

# DocuPower Pro™ 3.1

Document Management System for

Microsoft® Word for Windows™

(versions 6.x and 2.x)

## User's Manual & Instruction Guide

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### Using This Manual

This is more than just a typical software instruction manual. It is an "on-line" User's Manual, providing easy, electronic access to any information you might need about *DocuPower Pro™*.

You may scan through this software manual "normally" (sequentially), the same way you might read any other document. Or you can use our **green hypertext** to *jump* from topic to topic. For your convenience, we've formatted the table of contents with hypertext links. We've also included hypertext cross-references throughout this manual. To enhance the speed of jumping, we recommend that you copy this WinWord document to your hard drive.

Reading this manual from your computer screen is fast and easy. It's also a very "green" thing to do, because it helps the environment by saving paper. Because this is a Word for Windows document, however, it's always easy to print hard copy. You can print the entire software instruction manual, or **any part** that interests you.

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## **Overview**

### ***What is DocuPower Pro™ ?***

A total document management system. Store and retrieve files effortlessly. Integrates seamlessly with all versions of Microsoft® Word for Windows™ Never misplace a file again!

- Shareware Magazine Editor's Choice Award Winner (Sept/Oct '93)
- “*DocuPower Pro™* provides you with all the power you need for easy, effective document management... you have to check this program out! Excellent!” — Michael Callahan (aka Dr. File Finder), Shareware Magazine.

- “...see for yourself what *DocuPower Pro*<sup>™</sup> can do. One word of caution, however, make sure you have your seat belt fastened before taking this program for a test ride. Or, it might just blow your socks off.”, Ed Hoffman, WinOnLine Review (September 1993)
- “I find *DocuPower Pro* to be quite valuable. It freed me from the problem of trying to figure out which file was which. I continue to use the product constantly. Is that recommendation enough?”, Library Software Review, (Winter, '93)

After you create Word for Windows documents, how do you find them? You know they're on your hard drive, or on the network file server... somewhere. If only you could remember the file name, or the directory — you might actually be able to get some work done.

*DocuPower Pro*<sup>™</sup> smashes the eight character DOS file name barrier! File names like TER4MIZ.DOC are a confusing waste of time. Now you can give your documents real descriptive names up to **255 characters long**. Name your files with a sentence instead of a word.

Point and click on your own file descriptions to: **open, merge, print** or **fax** your documents. We've also included **File Find** and **Text Search** utilities to recover your “missing” documents, even if you've forgotten their file names. Integrated **File Management** features are provided to delete, rename, copy or move files — all from inside Word for Windows.

After giving your documents long descriptive names, you can then group them together in “folders”. Give each folder a meaningful title and get organized fast. It's easy to create, rename, or delete folders. Best of all, documents can appear in more than one folder at the same time. This means that the same materials can be organized and displayed in a variety of ways simultaneously.

*DocuPower Pro*<sup>™</sup> also comes with the **TSS Address Book** so you can keep names and addresses at your fingertips. Pop up the Address Book list... point and click on a name. The name and address are instantly inserted into your document, followed by the appropriate salutation. Or use TSS Address Book to dial the telephone!

*DocuPower Pro*<sup>™</sup> makes Word for Windows more powerful and intuitive than the Apple Macintosh. Available in stand-alone PC, network and work group configurations.

## **Powerful Features**

- Go beyond the eight character DOS file name barrier. With *DocuPower Pro*<sup>™</sup> you can give your documents real, meaningful descriptions — up to **255 characters long!**
- Point and click to instantly open any document, anywhere on your PC or network.
- It's easy to be organized. Create an unlimited number of folders for your documents, and give each folder its own descriptive title.
- Get up and running with *DocuPower Pro*<sup>™</sup> **fast**. Add large batches of documents to folders at the same time.
- Each folder holds an **unlimited** number of document descriptions. Add as many as you like, because they'll be displayed in alphabetical order. Simply touch the keyboard to jump immediately to any part of the list.
- Toggle folder list displays instantly between *DocuPower Pro*<sup>™</sup> document descriptions and DOS file names.
- The “Copy” command allows files to appear in multiple folders simultaneously. This enables you to organize the same material in different ways while avoiding version control problems.

- Because it's tightly integrated into Winword, *DocuPower Pro™* will automatically prompt you every time you save a new file. So you're never more than one keystroke or mouse click away from adding your new work directly to a folder.
- Sophisticated folder management allows you to create, rename, or delete entire folders. Plus you can easily move documents from one folder to another.
- Print single or multiple copies of a document directly from any folder — you don't even need to open the file first.
- Print all documents in a folder with just one command.
- Fax documents directly from a folder.
- Insert the contents of one document into another. Clicking the "Insert" button lets you perform automated document assembly.
- Integrated File Find and Text Search utilities find the files you need fast. Search on DOS wildcards (e.g. \*.doc). Search for text fragments (e.g. all files containing the phrase "Balance Due"). And once you find the files you need, add them directly to *DocuPower Pro™* folders.
- Integrated file management functions enable you to make directories, copy, rename, delete or move files. The file management window is easy and intuitive to use — a dual list box with file names on the left, and your descriptions on the right. Do it all without ever leaving Winword or *DocuPower Pro™*.
- Print a detailed folder status report. List document descriptions and file names for all documents in any folder as well as global reports for all documents in all folders.
- Free *DocuPower Pro™* Tool Kit includes powerful WinWord macro utilities: Close All Open Files; Exit Windows; Restart Windows; Run Program (Command Line); Windows System Status.

## **DANGER!**

### ***Beware of Conventional Document Management Systems***

All document management systems are not alike. *DocuPower Pro™* is unique, because we do it all, and do it safely. To appreciate our revolutionary design, it's important to understand the **dangers** of conventional document management systems. Those programs also allow you to assign descriptive names to your files. However, to keep track of what description goes with which file, they take control of your computer. First, they create their own DOS directories for your documents (for example C:\MEZ001A2). Next, they rename each file at the DOS level with their own proprietary file names, like L000310.DOC. Finally, the new directory structure and proprietary file names are indexed and tracked by their database engine.

And that's the problem with conventional systems — they take too much control away from you. As long as your descriptive names are viewed from inside their program, everything is fine. But if you want to find a file on your own, you're out of luck. Just try figuring out what C:\MEZ001A2\L000310.DOC means!

This can be a real problem. If you need to copy directories or files to a diskette, you'll be stuck. The names that the document management program assigns are totally meaningless to you. So using any file management program becomes impractical. Backing up your data also becomes either difficult or impossible. How can you back up your documents when you don't know where they are or what they're named?

The benefits offered by these programs are outweighed by the problems that they create. It's just never worth it to give up complete control of your system.

### ***DocuPower Pro™'s Revolutionary Design***

Unlike ordinary document management systems, *DocuPower Pro™* enhances rather than replaces your existing directory structure and file names. You'll always have it both ways. Assign long, descriptive names to your documents **plus** retain your original directory structure and file names. *DocuPower Pro™* puts you in complete control. *DocuPower Pro™* gives you the power you need to really be in charge of your documents.

### ***PC's, Networks, and Workgroups***

*DocuPower Pro™* is designed for use on stand-alone PC's as well as networks.

Three basic configurations are available:

1. ***Stand-alone*** – for regular PC's which are not connected to a network.
2. ***Network*** – for PC's which are part of a network. *DocuPower Pro™* folders can contain documents from your local drive, as well as files from network drives. Access to network drives is transparent to the user. Each user maintains separate folder configurations.
3. ***Workgroup*** – for PC's which are part of a network. As above, users can access documents from local and network drives. The workgroup version, however, also allows users in the same group to access the **same** set of *DocuPower Pro™* folders. By sharing folders and documents, all members of the group can benefit from consistent document organization.

This free trial version comes pre-configured for *stand-alone* and *network* PC's. Site licenses for any number of users can be purchased – volume discount prices are available.

### ***Word for Windows Compatibility Guarantee***

*DocuPower Pro™* document management software is compatible with the **current** and **previous** releases of Word for Windows. Versions of *DocuPower Pro™* are available for WinWord 6.x as well WinWord 2.x. *DocuPower Pro™* is also fully compatible with most language versions of WinWord — English as well as international (French, German, Italian, Spanish, Swedish, Norwegian, Finnish, Dutch, Danish, etc.)

*DocuPower Pro™* is designed to be run under Windows 3.1. All documents included in this package are formatted using True Type Fonts. For more information, call our technical support line: 718-375-1261.

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## ***Contacting Us***

**Company** .....Total System Solutions, Inc.

**Address** .....1530 E. 18th Street, Suite 6H

Brooklyn, NY 11230

**Sales**.....800-814-2300 (Toll Free)  
718-375-2997

**Technical Support**.....718-375-1261

**FAX**.....718-375-6261

**BBS** .....718-375-6261 (same as fax)

**CompuServe E-Mail** .....70154,2463

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## **Quick Start**

Here's how you can get up and running fast! Follow the instructions below to quickly learn how to create folders, add your files to them, then easily access them any time.

**Note:** *DocuPower Pro*<sup>™</sup> creates different menu assignments for WinWord 6.x and WinWord 2.x. The exact configuration depends on which version of Word for Windows you are running. In Word for Windows 6.x, the *DocuPower Pro*<sup>™</sup> installation program will create a completely **new** additional menu: the "**DocuPower**" menu. Commands are then assigned to this new "DocuPower" menu. In Word for Windows 2.x, *DocuPower Pro*<sup>™</sup> commands are added to the "File" and "Tools" menus (or their international equivalents).

## ***Creating Folders & Adding Files***

You can **create** folders and **add files** fast from the same window.  
Word for Windows 6.x

## Mouse

Choose the **Add To DocuPower Folder** item from the "DocuPower" menu

## Keyboard

Press **Alt+Shift+A**

## Toolbar

Click the  button on the *DocuPower Pro™* toolbar

## **Word for Windows 2.x**

### Mouse

Choose the **Add To DocuPower Pro Folder** item from the "File" menu

### Keyboard

Press **Alt+Shift+A**

## **Create A Folder**

Type a title for the folder that you are creating at the flashing cursor (in the empty edit field above the list box), then...

### Mouse

Click the **Create Folder** button

### Keyboard

Press **Enter**

OR press **Alt+C**

Now that you've created your first folder, you're ready to add a file to it.

## **Add a File**

### **Choose Folder**

To add a file to a folder, you have to first open the folder. (For your convenience, the title of a newly created folder is *already* highlighted by default.) So all you have to do is...



## Mouse

Click the **Add To Folder** button

## Keyboard

Press **Enter**

OR press **Alt+A**

## Select File

The "Add File" screen that follows contains drive, directory, and file list boxes. Notice that the *active* document (the document which is active on your Word for Windows application workspace) is highlighted by default.

Use your mouse or keyboard to choose a file to add and then...

## Mouse

Click the **Add** button

## Keyboard

Press **Enter**

OR press **Alt+A**

## Assign Description

In the screen that follows, enter a description for the document you are adding. Your description can be up to 255 characters long. The text field will scroll to accommodate longer document descriptions.

When you are satisfied with the document description you've entered...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

You've just added your first file to a *DocuPower Pro™* folder!

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## Accessing Your Files

Once your documents are in folders it's always easy to access them. You can open, insert, print or fax a document simply by highlighting its description on the folder list and clicking the appropriate button.

The first step to accessing your files is to open the right folder.

### **Opening a Folder**

Open the main *DocuPower Pro™* window...  
Word for Windows 6.x

#### **Mouse**

Choose the **Open DocuPower Folders** menu item from the "DocuPower" menu

#### **Keyboard**

Press **Alt+Shift+D**

#### **Toolbar**

Click the button on the *DocuPower Pro™* toolbar

Word for Windows 2.x

#### **Mouse**

Choose the **Open DocuPower Pro Folders** menu item from the "File" menu

#### **Keyboard**

Press **Alt+Shift+D**

Highlight the folder you want to open, then...

#### **Mouse**

Click the **Open Folder** button  
OR double-click the folder name

#### **Keyboard**

Press **Enter**  
OR press **Alt+O**

### **Tip**

If you find that you have opened the wrong folder, just click the **Folders...** button or press **Alt+F** to get back to the main screen, where you can choose a different folder.

## Action Features

Upon selecting and opening your folder you'll be presented with a new screen. In the center of this window will be a list box containing all the document descriptions for that folder. This list box will be surrounded by fourteen push-buttons. Highlight the description of the document you want, then...

### Opening a Document

To **Open** a document...

#### Mouse

Click the **Open** button

#### Keyboard

Press **Alt+O**

OR press **Enter**

### Tip

Because the Open command is the most commonly used *DocuPower Pro™* feature, we've made it the easiest to use — you can also double click a description to open that document in WinWord.

### Inserting a Document

This feature inserts the contents of a file from a *DocuPower Pro™* folder into the *active* document (the document which is active in your Word for Windows application workspace). First make sure that your cursor is positioned where you want to insert the text.

Highlight the description of the document that you want to insert. Then...

#### Mouse

Click the **Insert** button

#### Keyboard

Press **Alt+S**

OR tab to the **Insert** button and press **Enter**

### Printing a Document

With *DocuPower Pro™*, you can print a document right from the folder window, **without** having to open it in WinWord first. To print a document, highlight the desired document description, then...

## Mouse

Click the **Print / Fax** button

## Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. This screen is divided into two sections: "Print" and "Fax", each of which has its own group box. Choose from selections in the *Print* group box to print either the "Selected document" or "All documents in the folder". Then...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

## ***Faxing A Document***

If your system is equipped with a fax board, you can also fax a document ***without*** having to open it first. To fax a document, highlight the desired document description, then...

## Mouse

Click the **Print / Fax** button

## Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. Choose the "Selected document" option from the *Fax* group box. Then...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

## ***Setting Up Your Fax Board***

Before you can send faxes, you'll need to choose a fax driver. *This only needs to be done once.*

## Mouse

Click the **Print / Fax** button

## Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

In the screen that follows, choose the "Setup fax driver" option from the *Fax* group box. Then...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

Next, highlight the fax driver from the list of available printer drivers. Then...

## Mouse

Click the **Choose** button

## Keyboard

Press **Alt+C**

OR press **Enter**

Once your fax driver is set up, *DocuPower Pro™* returns you to the **Print / Fax** window so you can immediately send your fax.

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## ***Automatic Features***

*DocuPower Pro™* comes with two special features that make it easier for you retrieve and store your documents: customized File Open and File Save macros.

### ***File Open***

The customized File Open provides you with both *DocuPower Pro™* folders and standard directory-drive-file lists, all on one screen. So you can do a regular file open or a *DocuPower Pro™* open every time you choose File Open, with no extra steps.

Run the **File-Open** command as usual:

## Mouse

Click the **Open File** icon on the Tool Bar

OR choose the **Open** item on the "File" menu

## Keyboard

Press **Ctrl+F12**

OR press **Alt+F,O**

The enhanced File Open window that follows has two sections: **DocuPower Open** and **Standard Open**. There are also two command buttons (one for each section) and a **Cancel** button.

### *DocuPower Open*

If the document you want is already inside a *DocuPower Pro™* folder, simply highlight the desired folder and then...

#### Mouse

Click the **DocuPower Open** button

#### Keyboard

Press **Alt+P**

OR press **Enter**

This command will open the selected folder.

### *Standard Open*

If the document you want is not yet in a *DocuPower Pro™* folder, you'll have to open it using the standard WinWord File Open feature. (You can then add it to any *DocuPower Pro™* folder.)

To open a file using the standard File Open function, use the drive-directory-file lists to select a file. Than...

#### Mouse

Click the **Standard Open** button

#### Keyboard

Press **Alt+S**

OR tab to the **Standard Open** button and press **Enter**

### *Cancel*

Choose this option to cancel the File Open operation

With *DocuPower Pro™*, you can control the File Open window! You can have either the custom File Open window, described above, or the standard WinWord File Open window, appear whenever you execute the File Open command. See below, §, for more information.

## **File Save**

*DocuPower Pro™* will automatically prompt you to add newly created files to an appropriate folder. To add a file directly to a *DocuPower Pro™* folder after you have named and saved it...

At the prompt: "Add this file to a DocuPower Pro folder?"

### **Mouse**

Click the **Yes** button

### **Keyboard**

Press **Y**

OR press **Enter**

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## **Menu and Menu Items**

Upon installation, *DocuPower Pro™* creates menu items for several of its most important features. *DocuPower Pro™* creates different menu assignments, however, for WinWord 6.x and WinWord 2.x. The exact configuration depends on which version of Word for Windows you are running.

### **WinWord 6.x**

In WinWord 6.x, the *DocuPower Pro™* installation program creates a completely **new** additional menu: the "**DocuPower**" menu. Six important commands are assigned to this special menu:

- Open DocuPower Folders
- Add To DocuPower Folder
- DocuPower File Find
- DocuPower Text Search
- DocuPower Address Book
- DocuPower Tool Kit

### **WinWord 2.x**

In WinWord 2.x, the *DocuPower Pro™* installation program creates menu items for five important commands and adds them to the "File" and "Tools" menus (or their international equivalents).

File Menu

Open DocuPower Pro Folders

Add To DocuPower Pro Folder

Tools Menu

DocuPower Pro — File Find

DocuPower Pro — Text Search

DocuPower Pro — Tool Kit

### **Please Note**

If you upgrade to Word for Windows 6.x, please **re-install** *DocuPower Pro™*. Reinstallation will remove the commands from the “File” and “Tools” menu and re-assign them to the WinWord 6.x "DocuPower" menu.

## ***DocuPower Pro™ Toolbar***

*DocuPower Pro™* comes with its own custom color toolbar to help you quickly access our most powerful features (WinWord 6.x).

### ***What Does Each Button Do?***

Open *DocuPower Pro™* Folders

Click this button to open a *DocuPower Pro™* folder, or do folder maintenance.

Add to *DocuPower Pro™* Folder

Click this button to add any document to a *DocuPower Pro™* folder.

*DocuPower Pro™* Address Book

Click this button to insert a name and address into your document, or dial the phone.

Remember, if you ever forget what a toolbar button does, simply position your mouse pointer over that button. If you have your Word for Windows “Tool Tips” feature enabled, a balloon will come up at the tip of the mouse pointer. In the balloon you’ll see a brief description of the purpose of that button.

### ***Moving Your DocuPower Pro Toolbar***

Feel free to reposition your *DocuPower Pro™* toolbar. Because it is short, it doesn’t need to occupy a row all by itself. We recommend that you place it to the left or the right of another of your toolbars. It’s simple. Just position the mouse pointer in an empty area on the toolbar and drag the toolbar to the location you want. As you drag the toolbar, WinWord displays it as a dotted outline. Once the toolbar is in the desired position, release the mouse button to anchor it in its new location.

For more information about using and customizing WinWord toolbars, see your Microsoft Word for Windows instruction manual or press F1 to access the WinWord on-line help system.



## The Missing Toolbar

After you complete installation, your *DocuPower Pro*<sup>™</sup> toolbar **should** automatically appear in WinWord 6.x above all your documents. If it doesn't, select the **Toolbars** item on the "View" menu. A "DocuPower Pro" entry should appear on the toolbar list. Check the checkbox to the left of the entry, then click the **OK** button or press **Enter**. The *DocuPower Pro*<sup>™</sup> toolbar will then be displayed. If a "DocuPower Pro" entry doesn't appear on the list, see below: § (page 47).

## Keyboard Shortcuts

"Hot key" keyboard shortcuts are programmed into WinWord when you install *DocuPower Pro*<sup>™</sup>. (Due to differences in keyboard mapping, hot key short-cuts are automatically installed to **English** versions of WinWord only. International users can, however, install their own keyboard commands.)

### Alt+Shift+D

This key combination will run the main *DocuPower Pro*<sup>™</sup> window (the same as the **Open DocuPower Folders** menu pick).

### Alt+Shift+A

This key combination will run the *Add File To Folder* window (the same as the **Add To DocuPower Folder** menu pick).

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## Managing Your Folders

All the "folder management" functions described below are performed from the main *DocuPower Pro*<sup>™</sup> window, which is invoked as follows:

Word for Windows 6.x

### Mouse

Select the **Open DocuPower Folders** menu item from the "DocuPower" menu

### Keyboard

Press **Alt+Shift+D**

OR press **Alt+D,O**

### Toolbar

Click the button on the *DocuPower Pro*<sup>™</sup> toolbar

Word for Windows 2.x

## Mouse

Select the **Open DocuPower Pro Folders** menu item from the "File" menu

## Keyboard

Press **Alt+Shift+D**

OR press **Alt+F,O**

## Selecting A Folder

Once the main *DocuPower Pro*<sup>™</sup> window is displayed you must choose a folder. After a folder is selected you can do anything with it: open it, add documents to it, rename it, or delete it.

### Mouse

Use the scroll bars to move the list up and down, then click directly on the folder name.

### Keyboard

Press the **alphanumeric key** corresponding to the first character of the folder name, then press the **down arrow** key. The highlighting will jump to the first folder name starting with that letter. If the list of folder names is long, you can then press the **down arrow** key until you've highlighted the desired folder.

For example, you want to select a folder whose title starts with the letter "M". All you have to do is press **M**, then press the down arrow key. The highlight will jump to the first folder name beginning with the letter "M".

After you've highlighted a folder title, you're ready to use the folder management features.

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## Open

Highlight the folder you want to open and then...

## Mouse

Click the **Open Folder** button  
OR double-click the folder name

## Keyboard

Press **Alt+O**  
OR press **Enter**

## Create

Type a title for the folder you wish to create in the empty edit field (at the flashing cursor). Then...

### Mouse

Click the **Create Folder** button

### Keyboard

Press **Alt+C**  
OR press **Enter**

Hint: if you want to "force" a folder title to appear at the top of the list, begin its title with the asterisk (\*) symbol.

### Tip

Once you've created a new folder, its title will be highlighted by default for easy opening.

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## Rename

Highlight the folder that you want to rename, then...

## Mouse

Click the **Rename Folder** button

## Keyboard

Press **Alt+R**

OR tab to the **Rename Folder** button and press **Enter**

In the screen that follows, the current folder title will appear, highlighted, in the text box. Edit or replace the folder title. When you are satisfied with the new folder title...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

*DocuPower Pro™* will return you to the list of folders.

## Tip

Once you've renamed a folder, its new title will be highlighted by default for easy opening.

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## Delete

### ***What happens when a folder is deleted?***

Deleting a folder means that you are deleting the folder title from the list, ***along with all of the document descriptions in that folder.*** (The actual files associated with these document descriptions will ***not*** be deleted from your computer or network.) So before you delete a folder, make sure you don't want to keep **any** of the document descriptions. You might also want to **Move** some of the descriptions into a different folder before deleting. (Alternatively, you could **Rename** the folder instead of deleting it.)

### ***How To Delete A Folder***

Highlight the folder you want to delete, then...

## Mouse

Click the **Delete Folder** button

## Keyboard

Press **Alt+D**

OR tab to the **Delete Folder** button and press **Enter**

Confirm the deletion in the message box that follows. When *DocuPower Pro™* has deleted the folder, it will return you to the updated list of folders

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## Configuring Global Options

*DocuPower Pro™* is designed so that you can customize it to meet your individual needs.

### Displaying The Global Options Window

To display the Global Options screen, run *DocuPower Pro™* and then...

#### Mouse

Click the **Global Options** button

#### Keyboard

Press **Alt+G**

OR tab to the **Global Options** button and press **Enter**

The Global Options window consists of a list box with two items on it: Folder Default, and File Open Dialog Control.

### Folder Default

When enabled, the Folder Default feature will return you to the *last* folder you were working on when you *next* run *DocuPower Pro™* — that **folder name** will be automatically highlighted on the folder list.

### Enabling And Disabling Folder Default

To enable or disable Folder Default...

1. Highlight the “Folder Default” item in the Global Options list box, then click the **Set Up** button or press **Alt+S**.
2. To **disable** Folder Default, select the "No default folder -- blank edit field" option button, and then click the **OK** button or press **Enter**..
3. To **enable** Folder Default, select the "Default highlight to last folder used" option button, and then click the **OK** button or press **Enter**.

## ***File Open Dialog Control***

When enabled, this dialog box provides both *DocuPower Pro™* folders and standard WinWord file open directory-drive-file lists, all on one screen. So you can do a regular File Open or a *DocuPower Pro™* open every time you choose File Open, with no extra steps. You can also disable the Custom File Open so the standard WinWord File Open dialog will display instead.

To enable or disable Custom File Open...

1. Highlight the "File Open Dialog Control" item in the Global Options list box, then click the **Set Up** button or press **Alt+S**.
2. To **disable** Custom File Open, select the "Standard File Open" option button, and then click the **OK** button or press **Enter**..
3. To **enable** the Custom File Open, select the "Custom File Open" option button, and then click the **OK** button or press **Enter**.

## **Inside Your Folder**

Upon **selecting** and **opening** a folder you'll be presented with a new screen. In the center of this window is a list box containing all the document descriptions for that folder.

### ***Screen Elements***

The folder contents window consists of a central list box, with command and option buttons flanking it on the right and bottom borders of the window. The list box contains an alphabetized list of all of the document descriptions in that folder.

The command buttons on the right side of the window are divided into: Action features (Open, Insert, Print / Fax); Management features (Add, Edit, Clear, Copy, Move, Reports) and the Folders button.

At the bottom of the window there are two rows of buttons. The top "row" is a set of option buttons which control the folder display features. Under this option group is a row of command buttons. The first two control the *DocuPower Pro™* Search features (File Find, Text Search). The third button accesses to the *DocuPower Pro™* File Management features.

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### ***Highlighting Descriptions***

The key to using most of the *DocuPower Pro™* folder features is to first highlight the description of the document you want.

## Mouse

Use the scroll bars to move the list box up and down, then click directly on the description.

## Keyboard

Press the **alphanumeric key** corresponding to the first character of the description. The highlighting will jump to the first document description starting with that letter. Press the **down arrow** key until the highlight rests on the desired document description. If the folder list is very long, you might want to use a combination of **Page Down** and **down arrow** keys to reach the desired document description

For example, to select a document whose description starts with the letter "S", press **S**. The highlight will jump to the first document description beginning with the letter "S".

After you've highlighted a document description, you're ready to use the *DocuPower Pro™* folder features.

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## Action Features

### Open

Highlight the description of the document that you want to open. Then...

#### Mouse

Click the **Open** button

#### Keyboard

Press **Alt+O**

OR press **Enter**

### Tip

Because the Open command is the most commonly used *DocuPower Pro™* feature, we've made it the easiest to use — you can also **double click** a description to open a document.

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## **Insert**

This feature inserts the contents of a file from a *DocuPower Pro™* folder into the *active* document (the document which is active in your Word for Windows application workspace). First make sure that your cursor is positioned where you want to insert the text.

Highlight the description of the document that you want to insert. Then...

### **Mouse**

Click the **Insert** button

### **Keyboard**

Press **Alt+S**

OR tab to the **Insert** button and press **Enter**

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## **Print/Fax**

*DocuPower Pro™* allows you to print or fax documents directly from the folder window, **without** needing to open them in WinWord first.

Highlight the desired document description, then...

### **Mouse**

Click the **Print / Fax** button

### **Keyboard**

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. This screen is divided into two sections: "Print" and "Fax", each of which has its own group box.

## **Printing One Document**

Choose the "Selected document" option in the "Print" group box. Specify the number of copies to be printed (one is the default), then...



## **Mouse**

Click the **OK** button

## **Keyboard**

Press **Enter**

### ***Print All Documents In A Folder***

Select the "All documents in the folder" option in the "Print" group box. Specify the number of copies of each to be printed, then...

## **Mouse**

Click the **OK** button

## **Keyboard**

Press **Enter**

### ***Setting Up Your Fax Board***

To fax a document directly from *DocuPower Pro*<sup>™</sup>, you'll need to first set things up by specifying the fax driver. *This only needs to be done once.* To select a driver for your fax board...

## **Mouse**

Click the **Print / Fax** button

## **Keyboard**

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. In the "Fax" group box, select the "Setup fax driver" option and then...

## **Mouse**

Click the **OK** button

## **Keyboard**

Press **Enter**

In the screen that follows, select a fax driver from the list of available printer drivers, and then...

## **Mouse**

Click the **Choose** button

## **Keyboard**

Press **Alt+C**

OR press **Enter**

You're now able to send faxes from inside *DocuPower Pro™* simply by pointing and clicking.

## ***Faxing A Document***

Highlight the description of the desired document, then...

### **Mouse**

Click the **Print / Fax** button

### **Keyboard**

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

In the Fax group box, choose the "Selected document" option, then...

### **Mouse**

Click the **OK** button

### **Keyboard**

Press **Enter**

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## ***Managing Documents***

### ***Add***

You can add documents to *DocuPower Pro™* from inside any folder. Here's how...

## Mouse

Click the **Add** button

## Keyboard

Press **Enter**

OR press **Alt+A**

## Select A File

The "Add File" screen that follows contains drive, directory, and file list boxes. Notice that the *active* document (the document which is active on your Word for Windows application workspace) is highlighted by default.

Use your mouse or keyboard to choose a file to add and then...

### Mouse

Double-click the name of the file you want to add

OR click the **Add** button

### Keyboard

Press **Alt+A**

OR tab to the **Add** button and press **Enter**

## Assign Description

In the screen that follows you will see a combo box (an edit field with a list box attached below).

Descriptions for all the files in the active folder are listed in the list box.

Enter a description for the document you are adding in one of two ways.

1. You can type a description directly into the edit field.
2. Or you can highlight one of the existing document descriptions. The highlighted description appears in the edit field, where you can change it to suit the description of the document you are adding. This is especially useful if you want the document descriptions in a folder to follow a particular form: e.g. Letter to Williams, John: 1/3/94; Letter to Williams, John: 2/8/94; etc.

Your description can be up to 255 characters long. The text field will scroll to accommodate longer document descriptions.

When you are satisfied with the document description you've entered...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

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## Edit

You can always change the *DocuPower Pro*<sup>™</sup> description associated with a document. (Alternatively, you can also specify a new file path for a given description). First, highlight the entry to be edited, then...

### Mouse

Click the **Edit** button

### Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

## Change A Description

To change a document description, select the **Edit Item Description** option. Then...

### Mouse

Click the **OK** button

### Keyboard

Press **Enter**

In the screen that follows, the current document description will automatically appear in the edit field. Change or replace the document description, in one of two ways:

1. You can type a new description directly into the edit field.
2. Or you can highlight one of the existing document descriptions. The highlighted description appears in the edit field, where you can change it to suit the description of the document you are adding. This is especially useful if you want the document descriptions in a folder to follow a particular form: e.g. Letter to Williams, John: 1/3/94; Letter to Williams, John: 2/8/94; etc.

Your description can be up to 255 characters long. The text field will scroll to accommodate longer document descriptions.

When you are satisfied with the new document description...

## **Mouse**

Click the **OK** button

## **Keyboard**

Press **Enter**

*DocuPower Pro™* will return you to the folder window. The modified entry will be highlighted by default.

## **Modify A File Path**

To modify the file path associated with a document description, highlight the entry you want to change and then...

### **Mouse**

Click the **Edit** button

### **Keyboard**

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

Select the "Modify file path" option and then...

### **Mouse**

Click the **OK** button

### **Keyboard**

Press **Enter**

In the Modify File screen that follows, select a new file path for the entry. If the current path is still valid, it will be highlighted in the drive-directory-file list box. If the current path is not valid, the display will default to the Current System Directory.

Choose a new file path and then...

## Mouse

Click the **Modify** button

## Keyboard

Press **Alt+M**

OR press **Enter**

## ***Display Current Information***

You can also display detailed information about a document. Highlight an entry, then...

### Mouse

Click the **Edit** button

### Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

In the window that follows,

### Mouse

Double-click the **Display Description and File Path** button

### Keyboard

Press **Alt+D**

OR tab to the **Display Description and File Path** button and press **Enter**

A message box will appear displaying the document description and its current file path.

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## ***Clear***

Clearing an item from a folder means removing its description from the folder list. *The actual file is not deleted.* If you want to delete a file (not just its description) see the File Management section below.

To clear an item from a folder, select the entry that you want to remove and then...

## Mouse

Click the **Clear** button

## Keyboard

Press **Alt+L**

OR tab to the **Clear** button and press **Enter**

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## Copy

The **Copy** feature enables you to easily copy documents into other folders. So one file can stay in a single physical location, but appear in multiple folders simultaneously. This allows you to organize the same material in a variety different ways, while completely avoiding version control problems.

To copy a document description from one folder to another, highlight the entry you want to copy, then...

### Mouse

Click the **Copy** button

### Keyboard

Press **Alt+C**

OR tab to the **Copy** button and press **Enter**

In the screen that follows, select a destination folder from the list and then...

### Mouse

Click the **Choose** button

### Keyboard

Press **Alt+C**

OR press **Enter**

*DocuPower Pro™* will copy the document to the destination folder, then re-display the original folder.

## Move

The **Move** feature helps you do basic housework and reorganization by moving documents between folders. To move a document description from one folder into another, highlight the entry you want to move, then...

## Mouse

Click the **Move** button

## Keyboard

Press **Alt+M**

OR tab to the **Move** button and press **Enter**

In the screen that follows, select a destination folder from the list and then...

## Mouse

Click the **Choose** button

## Keyboard

Press **Alt+C**

OR press **Enter**

*DocuPower Pro™* will move the document to the destination folder, then re-display the original folder.

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## ***The “Reports” Button***

The **Reports** feature generates detailed status reports. The Reports window has two option groups: "This Folder", for reports on the status of the **active folder** ; and "All Folders (Global)", for reports on the status of **all documents** in the *DocuPower Pro™* system.

To display the “Reports” dialog box, open any folder, then:

## Mouse

Click the **Reports** button

## Keyboards

Press **Alt+R**

OR tab to the **Reports** button and press **Enter**

In the screen that follows, you'll be presented with two option groups, with two option buttons in each group. To run a report...



## Mouse

Double-click the option button of the report you wish to run

## Keyboard

Select the option button of the report you wish to run and press **Enter**

### *This Folder*

#### ***All document descriptions and paths***

Choose this option to automatically create a WinWord document containing a list of all documents in the folder which is currently open. The list will contain the name and number of the folder, document descriptions and file paths, and the total number of files.

#### ***Only documents with invalid file paths***

Choose this option to automatically create a WinWord document containing a list of only those documents in the open folder whose file paths are **no longer valid**. The list will contain the name and number of the folder and the document descriptions and file paths. Also included will be the total number of files in the folder as well as the actual number of files with invalid paths. (File paths become invalid when a file management utility other than the one included with *DocuPower Pro™* has been used to rename, move, or delete *DocuPower Pro™* documents).

### *All Folders (Global)*

#### ***All document descriptions and paths***

Choose this option to automatically create a WinWord document containing lists of all the documents in all *DocuPower Pro™* folders. This report will be organized into separate sections for each folder. Each section will contain the name and number of the folder, a list of document descriptions and file paths, and the total number of files in each folder.

#### ***Only documents with invalid file paths***

Choose this option to automatically create a WinWord document containing lists of all documents in the *DocuPower Pro™* folder system whose file paths are **no longer valid**. The report will be organized into separate sections for each folder. Each section will contain the name and number of the folder, and a list of document descriptions and file paths. Also included will be the total number of files in each folder as well as the actual number of files with invalid paths.

## The “**Folders...**” Button

The **Folders...** button lets you return to the main *DocuPower Pro™* window (the list of available folders), where you can choose another folder to open.

To return to the main Folders window...

### Main

Click the **Folders...** button

### Keyboard

Press **Alt+F**

OR tab to the **Folders...** button and press **Enter**

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## List Box Display Options

*DocuPower Pro™* offers you two display options in the folder list box. You can show either **document descriptions** or **file paths**. These folder display options are controlled by the “Select Display for DocuPower Pro Folders” option group (found under the list box).

### **Document Descriptions (Default Display)**

To display the document descriptions...

#### Mouse

Click the **Display Descriptions** option button once

#### Keyboard

Press **Alt+D**

### **File Names**

To display the DOS paths and file names of the folder items...

## Mouse

Click the **Display File Names** option button once

## Keyboard

Press **Alt+I**

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## TSS Address Book

A while back, we did an experiment. The **marketing mavens** at **Total System Solutions** took an informal poll. They asked WinWord users a simple question: "What's at the top of your 'WinWord Wish List'?" Nine out of ten people said the same thing: "I wish there was an easy way to get names and addresses into my documents." Funny thing, that was at the top of **our** Wish List too!

So the **macro mavens** at **Total System Solutions** were put to work. And now here it is, the better mousetrap, WinWord style: **TSS Address Book**. A compact personal information manager (PIM) exclusively for Word for Windows.

**TSS Address Book** keeps track of your most frequently needed names, addresses, and phone numbers. One click will insert a name, address, and salutation directly into your document. If you have a modem, you can even dial the phone from right inside WinWord. And of course you can print a detailed report of all your *TSS Address Book* records.

### *Running TSS Address Book*

To run *TSS Address Book*...

#### **Mouse**

Run *DocuPower Pro*<sup>™</sup> and click the **Address Book** button

#### **Keyboard**

Run *DocuPower Pro*<sup>™</sup> and press **Alt+B**

#### **Toolbar**

Click the  button on the *DocuPower Pro*<sup>™</sup> toolbar (WinWord 6.x)

### *Highlighting A Record*

The key to using *TSS Address Book* is to first highlight the record you need.

#### **Mouse**

Use the scroll bars to move the list box up and down, then click directly on a name.

#### **Keyboard**

Press the **alphanumeric key** corresponding to the first character of the name. The highlighting will jump to the first record starting with that letter. Press the **down arrow** key until the highlight rests on the desired entry. For example, to highlight "Smith, John", press **S**. The highlight will then jump to the first name beginning with the letter "S".

After you've highlighted the desired name, you're ready to use all the *TSS Address Book* features.

## Adding A Record

You'll need to add at least one record to *TSS Address Book* in order to work with the program. To add a record...

1. Click the **Add** button or press **Alt+A**

The "Add Name and Address" window that follows contains the following text entry fields:

- Title (Mr., Ms., Dr., etc.)
- First and Last Names
- Job Title (e.g. Vice President)
- Company
- Street 1, Street 2
- City, State, Zip
- Country
- Phone numbers: Home, Work, Fax, Pager
- Notes

Move forward from field to field by pressing the **Tab** key, and backwards by pressing **Shift+Tab**. The first name and last name fields must be completed to make a valid record.

2. When you have finished entering information, click the **OK** button or press **Enter**
3. Once you've added a record, it will be highlighted by default for easy access.

### **Important**

**The following characters can't be used in any field: = [ ]**

### **Telephone Number Formatting**

## **Standard Formats**

The **preferred** telephone number format is to separate the parts of the number with spaces:

xxx xxx xxxx

Most standard telephone number formats will not interfere with the *TSS Address Book* dialer. For example:

xxx-xxx-xxxx

(xxx) xxx-xxxx

xxx.xxx.xxxx

are all acceptable formats. However, using ( )'s around the area/city code is not recommended. Doing so will make the telephone number longer than the visible telephone number field. For most telephone numbers, this will make it difficult to read the entire number at a glance.

## Local Area Code

Be sure to include the area code when entering all telephone numbers, including **local** telephone numbers. Don't worry: when dialing a local number, *TSS Address Book* will skip the area code, dialing only the number. The program "knows" how to dial local and long distance numbers differently. To set up the correct dialing behavior, you'll need to specify your local area code — see §.

## Special Characters

You can use special characters to send messages to your modem that will actually change the way your modem behaves when it dials a number. Depending upon what kind of modem you are using, you might find that ! generates a hook flash, or that ,, makes the modem pause when dialing. Refer to the command guide of your particular modem.

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## Inserting A Record

To insert an address book record into a document...

1. Position the cursor in a document.
2. Run *TSS Address Book*
3. Highlight a name, then...
  - Mouse**  
Click the **Insert** button  
OR double-click on the name you want to insert
  - Keyboard**  
Press **Alt+I**  
OR press **Enter**

*TSS Address Book* will insert the name and address for the highlighted record, along with the appropriate salutation.

For example:

Ms. Edwina Rossland  
Vice President  
United Flange & Widget, Inc.  
990 Holyoak Ave.  
Suite 210  
Cedarhurst, NY 11232

Dear Ms. Rossland,

To change the salutation style, see below §. Don't worry: you don't have to fill in all the fields. Even if you've left some fields blank, *TSS Address Book* **won't** leave blank lines in your

document. It's smart enough to know that you've left fields blank on purpose. For example, you do not need to fill in "Street 2" or "Country". If you leave them blank, your name and address will still be formatted properly.

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## *View/Edit/Delete A Record*

Clicking the **View...** button allows you to look at records that you've previously entered, and optionally edit or delete them. To access these functions, highlight a record and then...

### **Mouse**

Click the **View...** button

### **Keyboard**

Press **Alt+V**

OR tab to the **View...** button and press **Enter**

This displays the *View / Edit / Delete* window, which has three command buttons: **Save**, **Delete** and **Cancel**

## **Save**

To edit a record and save changes that you've made...

### **Mouse**

Click the **Save** button

### **Keyboard**

Press **Alt+S**

OR tab to the **Save** button and press **Enter**

## **Delete**

To completely delete a record, and remove it from *TSS Address Book*...

### **Mouse**

Click the **Delete** button

### **Keyboard**

Press **Alt+D**

OR tab to the **Delete** button and press **Enter**

## **Exit**

To simply view a record without making any changes...

### **Mouse**

Click the **Cancel** button

### **Keyboard**

Press the **Escape** key

## Set Up

You can customize the *TSS Address Book* default display:

**FirstName LastName**

OR

**LastName, FirstName**

You can also customize the standard salutation style:

**Dear Fred,**

**Dear Mr. Smith,**

**Hi Fred,**

To access the *Set Up* window...

### Mouse

Click the **Set Up** button

### Keyboard

Press **Alt+S**

OR tab to the **Set Up** button and press **Enter**

The *Set Up* window has three command buttons: **Default Display**, **Salutation Style**, and **Cancel/Close**

## Default Display

The default display refers to the way *TSS Address Book* displays the list of names. Choose either **First Last** (with this option, names would be displayed, for example as "Fred Smith") or **Last, First** (with this option, names would be displayed, for example, as "Smith, Fred") .

1. To change the default display...
  - Mouse**  
Click the **Default Display** button
  - Keyboard**  
Press **D**  
OR press **Enter**
2. Select either the "Last, First" or "First Last" option button and then
  - Mouse**  
Click the **OK** button
  - Keyboard**  
Press **Enter**

Note that when the display is set to **First Last**, pressing an alphanumeric key will jump you to the first record whose *First Name* starts with that letter. When the display is set to **Last, First**, pressing an alphanumeric key will jump you to the first record whose *Last Name* starts with that letter.

## Salutation Style

When you insert a *TSS Address Book* record into your correspondence, the program also includes a salutation (for example: "Dear Mr. Smith,"). You can specify both the Salutation Text (e.g. "Dear", "Hi", etc.), and the Salutation Format (e.g. "Fred" or "Mr. Smith").

1. To change the Salutation Style...

**Mouse**

Click the **Salutation Style** button

**Keyboard**

Press **S**

OR tab to the **Salutation Style** button and press **Enter**

2. In the window that follows, you will see two group boxes. The first group box has an edit field for entering a *Salutation Text*. The second group box has option buttons for setting the *Salutation Style*.

### ***Changing The Salutation Text***

Enter a greeting in the text field. Keep in mind that the Salutation Text will be followed either by a first name, or by the title and last name. Don't enter punctuation: *TSS Address Book* automatically inserts a comma (,) after the addressee's name.

### ***Changing The Salutation Style***

Select an option button for the Salutation Style in the second group box. Choose either "First Name", or "Title + Last Name".

3. When you have completed setting the Salutation Text and Style, click the **OK** button or press **Enter**.

*Tip: Even if you specify "Title + Last Name" for the Salutation Style, records which have no title specified are automatically formatted as "Salutation + First Name" (i.e. "Dear Fred" or "Hi Fred").*

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## ***Dialing***

With *TSS Address Book* you can dial phone, fax and pager numbers right from your PC. (You'll need a modem. It is also helpful to have the modem's speaker turned on). To dial a number...

1. Click the **Dial** button or press **Alt+D**
2. In the window that follows, select the option button corresponding to the number you want to dial (home, work, fax, or pager). When you have selected a number to dial...

**Mouse**

Click the **OK** button

**Keyboard**

Press **Enter**

*Tip: Before you can dial numbers, you must first have set up all the Dialing Options (see below).*



*TSS Address Book* will dial the number you have chosen. A message box will appear telling you who is being called: e.g. "Dialing the home number for Fred Smith." Notice that the actual phone number being dialed appears in the title bar of this message box.

3. When the call goes through, pick up the phone and click the **OK** button or press **Enter**.

### **Setting Up Dialing Options**

Before you can dial phone numbers using the *TSS Address Book*, you'll first need to set up all the dialing options. To access the *Set Up Dialing Options* window...

1. Click the **Dial** button or press **Alt+D**
2. In the window that follows, click the **Set Up...** button or press **S**.
3. The *Set Up Dialing Options* window follows. It has four command buttons: **Com Port**, **Dialing Profile**, **Dialing Prefix**, and **Done**.

### **Choosing A Com Port**

In order for *TSS Address Book* to make your modem dial the phone, you have to specify what com port your modem is connected to.

To choose a **COM PORT**...

1. Click the **Com Port** button or press **C**.  
The window that follows has four option buttons: Com 1, Com 2, Com 3, and Com 4. If you have not yet chosen a com port, none of the option buttons will be selected.
2. Select an option button, then click the **OK** button or press **Enter**.

### **Setting The Dialing Profile**

*TSS Address Book* uses the Dialing Profile information to distinguish between local and long distance calls. All you need to do is specify the number of digits in your:

- local phone number (e.g. 7 in the US, 6 in France, etc.)
- area (city) code

To set the dialing profile...

1. Click the **Dialing Profile** button or press **D**.  
The window that follows has two small text boxes.
2. In the first text box, specify how many digits are in your local phone number (e.g. local phone numbers in the USA have 7 digits).
3. In the second text box, enter your local area code (e.g. 212 for New York City).
4. When you have entered the required information, click the **OK** button or press **Enter**.

### **Setting The Dialing Prefix**

You can specify two dialing prefixes: "1" for non-local numbers, and/or a specific PBX prefix.

Many cities require that you dial "1" before all non-local telephone numbers. *TSS Address Book* can automatically distinguish between local and non-local numbers, and be configured to dial "1" before all non-local calls.

Some office phone systems require that a specific number or sequence of numbers be dialed before **all** outgoing calls. Dialing this prefix (e.g. "9") will then enable a dial tone for outgoing calls. One such implementation of this system is called "PBX". If you have a PBX-type phone system, you can configure *TSS Address Book* to dial such a prefix before all calls.

To set dialing prefixes...

1. Click the **Dialing Prefix** button press **P**
2. In the window that follows, you will see two group boxes titled "Non-Local Dialing" and "PBX Dialing".

Setting The Non-Local Dialing Prefix To "1"

Mouse

Click the check box in the *Non-Local Dialing* group box

Keyboard

Tab to the *Non-Local Dialing* group box and press the **Spacebar** to check the checkbox

Setting A PBX Prefix

Mouse

Click the check box in the *PBX Dialing* group box

Keyboard

Tab to the check box in the *PBX Dialing* group box and press the **Spacebar** to check it.

Next, enter a prefix in the text box (e.g. "9").

3. When you have specified the necessary prefix(es), click the **OK** button or press **Enter**.

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## Reports

*TSS Address Book* can generate a detailed report summarizing all your *TSS Address Book* records in an easy-to-read format. (You can then print out hard copy if necessary.) These reports can also be configured to be automatically saved to a specific directory location.

1. To create a *TSS Address Book* report, click the **Report** button or press **Alt+R**.
2. In the window that follows, click the **OK** button or press **Enter** to immediately generate a report.

### Setting The Report Location

The **Set Up Report Location** option is used to specify a default file path for *TSS Address Book* reports. This option ensures that the latest *TSS Address Book* report is always stored in an easy-to-find place.

Setting this option will:

- Automatically save the report to the correct directory
- Name the report ADBKRPT.DOC
- Overwrite any previous version of the report in that directory

## Setting The Default Report File Path

1. To set the Default Report File Path...

### Mouse

Click the **Set Default Report File Path** button

### Keyboard

Press **D**

OR tab to the **Set Default Report File Path** button and press Enter

2. In the drive-directory window that follows, choose a default directory for the report, then click the **OK** button or press **Enter**. The next time you create a report, it will be saved in the default directory with the filename "ADBKRPT.DOC".

## Creating A Report As An Unsaved Document

Use this option to create a report that will **not** be automatically named and saved.

### Mouse

Click the **New document; don't save** option button

### Keyboard

Press **N**

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## Custom Templates

*TSS Address Book* comes with a customizable, automated letter template: "TSSLETTR.DOT". It facilitates access to *TSS Address Book* where it's needed most — in writing letters.

When a new document is created using the TSSLETTR.DOT template, here's what happens:

- It's automatically formatted for business correspondence
- The current date is inserted at the head of the letter
- A streamlined *TSS Address Book* window pops up.  
This window doesn't have all the bells and whistles of the main *TSS Address Book* list. It's optimized for fast selection and insertion of names and addresses.

All you have to do is double-click a name and voila: the properly formatted name and address are inserted into the document.

### Attention: More Free Templates

Keep your eyes open for more **free** *TSS Address Book* templates. Coming soon: a template that will allow you to embed individual fields into your documents. A great way to personalize automated form letters! (To download additional free templates, log on to our customer support BBS periodically: 718-375-6261.)

### The TSSLETTR.DOT Template

To base documents upon the TSSLETTR.DOT template...

1. Copy the file TSSLETTR.DOT into your template directory.
2. Click the **File-New** menu item, or press **Alt+F, N** to create a new file (File-New).
3. In the window that follows, make sure that the TSSLETTR template is highlighted in the “Use Template” list box. Then click the **OK** button or press **Enter**.

### **Customizing TSSLETTR.DOT**

TSSLETTR.DOT can be customized in two ways:

#### **Appearance**

You can customize TSSLETTR.DOT’s appearance as much as you like. Put a letter-head or logo in the header, change the Normal style, etc.

#### **Macro Code**

If you like to tinker, you can customize the WordBasic macro code in the “AutoNew” macro. You can also copy the code, and incorporate the functionality into **any other** WinWord template.

1. Select the **Tools-Macro** menu item.

##### **WinWord 6.x**

Make sure that the open template’s name is showing in the “Macros Available In” drop box

##### **WinWord 2.x**

Click the “Template” option button in the “Show” group box

2. Highlight the “AutoNew” macro on the “Macro Name” list.
3. Click the **Edit** button or press **Alt+E**.
4. The WordBasic code for TSSLETTR.DOT’s AutoNew macro appears in the macro pane that follows.
5. Make the desired changes, then select the **File-Save All** menu item.
6. Click the **Yes** button or press **Enter** at the prompt.

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## **File Management**

*DocuPower Pro™* comes with powerful and fully integrated file management functions designed especially for use with documents in your *DocuPower Pro™* folders. These utilities will manipulate your files at the DOS (disk) level. You can create new DOS directories, as well as rename, delete, move and copy files. If you wish to perform file management functions on documents which are in *DocuPower Pro™* folders, you **must** use this integrated utility. Use of any other file management utility will cause *DocuPower Pro™* to **lose** the file path information it needs to maintain your folders.

## ***Running File Management***

From the inside of any *DocuPower Pro*™ folder highlight a document, then...

### **Mouse**

Click the **File Management** button

### **Keyboard**

Press **Alt+T**

OR tab to the **File Management** button and press **Enter**

### ***Screen Elements***

The main window component is the dual list box. The left hand side contains file names while the right hand side contains the corresponding document descriptions. Highlighting on the two sides of the list box is linked. Select a document description and its file name will also become highlighted. Alternatively, select a file name and the corresponding document description will be highlighted. The directory path of the selected file appears above the list box near the top of the screen.

### ***Tip***

The document which was highlighted in the folder window will also be highlighted by default in the file management dual list box. You can also select a different file from the dual list.

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## ***Features***

### ***Copy File***

Highlight a document to copy to another directory, then...

### **Mouse**

Click the **Copy File** button

### **Keyboard**

Press **Alt+C**

OR tab to the **Copy File** button and press **Enter**

Notice that the file you highlighted in the file management window will be automatically highlighted in the Copy File window which follows. Also, the source file path appears above the file list, in blue

letters. You can copy this file, or select a different file to copy by highlighting its file name. (You can copy **any** file to and from any location – not just documents from a *DocuPower Pro™* folder.)

Using either the mouse or keyboard, select a destination drive and directory for the file to be copied. Notice that the destination path appears over the destination directory list, in red letters. Then...

### **Mouse**

Double-click the file name  
OR click the **Copy** button

### **Keyboard**

Press **Alt+C**

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### **Move File**

Highlight a file to move and then...

#### **Mouse**

Click the **Move File** button

#### **Keyboard**

Press **Alt+M**

Tab to the **Move File** button and click **Enter**

In the window that follows, use either your mouse or keyboard to choose a target directory into which to move the file. Notice that the target directory path appears over the directories box, in blue letters. Then...

#### **Mouse**

Click the **Choose** button

#### **Keyboard**

Press **Alt+C**

After moving the document, *DocuPower Pro™* returns you to the folder window.

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## **Delete File**

This will actually delete files from your computer. Use this function with caution! Highlight the document you want to delete and then...

### **Mouse**

Click the **Delete File** button

### **Keyboard**

Press **Alt+D**

OR tab to the **Delete File** button and press **Enter**

Delete File will automatically remove the document description from the folder list as well..

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## **Rename File**

Rename File changes the DOS file names of documents in *DocuPower Pro™* folders. Select the document you want to rename, then...

### **Mouse**

Click the **Rename File** button

### **Keyboard**

Press **Alt+R**

OR tab to the **Rename File** button and press **Enter**

The current file name appears in the upper portion of the screen. Enter a new file name in the text box (be sure to follow standard DOS naming conventions). Then...

## Mouse

Click the **Rename** button

## Keyboard

Press **Alt+R**

OR press **Enter**

## Tip

If the file extension that you want is the same as your default WinWord document extension (e.g. DOC) you don't need to enter it. Just type in the new file name and click the **Rename** button or press **Enter**. *DocuPower Pro™* will append the default extension for you.

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## Make Directory

This feature provides you with the ability to create a real DOS directory. From the File Management window...

### Mouse

Click the **Make Directory** button

### Keyboard

Press **Alt+A**

OR tab to the **Make Directory** button and press **Enter**

In the screen that follows, choose the directory under which to create a new sub-directory. Notice that the path of the currently selected directory appear over the directories list box in blue letters. Then...

### Mouse

Click the **Choose** button

### Keyboard

Press **Alt+C**

In the next screen, enter a name for the new directory in the text entry box. Be sure to follow DOS naming conventions. Then...



## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

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## File Find and Text Search

*DocuPower Pro™* includes two powerful integrated search utilities: **File Find** and **Text Search**. Each allows you to search for files which have the characteristics that you specify. A successful search will compile a list of files that match the specified criteria. You may then choose to either open these files in WinWord, or add them directly to a *DocuPower Pro™* folder.

### *File Find*

It's easy to run File Find. Choose one of two ways:

#### *From Inside A Folder*

##### Mouse

Click the **File Find** button

##### Keyboard

Press **Alt+N**

OR tab to the **File Find** button and press **Enter**

After the search is complete, you'll have the option of opening the files found, or adding them to any folder you choose.

#### *From A Menu*

Word for Windows 6.x

##### Mouse

Select the **DocuPower File Find** item from the "DocuPower" menu

##### Keyboard

Press **Alt+D,F**

Word for Windows 2.x

## Mouse

Select the **DocuPower Pro — File Find** item from the “Tools” menu

## Keyboard

Press **Alt+O,F**

### *Performing The Search*

In the window that follows, choose the starting directory for the search. The specified directory and all of its sub-directories will be searched. Then...

## Mouse

Click the **Choose** button

## Keyboard

Press **Alt+C**

OR press **Enter**

In the next screen, enter a file filter for the search. This filter will specify what kinds of files you want to be included in the search (DOS wildcards are supported). The default filter displayed will be the standard WinWord file extension (i.e. \*.DOC). After entering the file filter...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

The File Find utility will then build a list of files that match the specified criteria. To stop the search at any time press the **Escape** key or click the **Stop** button.

### *To Run File Find Again Fast*

Type a different file path and filter into the text box at the top of the screen, then...

## Mouse

Click the **Find** button

## Keyboard

Press **Alt+F**

OR press **Enter**

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## *Text Search*

Its easy to run Text Search. Choose one of two ways:

### *From Inside A Folder*

#### Mouse

Click the **Text Search** button

#### Keyboard

Press **Alt+X**

OR tab to the **Text Search** button and press **Enter**

After the search is complete, you'll have the option of opening the files found, or of adding them to any folder you choose.

### *From A Menu*

Word for Windows 6.x

#### Mouse

Select the **DocuPower Text Search** item from the "DocuPower" menu

#### Keyboard

Press **Alt+D,T**

Word for Windows 2.x

## Mouse

Select the **DocuPower Pro — Text Search** item from the “Tools” menu

## Keyboard

Press **Alt+O,T**

### *Performing The Search*

In the window that follows, choose the starting directory for the search. The specified directory and all of its sub-directories will be searched. Then...

## Mouse

Click the **Choose** button

## Keyboard

Press **Alt+C**

OR press **Enter**

In the following screen, you'll need to enter a file filter and text string for the search. The file filter will specify what kinds of files you want to be included in the search (DOS wildcards are supported). The default filter displayed will be the standard WinWord file extension (i.e. \*.DOC). Next, type in the text string for the search. Enter any text which might be unique to the document(s) that you want to find. After entering the information...

## Mouse

Click the **OK** button

## Keyboard

Press **Enter**

The Text Search utility will then build a list of files that match the specified criteria. To stop the search at any time press the **Escape** key or click the **Stop** button.

### *To Run Text Search Again Fast*

Type different file path, filter and text string information into the text boxes at the top of the screen, then...

## Mouse

Click the **Find** button

## Keyboard

Press **Alt+F**

OR press **Enter**

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## ***Multiple Selection Of Found Files***

If successful, the **File Find** and **Text Search** utilities will compile a list of files that match the specified criteria. These files can then be either opened in WinWord, or added to a folder. Select one or more documents to open or add using the multiple selection techniques outlined below.

### ***Mouse***

#### ***Click And Drag***

Select one list entry with a mouse-click, then drag the mouse pointer up or down to extend the selection over several entries.

#### ***Shift+Click***

Select one list entry with a mouse-click, then shift+click on another entry: those two items plus all entries between them will be selected.

#### ***Ctrl+Click***

Select one entry with a mouse-click, then ctrl+click on other entries. All the entries clicked will remain selected.

### ***Keyboard***

#### ***Spacebar, Shift+Arrow Key***

Tab to the files list, then arrow key to the first file you want to select. Press the **spacebar** to select that file. Next, press **shift+down arrow** or **shift+up arrow** to select a range of files adjacent to one another. (Results are the same as the click and drag method described above.)

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## Opening Found Files

Files found by the File Find or Text Search utilities can then be opened in WinWord. Highlight the documents you want to open (use the multiple selection techniques outlined above), then...

### Mouse

Click the **Open File(s)** button

### Keyboard

Press **Alt+O**

OR tab to the **Open File(s)** button and press **Enter**

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## Adding Found Files To A Folder

Files found by the File Find or Text Search utilities can be added **directly** to any *DocuPower Pro™* folder. There is **no limit** to the amount of files you can add at the same time. Highlight the documents you want to add (use the multiple selection techniques outlined above), then...

### Mouse

Click the **Add File(s)** button

### Keyboard

Press **Alt+A**

OR tab to the **Add File(s)** button and press **Enter**

## Choosing A Folder

In the screen that follows, you'll be presented with a list of *DocuPower Pro™* folders. (If you ran File Find or Text Search from inside a *DocuPower Pro™* folder, the currently active folder will be highlighted by default.)

Select the folder to which you want to add your files, then...

## Mouse

Click the **Select** button

## Keyboard

Press **Enter**

OR press **Alt+S**

### *Creating A Folder*

Alternatively, you could also create a **new** folder for your files.

Type a title for the folder that you are creating at the flashing cursor (in the empty edit field above the list box), then...

## Mouse

Click the **Create** button

## Keyboard

Press **Enter**

OR press **Alt+C**

### *Adding The Files*

Document descriptions can now be assigned for each of the selected files. A series of windows will follow – one per file to be added – so that you can specify a document description for each. Each window will display the DOS file name, provide a text entry field for a document description, and give you the choice of three command buttons: **Add To Folder**, **Skip To Next**, and **Cancel**.

### *Add To Folder*

Use this button to add the specified document to the folder. Enter a description for the file, then...

## Mouse

Click the **Add To Folder** button

## Keyboard

Press **Alt+A**

OR press **Enter**

### *Skip To Next*

Use this button to bypass adding the currently specified file to the folder. After skipping the current choice, the next file (if any) will be presented. In this way, you can continue to add the rest of the selected documents.

## Mouse

Click the **Skip To Next** button

## Keyboard

Press **Alt+S**

OR tab to the **Skip To Next** button and press **Enter**

## Cancel

Use this button to end the entire operation.

### Mouse

Click the **Cancel** button

### Keyboard

Press the **Escape** key

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## DocuPower Pro™ Tool Kit

The *DocuPower Pro* Tool Kit™ is a convenient launchpad for additional Word for Windows macro utilities. Tool Kit™ #1 includes five macros which are provided *free* with your copy of *DocuPower Pro*™.

### *What's In The Tool Kit?*

Tool Kit™ #1 contains the following macro utilities...

#### ***Close All Open Files***

Closes all files open in your Word for Windows application workspace with one command. Choose between options that let you "Prompt To Save Each One" or "Close Altogether Now" (closes all without saving).

#### ***Exit Windows Now!***

Lets you exit Windows immediately, with just one command.

#### ***Restart Windows***

Is your computer's performance degrading? Maybe the memory is getting clogged up. Run **Restart**



**Windows** to instantly restart Windows (and flush out the memory) with just one command.

### ***Run Program (Command Line)***

Run any Windows or DOS application from right inside Word for Windows.

### ***Windows System Status (Metz)***

Lets you view or print current information about your system — total free memory, space remaining on your hard drive, etc. You can also edit the WIN.INI, SYSTEM.INI, AUTOEXEC.BAT, and CONFIG.SYS files from this screen.

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## ***Running The Tool Kit***

It's easy to run the Tool Kit™ from the menu.

Word for Windows 6.x

### **Mouse**

Choose the **DocuPower Tool Kit** item from the "DocuPower" menu

### **Keyboard**

Press **Alt+D, K**

Word for Windows 2.x

### **Mouse**

Choose the **DocuPower Pro — Tool Kit** item from the "Tools" menu

### **Keyboard**

Press **Alt+O, K**

### ***The Tool Kit Window***

The *DocuPower Pro*™ Tool Kit window has three buttons: **Run**, **Folders**, and **Cancel**.

### ***The Run Button***

Use this button to run a Tool Kit™ macro. Highlight the macro that you want to run, then...

## Mouse

Click the **Run** button

## Keyboard

Press **Alt+R**

OR press **Enter**

## ***The Folders Button***

Use this button to exit the Tool Kit™ window and go to the main *DocuPower Pro*™ window (which displays the list of available folders).

## Mouse

Click the **Folders** button

## Keyboard

Press **Alt+F**

OR tab to the **Folders** button and press **Enter**

## ***Cancel***

Use this button to exit *DocuPower Pro*™ completely (and return to your WinWord application workspace).

## Mouse

Click the **Cancel** button

## Keyboard

Press the **Escape** key

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## **Total System Solutions and You**

### ***Tech Support***

Registered users can receive 30 minutes FREE telephone technical support. After that, you have our *lifetime* technical support guarantee. Send us your questions via electronic mail (e-mail) on either our own BBS or CompuServe, or via fax, or via US mail. We will

promptly respond in writing, usually within 24 hours.

Here's how to contact us:

- Telephone: 718-375-1261  
Sunday-Thursday 9:00 AM – 6:30 PM EST  
Friday 9:00 AM – 3:00 PM EST
- FAX: 718-375-6261
- BBS: Upload e-mail directly to our product support BBS at 718-375-6261.
- CompuServe: E-Mail a detailed description of the problem to our CIS address: 70154,2463

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## ***Beta Testing Program***

Are you a computer "whiz"? Do you have ideas about how *DocuPower Pro*™ could be improved? Maybe you can join the Total System Solutions beta-testing team! If approved, you'll receive pre-release versions of *DocuPower Pro*™ for free. To sign up, call us at 718-375-1261 (open to registered users only).

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## ***Custom Applications***

Word for Windows can do great things! Error: Reference source not found™ is a good example. Ask yourself what you really wish computers could do. Then call us.

Total System Solutions, Inc. creates customized Windows solutions for serious business users. We've developed turn-key Word for Windows applications to automate document processing for many major corporations. If you work with words or numbers in Windows, we can really help you.

For example, we recently developed a system to automate the generation of commercial leases for one of the largest commercial real estate management companies in the world. The time required for the creation of customized leases was cut from over 2 weeks to under 20 minutes per lease!

We can save your company time and money while improving and standardizing the quality of your output.

Call us today at 718-375-1261 for more information.

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# Technical Information

## Installing The DocuPower Pro™ Toolbar

After installation, the *DocuPower Pro™* toolbar should **automatically** appear above your documents (WinWord 6.x). If our toolbar does not appear after restarting WinWord following *DocuPower Pro™* installation, here's what to do:

1. Find DP-AUTO.DOT in the *DocuPower Pro™* program package.
2. Copy DP-AUTO.DOT into the WinWord STARTUP directory. (The WinWord STARTUP directory should be a sub-directory of WinWord 6.x, just like your "TEMPLATE" directory.)
3. Restart WinWord.

If the toolbar still doesn't appear, run the **View-Toolbars** window. A "DocuPower Pro" entry should appear on the toolbar list. Check the checkbox to the left of the entry, then click the **OK** button or press **Enter**. The *DocuPower Pro™* toolbar will then appear.

## Current System Directory

The Current System Directory is the default directory which is displayed by Word for Windows. You normally see this directory when performing the File Open and File Save operations. Clicking through the "Directories" box to change directories will also change the Current System Directory, whether or not you actually perform a File Open or File Save. This means that the **next** time you do a File Open or File Save, that's where you'll **still** be. If you keep your files in more than one directory... you've got a lot of clicking ahead of you.

To make your work easier, *DocuPower Pro™* does **not change** the Current System Directory. Under certain circumstances *DocuPower Pro™* will **use** Current System Directory information to establish a default directory.

1. In general, when *adding* a document to a *DocuPower Pro™* folder, the *active document* and its drive and directory will be highlighted as the default file displayed when you click the **Add** button. However, if (1) the active document has not yet been named and saved; or (2) there is no file open; or (3) the active document is a macro — the Current System Directory is highlighted instead.
2. In general, when *modifying* the path of a *DocuPower Pro™* document, the file path and DOS name for that document will be highlighted by default when you click the **Edit** button and choose the **Modify File Path** option. However if the document's current file path is invalid, the Drive-Directory-File window will display the Current System Directory instead. (File path settings become invalid when a file management utility other than *DocuPower Pro™* has been used to rename, move, or delete *DocuPower Pro™* files).

## Default Extension

Extensions are the characters (0-3) that appear after the period in the DOS file name. The default extension is the set of characters that WinWord automatically appends when you name a file, or uses as a filter in the File Open screen. Advanced users can change the default extension by modifying an entry in the WIN.INI. WinWord ships with a default extension of "\*.DOC".

One of *DocuPower Pro*<sup>™</sup>'s "hidden features" is its responsiveness to changes in the default document extension. *DocuPower Pro*<sup>™</sup> uses *document filters* to filter the file lists of the Add and Edit windows, as well as in the search criteria for the File Find and Text Search modules. If you have changed the default document extension in the WIN.INI, then the new default extension that you have specified will be reflected by *DocuPower Pro*<sup>™</sup>, as follows:

1. In general, *DocuPower Pro*<sup>™</sup> will filter the file list or search for files by using the default extension. If the active document (the document which is active on your Word for Windows application workspace) has an extension which is the *same* as the default extension, then *DocuPower Pro*<sup>™</sup> will also use the default extension as the file filter.
2. If the active document has an extension that is different than the default extension, *DocuPower Pro*<sup>™</sup> will use \*.\* as the document filter, enabling you to see all the different kinds of files which are available.

## **Document Status Information**

Unlike ordinary document management systems, *DocuPower Pro*<sup>™</sup> **enhances** rather than replaces your existing directory structure and file names. *DocuPower Pro*<sup>™</sup> also includes a number of utilities to help you easily and quickly determine the underlying DOS file names of your *DocuPower Pro*<sup>™</sup> documents. Inside each *DocuPower Pro*<sup>™</sup> folder, the **Display** option group, the **Edit** button, and the **Reports** button will help you keep "in touch" with the DOS side of your *DocuPower Pro*<sup>™</sup> documents.

### **The Display Option Buttons**

The *DocuPower Pro*<sup>™</sup> Display features give you a quick look at the file path and document description information for all of the files in a folder at once. Simply click the buttons in the "Select Display for DocuPower Folder" option group positioned under the folder list box.

#### **Tip**

When you change the display to file paths, the alphabetical order of the documents will be determined by the file paths, not document descriptions. But a highlighted document will retain its highlighting even when you change the display option. So before changing the display option, highlight the entry whose file path you would like to see.

### **The Edit Button**

Click the **Edit** button and you'll see the **Display Description and File Path** button. Click this button and a message box will appear stating the highlighted entry's document description and current file path.

### **The Reports Button**

The Reports feature generates folder and global status reports. Reports currently available include:

1. A report listing all documents in the currently open folder, including their document descriptions

and file paths.

2. A report listing just those documents in the currently open folder whose file paths are no longer valid.
3. A global report listing all documents in **all** *DocuPower Pro*<sup>™</sup> folders, including document descriptions and file paths.
4. A global report listing all those documents in the *DocuPower Pro*<sup>™</sup> folder system whose file path statements are no longer valid.

### **Invalid File Path Message**

The document information features listed above will sometimes indicate that a document's current file path is no longer valid. Invalid file paths occur when you use a file management system other than the one included with *DocuPower Pro*<sup>™</sup> to rename, delete, or move a *DocuPower Pro*<sup>™</sup> file at the DOS level. These systems fail to "inform" *DocuPower Pro*<sup>™</sup> when they have made a change to the file path of a *DocuPower Pro*<sup>™</sup> document. The next time you'll try to access the file, *DocuPower Pro*<sup>™</sup> will display the invalid file path message, and suggest you modify the file path specified for that document.

## **Shortcuts – Tips & Tricks**

### **Main DocuPower Pro Window**

1. To jump to a folder on the list immediately — press the first alpha-numeric letter of its title and then the down arrow.
2. After you've renamed or created a folder, the folder that you renamed or created will be the default highlighted on the list.

### **DocuPower Pro Documents**

1. The active document (the document which is active on your Word for Windows application workspace) is always automatically highlighted on the file list when you want to add it to a folder.
2. The document which was highlighted in the folder window will also be highlighted by default in the file management dual list box. You can save time by highlighting a document in the folder window *before* you click the **File Management** button. (You can also select a different file from the dual list.)

### **Drive-Directory-File Windows**

1. A quick way to change directories is to type the directory path "**[directory path]** \" in the directory combo box and press **Enter**. Be sure to put the backslash character "\" before **and after** the directory name. That directory will appear in the directory box, and its files will show in the file box.
2. To go to the root directory, type "\" in the directory combo box and press **Enter**.
3. To re-filter a file list, type a new file specification in the file combo box (for example, \*.BAK) then press **Enter**.
4. Confused about where you are in the directory tree? A red or blue path statement of the system directory appears (in concatenated form) above the directory list box.
5. Change directories in the directory box using the *mouse* by double-clicking: double-click on the [..]

symbol to move up a level in the directory tree; double-click on a directory name to move down a level.

6. Change directories in the directory box using the *keyboard* by highlighting and pressing **Enter**: highlight the [...] symbol and press **Enter** to move up a level in the directory tree; highlight a directory name and press **Enter** to move down a level.

## Legal Notices

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