

# FileBox<sup>©</sup> for WinWord 6

**FileBox uses the Folder/File metaphor to simplify finding files!**

**All files are at most two mouse-clicks away!**

**What could be simpler?**

- **FileBox replaces WinWord's file manager!**

Word for Windows is a fine word processor; I think Microsoft did a great job! But WinWord is handicapped by a rudimentary file management system. You rummage around in a directory tree, scrounge around in subdirectories and browse long lists of obscure file names just to find the file you're looking for. Too bad you're restricted to that eight character file name!

- **FileBox finds any file with two mouse-clicks!**

*FileBox* eliminates all that. The simple interface displays two list boxes; one shows your folders, the other shows the files in each folder. Both files and folders are displayed with long, easy-to-remember descriptions. All files are at most two mouse-clicks away!

Folders can have an unlimited number of files, and each file—and each folder for that matter!—can have a descriptive title of fifty or more characters! To open a folder or a file, simply double-click on it's description and bingo! It opens magically.

- **FileBox is easy to install**

Simply copy FILEBOX.DOT into your WINWORD\STARTUP directory and use the FileTemplates command to identify it as a Global template. That's it!

## Here's how it works

1. The first time you run the FileBox, it will present a dialog box with two empty list boxes. Click the **Add** button in the ----| Folders |---- section. When the next dialog box appears, enter a descriptive title for the Folder. Click the **OK** button and you've just added your first folder!
2. After you've added your first folder, click the **Add** button in the ----| Files |---- section. If a WinWord document is already open, you will be prompted for the folder into which you want to put the current file. If no documents are open, the File Open dialog box will appear. Select the file you want added to a folder.
3. Select the folder to which you want to add the file. In the text box below the list of folders enter a descriptive title for the file. Click the **OK** button and bingo! You've just added your first file to the folder.
4. By now you've gotten the idea. For further details browse through the information in the FILEBOX.HLP file.

## Registration

Hey, I'm easy to get along with. You have two different ways to register:

1. You can mail me a check in the amount of \$20.00 (US funds only) to:

L. E. Brown, Jr.  
120 Deer Trail Drive  
Sedona, AZ 86336

2. You can register via CompuServe.

At the forum prompt GO SWREG and register item # 1364

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