

WORD-PRO TEXT EDITOR AND FILE SEARCH UTILITY

Word-Pro is a text editor designed to operate under the Microsoft Windows operating system. In addition to the standard text editing features, Word-Pro also allows you to have more than one text file open for editing at a time. Word-Pro also has a powerful system-wide file search utility, which allows you to find the file you want, anywhere in your system. And, the file you are searching for need not be a text file. These powerful features make Word-Pro an excellent replacement for the Windows Notepad program.

Word-Pro is written in Microsoft Visual Basic 3.0, and requires the support file VBRUN300.DLL in order to run. This file is available on many BBS systems, as well as the commercial online services. You probably have it already. If not, install it in your windows\system directory. If you register, but do not have a copy of VBRUN300.DLL, let me know when you register, and I will send you a copy of this file when I send you your registration.

DISCLAIMER:

THIS PROGRAM IS OFFERED AS-IS, WITH NO WARRANTY, EXPRESS OR IMPLIED. THE AUTHOR ACCEPTS NO LIABILITY FOR ANY DAMAGES RESULTING FROM THE USE OF THIS PROGRAM, EITHER DIRECT OR INDIRECT. IF YOU CANNOT AGREE TO THESE TERMS, YOU MUST DISCONTINUE USING WORD-PRO IMMEDIATELY, AND REMOVE IT FROM YOUR COMPUTER.

SHAREWARE:

This program is copyrighted shareware, and is not free. You are granted a license to install and use Word-Pro for a period of 30 days, to determine if Word-Pro will meet your needs. After 30 days, you must either register, or discontinue using Word-Pro, and remove it from your computer. Those who use Word-Pro for Government, Business, or any money making operation, must register in order to continue using Word-Pro. Instructions for registering your copy of Word-Pro are given at the end of this text.

GETTING STARTED:

The first step in installing Word-Pro is to unzip the archive, and the best way to do this is to unzip it onto a floppy disk. In the archive, you should find the following files:

1. WORD-PRO.EXE -- the executable file for Word-Pro
2. CMDIALOG.VBX -- support file required by Word-Pro
3. COMMDLG.DLL -- support file required by Word-Pro
4. README.IST -- text file describing Word-Pro
5. WORD-PRO.WRI -- this file you are reading

The two support files, cmdialog.vbx and commdlg.dll, should be installed in your windows\system directory. If you find these files already installed, you need not install those from the Word-Pro archive. You should also ensure that vbrun300.dll is installed in your windows\system directory.

The executable file for Word-Pro, word-pro.exe, and the documentation can be installed either in a directory of their own, or simply copied to your windows directory, whichever you prefer.

Once you have successfully installed the Word-Pro files on your hard drive, your next step is to create a Program Manager program item in one or more of your program groups. You can either use Word-Pro's icon, or select another which is already installed in your system.

USING WORD-PRO:

When you first start Word-Pro, by either clicking it's icon with your mouse, or entering it's file name in the file/run line of the program manager, You will first see a small copyright information box. Once you click the ok button on the copyright info box, you will see the main Word-Pro Window.

At the very top of the window, is the standard title bar, and just below the title bar is the menu bar. The menu selections available are: File, Edit, Search, Options, and Window. You will notice there is an underline under the first letter of each file selection. You can activate the menu selection by either clicking it with your mouse, or by pressing the ALT key, and at the same time pressing the underlined letter for the menu selection you wish to select. A menu will pop-up, giving you the available functions for that selection.

Menus:

File:

When you click or select the File selection, a menu will pop-up offering these choices: New, Open, Close, Save, Save As, Print, Search for a File, and Exit. These selections provide the following functions:

New -- Opens a new text window, allowing you to create a new text, without affecting the one which is already loaded. If you wish to clear the previous text from memory, you should close it's window by clicking the appropriate selection of that window's size menu.

Open -- Opens an existing text file, and loads it's contents into an edit window, and puts that window on top of the present window. If you wish to clear an existing text from memory, close it's window.

Close -- Closes the topmost edit window. Has the same effect as selecting close from the edit window's sizing menu.

Save -- Saves the contents of the topmost edit window to it's file. This selection can also be accessed at any time by pressing the F2 key on your keyboard.

Save As -- Clicking this selection opens a dialog box in the center of the screen, where you can either enter a file name by typing it into the file name field, or by selecting a file from the file list box. Note: If you select a file from the file list box, the contents of that file will be erased, and replaced by the contents of the top most edit window.

Print -- This selection allows you to send the contents of the topmost edit window to the system printer. A dialog window will open in the center of the edit window, allowing you to select the number of pages and/or copies to print. If you click the ok button, the contents of the topmost edit window will be sent to the windows system printer.

Search for a File -- This selection activates Word-Pro's file search utility. This search engine allows you to search for a file anywhere in your system, on any drive. You can search for a specific file, or use wildcards. Your file search is not limited to text files, you can locate any type file using this utility. However, only text files can be loaded into an edit window.

Exit -- This selection exits the Word-Pro program, first prompting you to save any unsaved text.

At the bottom of the file menu, the last four files which you had worked on previously are arrayed. You may select one of these, and it will be immediatly loaded into an edit window.

Edit Menu:

When you activate the Edit pop-up menu, you are offered these selections: Cut, Copy, Paste, Delete, Select All, and Time/Date. These selections function as follows:

Cut -- This selection allows you to select text in an edit window, remove it, and copy it to the windows clipboard. You select the text by dragging the mouse cursor over the desired text, while holding down the left mouse button. This area of text is then highlighted, allowing you to see exactly what you have selected. The area of text that you have selected is then deleted from the edit window.

Copy -- This selection allow you to copy a selected area of text in the edit window, and copy it to another location, without deleting the text you copied.

Paste -- This selection allows you to copy the text which you have previously saved to the clipboard, using either the cut or copy commands. The text will be placed at the position located by the cursor, so ensure the cursor is located properly before selecting this command.

Clear -- This selection will delete that portion of text which you have selected, and is highlighted in the edit window. You can also delete the selected text by pressing the delete key on your keyboard.

Select All -- This selection will select the entire text in the edit window. You can then cut, copy, paste, or delete this selected text.

Time/Date -- This selection will past the current system time and date onto your text, at the location of the cursor. This is useful if you wish to record the time and date you worked on your text.

Search Menu:

The search menu activates the word search utility. This allows you to enter a word or short section of text, and search for it in the text you have loaded in the edit window.

Find -- When you select this option, a window will open on the screen, and you will be prompted for the string you wish to search for. You will also be presented with the options of selecting a search direction, as well as a case-sensitive search.

Find Next -- This selection initiates a search for the next string which matches your search string, which you previously entered using the search command. This option also uses the F3 key as it's shortcut key.

Option Menu:

The option menu offers three selections, Toolbar, Font, and Dos Prompt.

Toolbar -- The toolbar selection allows you to either show or hide the toolbar. If you hide the tool bar, you will have a slightly greater screen area for your edit window(s).

Font -- This selection allows you to select the font and tpestyle you wish to use in your text file. You can also slect the color of the print displayed in an edit window.

Dos Prompt -- This selection gives you a DOS prompt, allowing you to run DOS commands and DOS programs without leaving Word-Pro.

Window Menu:

The Window menu offers these selections, Cascade, Tile, and Arrange Icons. At the bottom of the menu will also appear a list of the open edit windows.

Cascade -- This command allows you to layer your open edit windows, one atop the other, with the title bars of each exposed. This allows you to access each edit window simply by clicking on its title bar.

Tile -- This command allows you to arrange the open edit windows next to each other on the screen. When you tile your edit windows, the contents of each edit window are visible, and you can select the one upon which you wish to work by clicking your mouse cursor on that window's area.

Arrange Icons -- This command allows you to arrange all your icons for minimized edit windows to the lower left hand corner of the main window. This allows you to keep your icons where you can easily find them, and any icons hidden under other edit windows will be pulled to this location when you activate this command.

At the bottom of the windows menu, you will find an additional menu which lists the open edit windows. The window which is currently on top and active will be checked.

File Search Utility:

The Word-Pro file search utility is a powerful file locator tool built into Word-Pro. Your search is not limited to text files, but you can search for any type file. You can search for either one specific file, or a whole category of files, depending upon the search criteria you enter.

When you first activate the file search utility, the search window will open in the center of the screen. It contains a file and directory control, as well as a search criteria entry field. When the utility is first activated, the directory will be set to the current working directory, and the files contained in that directory will be listed. The default search criteria will also appear, which is all files `"*. *"`. If you use the default search criteria, your search will return a complete list of all the files in the current directory, and all its sub-directories.

The normal search pattern is to search the current directory, and all sub-directories of the current directory. However, the utility can be made to search an entire drive by simply changing the directory setting to the root directory of the drive you wish to search. You can also change to a different drive, and continue or modify your search there.

The default search criteria when the search window is first opened is `"*. *"` for all files, but that will list every file in the search path. But, you can alter the search criteria to allow a search for either a specific file name, or a specific type of file. Wildcards are supported for both the filename and the extension. For example, to search for all text files, your search criteria should be set to `"*.txt"`. However, you may search for any type of file in your computer.

At the bottom of the search window, you will find three command buttons, Search/Reset, Exit, and Open File. Before you initiate your first search, the Search/Reset button will display "Search" and you can initiate your search by clicking this button. The exit button simply returns you to the edit window, and closes the search window. After you have completed a search, the Search/Reset button will display "Reset", and if you click this button it will reset the search utility to allow a new search. Exit retains the same function.

As your search begins, a file list box will appear in the search window, and any file(s) which are

found will be listed in this box. If no files matching your file criteria are found, you will receive a message to that effect. Once the search is completed, you can select a file in the list box by clicking it, and then load it into an edit window by clicking the Open File button on the search window. Or, if you don't wish to open a file, you can either exit the search utility, or reset for another search.

Registration:

Word-Pro is copyrighted software, it is not free. It is offered for evaluation as shareware. You are licensed to install and use Word-Pro for a period of 30 days, after which you must either register your copy of Word-Pro, or discontinue using it, and remove it from your computer. Those who use Word-Pro for Government, Business, or any money-making enterprise, MUST register in order to continue using Word-Pro after the expiration of the evaluation period.

To register your copy of Word-Pro, send \$10.00 to:

Richard Buttars
849 Almar Ave. Suite #C204
Santa Cruz, CA 95060

If you register, you will receive the latest registered version of Word-Pro, as well as any updates which are made during the next year. I will also send those who register my phone number, and will provide telephone support for those registered users who need assistance in installing or using Word-Pro. Unfortunately, it is not possible for me to provide telephone support for those who are not registered users.

However, I do welcome any questions, suggestions, inquiries, or bug reports you may wish to make, either by mail, or by e-mail. My e-mail address is:

CompuServe: 72672,2240

Internet 72672.2240@compuserve.com

I will try to answer your inquiry as soon as possible after I receive it.