select a command button on the left and then double-click a directory name, the command you selected is set in motion at once. Example: If you select the **Open** button and then double-click the name PERSONAL in the directory list,

the program immediately displays a box listing the files in the PERSONAL directory.

If you select a command button and then click a directory name once instead of twice, the selected command is not set in motion. The directory name is merely highlighted. When you want to access a file in a document subdirectory, click a directory name just once and then click the Show Subdirectories button.

Example: You want to delete a file in C:\WINWORD\REPORTS\SALES. **Procedure:** Select the **Delete** button. Single-click REPORTS in the directory list. Then click Show Subdirectories. A list of subdirectories appears. Choose the name of the SALES subdirectory. Then choose the name of the file to be deleted.

Keyboard How you access a file depends on whether the file is stored in a document directory or a document subdirectory.

If the file is stored in a document directory, select a command button, highlight a name in the directory list and press Enter. The selected command is set in motion at once, just as if you had double-clicked the directory name.

If the file is stored in a document subdirectory, select a command button and highlight a name in the directory list. Do not press Enter. Instead, choose the Show Subdirectories button by pressing Tab and then the letter S. (You may find it faster to use the mouse to access files in document subdirectories.)

General If you select a command button at the left and then discover that you picked the wrong button, you can override the selection. **Example:** If you intend to select the **Delete** button but instead select **Undelete**, you can correct the mistake by clicking **Delete**. Or you can start over by choosing the Home button. To choose Home using the keyboard, press Tab and then the H key.

At the far right on the main menu, a second column of commands appears in a free-standing box. Commands in this box function independently. Their operation has no connection with the directory list. To run one of the commands in the box at the far right, just start File Manager Jr. and choose a command button.

If you select a command button in the left-hand column when you meant to choose one in the right-hand column, just click the button you meant to choose in the first place. Or choose the Home button to start over.

To perform an operation on a file in drive A or drive B, first select a command button in the left-hand column. Then choose the DRIVE A or DRIVE B button by clicking it or by pressing Tab and then the letter V or E.

A button labeled DRIVE X appears to the right of the drive B button. The function of DRIVE X is described later.

Note For brevity, most step-by-step examples given later in this guide omit keyboard directions. Such directions appear only when procedures used to perform a keyboard operation have not been covered by earlier

examples.

File Manager Jr. commands

The **Open** command opens a previously saved file. Examples:

To open a file stored in a document directory called C:\WINWORD\REPORTS, first select the **Open** button. Then double-click the name REPORTS in the directory list. An Open File dialog box appears. Choose the name of a file to open.

To open a file stored in a subdirectory of the REPORTS directory, first select the **Open** button. Then single-click the name REPORTS in the directory list and click the Show Subdirectories button. In the next box, choose a subdirectory. An Open File box appears so that you can choose the name of a file to open.

Although you'll probably store most files in document directories or document subdirectories, you can use the **Open** command to access files stored in the main Word directory. (You can use other File Manager Jr. commands to move, copy, delete, rename and print such files.)

Without opening any documents, you can use the **Open** command to get information about files. Example: To see which files are stored in a directory called C:\WINWORD\PERSONAL, first select the **Open** button. Then double-click the name PERSONAL in the directory list. After checking the file list, click Cancel or press the Esc key to close the Open File box.

Note A Back button appears in the Open File box, and in many other File Manager Jr. dialog boxes. You can use the Back button to return quickly to the main menu when you open a dialog box by mistake. Just click the button or press Tab and then the B key. To close a box without redisplaying the main menu, click Cancel or press Esc. (If no file list or directory list appears in a dialog box with a Back button, you can return to the main menu by pressing B without first pressing Tab.)

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The **Move** command transfers a file from one directory to another. It will also move a file to or from a disk in a floppy drive. Procedure:

To move a file from a document directory, first select the **Move** button. In the directory list, double-click the name of the directory containing the file to be moved. A file list appears. Choose a filename.

To move a file from a document subdirectory, first select the **Move** button. In the directory list, click a directory name *once*. Then click the Show Subdirectories button. Choose a subdirectory. Then choose a filename.

To move a file from drive A or drive B, select **Move** and click the appropriate drive button. Then choose a filename.

Once the file to be moved has been chosen, you see a list box labeled Destination. To move a file to a document directory called REPORTS, double-click the name

REPORTS in the Destination box.

To move a file to a document subdirectory, single-click a directory name in the Destination box and then choose the Show Subdirectories button. A list of subdirectories appears so that you can choose a destination subdirectory.

To move a file to drive A or drive B, click the appropriate drive button.

After you move a document, the Move File box reappears so that you can move another document if you wish. You can close the box by pressing Esc.

You can't use the **Move** command to move an open document.

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The **Copy** command creates a duplicate of a file and sends the duplicate to a destination of your choice, leaving the original copy of the file in place. The command works much like **Move**. One difference: You can copy an open file.

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The **Delete** command erases a file. It is structurally similar to the **Open** command. After the command has been set in motion, a file list appears in a Delete File box. Choose a filename. After you erase a file, the Delete File box reappears so that you can erase another file if you wish. You can close the box by pressing Esc.

The **Delete** command won't erase an open document.

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The **Kill BAKs** command erases all BAK files in a specified directory. To delete BAK files stored in a document directory, first select the **Kill BAKs** button and double-click a directory name. To delete BAK files stored in a document subdirectory, select the **Kill BAKs** button, click a directory name once and then choose the Show Subdirectories button. In the next box, choose a subdirectory name.

There must be no open BAK files in the targeted directory or subdirectory.

The command does not delete BAK files on floppy disks. (When you select the **Kill Baks** button, the DRIVE A and DRIVE B buttons are dimmed and inaccessible.)

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The **Undelete** command recovers erased files, using the Undelete for Windows program in MS-DOS 6.0 or 6.2. First select the **Undelete** button. Then choose the name of a directory or subdirectory just as you would if you were using one of the commands described earlier.

When the Microsoft Undelete window appears, select one or more filenames and click the Undelete icon. To close the window, choose Exit on the File menu.

To tell DOS what level of file protection you want to use, choose the Undelete icon from the Microsoft Tools group in the Windows Program Manager.

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The **Rename** command changes the name of a file. First select the **Rename** button. Then choose the name of a document directory or subdirectory just as you would if you were using one of the commands described earlier.

When asked to enter a new name for a document, do not type a directory name or subdirectory name ahead of the filename. Type the filename only. Example: If the document is in the directory C:\WINWORD\MEMOS and you're changing the name from ABLE.DOC to BAKER.DOC, don't type C:\WINWORD\MEMOS\BAKER.DOC. Just type **BAKER.DOC**.

After you rename a document, the Rename File box reappears so that you can rename another document if you wish. You can close the box by pressing Esc.

You can't rename an open document.

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The **Print File** command lets you print Word documents without opening them. Example: You're working on a file in the PERSONAL directory and need a printout of a file stored in the REPORTS directory. Procedure: Select the **Print File** button. Then double-click the name REPORTS in the directory list. A list of the files in the REPORTS directory appears so that you can choose the document to be printed.

You can also use the command to print a file stored in a document subdirectory. To view a subdirectory file list, proceed just as you would if you were executing one of the commands described earlier.

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The **Save New** command is used to specify where a file will be stored when saved for the first time. Example: If you want to store a new file in a document directory called REPORTS, select the **Save New** button and then double-click the name REPORTS in the directory list.

To store a new file in a document subdirectory, first select the **Save New** button. Then click a directory name once and choose the Show Subdirectories button.

When asked to enter a name for a new document, do not type a directory name or subdirectory name ahead of the filename. Type the filename only. Example: If you're naming a new file DOCK.DOC and storing it in C:\WINWORD\MEMOS, don't type C:\WINWORD\MEMOS\DOCK.DOC. Just type **DOCK.DOC**.

The command cannot be used to store a new file on a floppy disk. (When you select **Save New**, the DRIVE A and DRIVE B buttons are dimmed and inaccessible.)

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The **Get Stats** command displays statistical information about files in a specified document directory or subdirectory. Example: You're working on a file in the PERSONAL directory. The file DOCK.DOC is stored in the MEMOS directory. You want to know the size of DOCK.DOC and the date it was last saved. Procedure:

Select the **Get Stats** button. Then double-click the name MEMOS in the directory list. A Find File box appears, listing the files in the MEMOS directory. Highlight the filename DOCK.DOC to display statistical information about that file. If you want information about a second file, highlight another filename. When finished, press Esc to close the Find File box.

You can also get statistical information about files stored in a document subdirectory. Just select the **Get Stats** button and then choose a subdirectory just as you would if you were using one of the commands described earlier.

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The **Back Up** command sends a copy of the active document to a backup disk in the A drive. Any previous backup copy is overwritten.

If you want to use the B drive for backups instead of the A drive, choose the **Setup** button on the main menu. Then choose the **Change Backup Drive** button.

Reminder: The **Back Up** command is in the far-right column on the main menu. Like other commands in that column, it does not act in combination with names in the directory list. To run the command, simply choose the **Back Up** button by clicking it or by pressing the B key.

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The **Print Selection** command prints a selected block of text. First highlight the text you want to print. Then choose the **Print Selection** button. (The selected block of text must be at least two characters long.)

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The **Find File** command helps you locate a file when you can't remember where you stored it or can't remember its name. When you start the command, you're asked whether you want to search for a filename or for text. If you know the name of the file you're looking for, choose the Filename button and type a name in the next box. If the file is found, its directory is identified. If you don't know the name of the file you're looking for, choose the Text button. In next box, type a phrase that is likely to be found only in the file you're looking for. **Important:** Enclose the phrase in quotation marks. And note: Finding text takes time. Word has to search files line by line.

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The **File Info** command displays a word count, a page count and other statistical information about the active document.

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The **Directory Mgr.** command is used to create, rename and delete directories. For additional information, see **More about Directory Mgr.** later in this guide.

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The **Address List** command places an inside address in a business letter. The address is copied from a file in which you have stored names and addresses. The

command is also used to print envelopes and to edit, browse and sort the address file. For additional information, see **More about Address List** later in this guide.

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The **Junk Closet** command is used to store text temporarily in a holding file or to retrieve text from the holding file. For additional information, see **More about Junk Closet** later in this guide.

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The **Quit Word** command closes any open files and quits Word for Windows. Use the command when you want to make a quick exit. If any open documents have been changed since they were last saved, the changes are preserved.

Note If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name before quitting Word.

Drive X: A rest home for old files

If you have two hard drives, you can use your secondary hard drive for storage of old files—files you don't want to delete but would like to move out of your regular document directories to reduce clutter. The **DRIVE X** button in the lower part of the main menu makes it easy to move old files to a secondary drive.

The letter X in **DRIVE X** can stand for any working hard drive. If you have a C drive and a D drive, for example, you can tell File Manager Jr. to recognize the D drive as **DRIVE X**. You can then conserve space on C by storing old files on D.

First you need to assign a drive and directory to the **DRIVE X** button. To begin, choose the **Setup** button on the right side of the main menu. In the **Setup** box, choose the **Drive X Setup** button. In the next box, type a drive identifier and a directory name. Example: **D:\OLDFILES**. If the directory you specify doesn't exist, File Manager Jr. can create it.

After assigning a drive and directory to the **DRIVE X** button, you can use the **Move** command to transfer old documents to **DRIVE X**. Example: If you want to transfer an old file from a directory called **C:\WINWORD\PERSONAL**, select the **Move** button and then double-click the name **PERSONAL** in the directory list. A list of files appears. Choose a filename. When asked to specify a destination for the file, click the **DRIVE X** button.

Note You can open, move, copy, delete, undelete, rename and print old documents stored in **DRIVE X**. Example: If you want to open an old document, select the **Open** button and then click the **DRIVE X** button.

More about Directory Mgr.

To set up a new directory, first choose the **Directory Mgr.** button. Then choose the **Create** button. In the next box, indicate whether you want to create a document directory or document subdirectory. When asked to enter a name for the new directory or subdirectory, do not type a path ahead of the name.

Example: If you're creating a document directory called WOMBAT, don't type C:\WINWORD\WOMBAT. Just type **WOMBAT**.

To rename a directory, first close any open document windows in that directory. Then run **Directory Mgr.** and choose the **Rename** button. Follow the onscreen directions.

You can't rename the main Word directory.

To delete a directory, first close any open files in that directory. Then run **Directory Mgr.** and choose the **Delete** button. Follow the onscreen directions.

If the directory you want to erase is not empty, File Manager Jr. displays a warning.

Note MS-DOS won't let you use certain characters in directory names. File Manager Jr. disallows the following additional characters: the percent sign, the parentheses, the caret (^), the ampersand (&), the braces ({ }) and the swung dash (~).

More about Address List

When you choose the **Address List** button, you see a dialog box with four command buttons. The first command is **Copy**. It places an address block in a business letter, saving you the trouble of typing an inside address. The block is copied from a file in which you can store frequently used addresses. The file is called NAMELIST.FMJ. It was placed in the main Word directory when you installed File Manager Jr.

To copy an address block, first place the insertion point anywhere on the top line of the body of your letter. Then run **Address List** and choose the **Copy** button. You'll be asked to type a name. If you want to copy the address of an individual, type a surname. Example: If you're writing to Horatio D. Blunt, type **BLUNT**. If you want to copy a business address in which no individual is named, type the first word in the name of the business. Example: If you're writing to the law firm of Hussler & Hassler, type **HUSSLER**. (You may be able to save keystrokes by typing only the first four or five letters of a long name.)

The style you use for letters does not have to match the style used to set up your address list in the NAMELIST.FMJ file. If the styles are different, address blocks imported with the **Copy** command are converted to your letter style.

The second command in the **Address List** dialog box is **Print Envelope**. If you have a business letter onscreen, you can use the Envelopes and Labels command on the Tools menu to copy the delivery address from the letter to an envelope. Sometimes, however, you may be unable to use that command because you're mailing material without a cover letter. **Solution:** If the recipient's name is in your address file, you can still print an envelope quickly. Just choose **Print Envelope** in the **Address List** dialog box and follow the onscreen directions.

By default, the **Print Envelope** command uses the Courier typeface and does not print a return address on your envelopes. You can override these defaults.

Procedure:

On the main menu, choose the **Setup** button. In the **Setup** box, choose **Envelope Setup**. First select a font and a point size. When asked whether you want a return address printed, choose the Yes or No button. If you choose Yes, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, choose Options on the Tools menu and click the User Info tab.

The third command in the **Address List** dialog box is **Edit/Browse**. Use it when you want to open the address file so that you can add addresses, delete addresses or just browse.

When you choose the **Edit/Browse** button, you're asked where you want to start in the address file. Choose a letter. The command searches for the first listing under that letter.

If you're entering a new address listing, follow this form:

```
Blunt*Horatio D.  
Blunt Instruments Limited  
12345 Sixth Street  
San Lardo, California 90000-0000  
Mr. Blunt  
408-000-0000
```

The person's last name comes first. Next comes an asterisk. No space is left before or after the asterisk. Do not use an asterisk anywhere else in a listing.

When a listing is copied to a letter, File Manager Jr. rearranges the first line and removes the asterisk. Example:

```
Horatio D. Blunt  
Blunt Instruments Limited  
12345 Sixth Street  
San Lardo, California 90000-0000
```

Dear Mr. Blunt:

The "Mr. Blunt" in the salutation is copied from the next-to-last line of the Horatio Blunt address listing. If that line were changed from "Mr. Blunt" to "Horatio," the address would be copied with a "Dear Horatio:" salutation. A

salutation name is entered on the next-to-last line of each listing. The name must not be omitted.

The last line of each listing is reserved for a phone number and remarks.

Example:

212-000-0000. Stanford grad. Birthday: 6/15. Wife: Gloria.

It's OK to use more than one line for remarks, but the remarks must be confined to a single paragraph. Do not press Enter between remarks.

If you don't have a phone number for someone on your list and no remarks are needed, type several zeros on the phone-number line. Do not omit the line.

When an abbreviation such as "M.D.," "Esq.," or "Jr." is used on the top line of an address listing, it is treated as an extension of the last name and is entered before the asterisk.

Correct form: **Flapdirdle, M.D.*Clyde C.**

Incorrect form: **Flapdirdle*Clyde C., M.D.**

If a last name consists of two or more words, the asterisk goes after the last of those words. Example:

**Van der Flatt*Vanessa C.
Chief Executive Officer
Van der Flatt Tire Corporation
700 Avenue of the Aleutians
New York, New York 10000-0000
Ms. Van der Flatt
212-000-0000**

If you use a courtesy title such as "Ms." or "Mr." on the first line of a listing, place the title just after the asterisk. Example:

Van der Flatt*Ms. Vanessa C.

When a listing begins with the name of a firm rather than with the name of an individual, follow this form:

**Hussler & Hassler*
Attorneys at Law
Jarndyce Center
123 Fourth Street
Hacksaw, Texas 75000-0000
Counselors
509-000-0000**

Notice that the asterisk appears at the end of the first line of the listing, after the name of the law firm. (The full name of the firm is treated as a surname.)

A listing may run five to seven lines. The Hussler & Hassler example runs seven. Here is an example of a five-line listing:

```
Cartwright*Mr. Crispin C.  
1234 Fifth Street  
Bouding, Maine 04000-0000  
Mr. Cartwright  
207-000-0000
```

Important: Leave one or two blank lines below each listing.

After entering one or more new listings, choose Close on the File menu and answer Yes when asked whether to save changes. Follow the same procedure after deleting one or more listings.

Note Eleven blank lines have been placed at the top of the address file. They should not be removed. Several fictitious address listings have been entered in the file for illustrative purposes. They may be deleted.

The **Edit/Browse** command can also be used to look up information in the address file. Example: If you need the telephone number of Horatio Blunt, run **Address List** and choose the **Edit/Browse** button. Then choose B. The insertion point appears before the first listing under that letter. After finding Blunt's phone number, quit the address file by choosing Close on the File menu.

The last command in the **Address List** dialog box is **Sort**. It alphabetizes address listings. When you add listings using the **Edit/Browse** command, you don't need to jump around in the address file to get each new listing in its proper alphabetic position. Enter listings in any order, anywhere in the file. When finished, save the file and use **Sort** to put the listings in proper order.

You don't have to sort the address list before copying an address to a letter or envelope. It makes no difference to the **Copy** and **Print Envelope** commands whether the list is sorted. But a sorted list is easier to work with when you're browsing.

More about Junk Closet

The **Junk Closet** command is used for storage of text you want to remove from the active file but keep available for possible use later.

To store a block of text in the junk closet, first select the text. Then run **Junk Closet** and choose **Store Selection**. The text is sent to a file called JUNK.FMJ. The file was placed in the main Word directory when you installed File Manager Jr.

To find text in the junk file, run **Junk Closet** and choose **Open Closet**. A Find dialog box appears. Type a word or phrase peculiar to the block of text you're

looking for. Then press Enter. If the junk file is small and you don't need to run a search, press Esc to close the Find box.

To retrieve a block of text from the junk file, first select the text and place it on the Windows Clipboard. Then close the junk file and copy the text from the Clipboard to the active file.

When you open the junk file, text in that file is displayed in whatever style you're using in the active document. **Result:** You won't need to apply your current style to text imported from the junk closet. The style will already have been applied.

A separator mark appears before each block of text stored in the closet. That makes it easy to tell where one block ends and the next begins.

To delete text from the junk file, first execute **Junk Closet** and choose **Open Closet**. Then select the text you want to erase and press the Delete key. Choose Close on the File menu and answer Yes when asked whether to save changes.

Input boxes

An input box is a dialog box in which you type information. File Manager Jr. uses many such boxes. It may display an input box, for example, so that you can type a filename or directory name. When finished typing, you can choose the OK button by clicking it or by pressing Tab and then Enter. If you press Enter without first pressing Tab, the cursor moves down a line and becomes improperly positioned. If you then try to choose OK by pressing Tab and Enter, an error message appears.

Tip If you press Enter prematurely, use the Backspace key to put the cursor back where it belongs, just after the last character you typed. Then press Tab and Enter.

Assigning File Manager Jr. to a shortcut key

1. On the Tools menu, choose Customize.
2. In the Customize dialog box, click the Keyboard tab (at the upper right).
3. In the Categories list box, click Macros.
4. In the Macros list box (to the right of Categories), click FileMgrJr.
5. Click the box labeled Press New Shortcut Key. Press a shortcut key or a shortcut-key combination. **Example:** If you want to be able to start File Manager Jr. by holding down Ctrl and striking J (for "Junior"), press the Ctrl key and, without releasing it, press J.
6. Choose Assign.
7. Choose Close.

Assigning File Manager Jr. to a toolbar button

- On the Tools menu, choose Customize.
- In the Customize dialog box, click the Toolbars tab (at the upper left).
- In the Categories list box, click Macros.
- In the Macros list box (to the right of Categories), click the name FileMgrJr. and keep the left mouse button depressed. A rectangular outline appears. Drag the outline to a position on the toolbar and release the mouse button.
- In the box labeled Text Button Name, type a short name, such as **JR**.
- Choose Assign.
- Choose Close.

References

Guy Gallo, *Take Word for Windows to the Edge* (Ziff-Davis Press, 1993). Guy Gallo, Julianne C. Sharer and Steven S. Wexler, *Using WordBasic* (Microsoft, 1991). Microsoft Corporation, *Microsoft Word Developer's Kit* (Microsoft, 1993). Herbert L. Tyson, *Microsoft Word for Windows Revealed* (Windcrest/McGraw-Hill, 1991).

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Edward Mendelson of *PC Magazine* examined a preliminary version of File Manager Jr. and offered helpful criticisms. His assistance is gratefully acknowledged.

Registration information

File Manager Jr. is a shareware program. You're required to register the program if you continue to use it after a 30-day trial period. You can become a registered user by paying a fee of \$15 to the author, Charles Maher, 409 North 18th Street, Coeur d'Alene, Idaho 83814-5460. If you have a MasterCard or Visa account, you can call toll-free to register. To register by voice phone, dial 1-800-215-3688 between 8 a.m. and 3 p.m. Pacific time. If you have a modem, you can use a 24-hour number: 1-800-503-2292. Indicate that you are registering a product developed by vendor 3864.

For more about terms of use, see the file LICENSE.FMJ in the main Word directory.