InsertIT! 1.0 — Evaluation Copy

A Word for Windows 2.0 macro
To Insert important information into your documents

To

With Insert IT! you c§an insert any of the following items into your document header, footer or document text (current cursor position).

Option	Example
FileName with Path	D:\WINWORD\MYFILE.DOC
FileName Only	MYFILE.DOC
Page X	Page 1
Page X of Y	Page 1 of 6
User Name	John Doe
User Address	John Doe 213 AnyStreet City, State 98302
User Initials	JAD

InsertIT! is part of the Word for Windowsä Office POWER Packä — **WOPR** — the world's largest WinWord add-on. **WOPR** consists of the following files:

TBEDIT.EXE — **Toolbar Editor.** Now WinWord has the best icons in the business ... in color ... and you can *draw your own!*

ENVR.DOC — **Enveloper**. The fanciest, easiest envelopes ever! Logos, bar codes, custom envelope sizes, notes, multiple addresses, all fonts. Works on any printer.

2X4.DOC — **Two-by-Four**. Print duplex (front and back), squished side-by-side, squished duplex for *four pages on each sheet of paper*. Print booklets, even or odd pages only, forward, backward, multi-section documents, macro listings, and much more.

InsertIT! 1.0

FILENEW.DOC — **FileNew**. Manage your documents; don't let them manage you! Keep track of templates, using full descriptions. Stick documents in the right directory, first time, every time.

WOPRLIB.DOC — **WOPR Library**. The largest collection of Word for Windows macro subroutines anywhere. Dozens of routines to make it easier to build your own, custom macros — and a nice cookie jar, chock full of ideas, if you're just starting at writing your own macros.

The **LittleWOPRs**. CHARVIEW.DOC, the **Character Viewer**, tells you what codes lie behind your inscrutable characters. CLOSEALL.DOC, to **Close All Files** with one click. FILEDEL.DOC, the most reliable **File Delete**. FILELIST.DOC, which **Lists Files** in a snap. INSERTIT.DOC **Inserts** "Page X of Y", file names, much more. SUPERSUB.DOC puts **Super and Subscripts** at your fingertips. CLOCK.DOC, our classic **WOPRClock** — the most-often-used WinWord macro anywhere — takes a lickin' and keeps on tickin'. COUNT.DOC **Counts Words and Characters.** BORDER.DOC draws **Full-Page Borders**. FIND.DOC brings the most sophisticated **Find** anywhere to WinWord. COMPOSE.DOC, **Character Compose**, uses simple two-letter abbreviations to create characters like § © ® ¤ £ ¢ ä — and many more.

> All of these programs are to be distributed together, as one package, known as the
>
> **§**
>
> *If you are missing any of these files, you do not have the entire **WOPR2** package: contact the person or company that sent you the files, to ensure you receive any missing pieces.*

WOPR is Shareware, the "Try It Before You Buy It" kind of software that you can take through its paces *before* you write the check. You trust us to distribute the best Word for Windows add-ons we can produce, in their entirety, with nothing held back. We trust you to buy **WOPR** if you use it.

Here's what you'll get when you register **WOPR**:

- **The Manual.** A fancy, bound, 144 page compendium of breathless prose, indexed, ready to help guide you through every WOPRnook and cranny.

- **The programs.** No nag screens. Latest versions. Ready to install over the top of the shareware versions. And we send you the whole enchilada — source code too (except FileNew and TBEdit) — so you can poke around and change anything you like.

- **30 minutes of free telephone support** (via toll call), valid for 30 days.

- **More free support**, via mail or CompuServe. And 900-number support if you need help, like, right away, after your 30 minutes/30 days expires.

- Your very own **Enveloper Cheat Sheet**. Help stamp out smudgies on laser-printed envelopes. A classic, suitable for framing.

- Since you'll be on our mailing list, you'll be the first one on your block to hear about improvements, new products, books from the Pinecliffe International PineNuts (including the Addison-Wesley hit, *Windows Programming for Mere Mortals,* available at a book store near you) and all sorts of other neat, innovative, time-saving stuff. You'll also get several great offers, including discounts on future **WOPR** upgrades and a free CompuServe sign-up.

- Most of all, you'll receive our sincere thanks for helping keep **WOPR** alive. Our registered users made **WOPR** 2 possible. Your registration will help us continue making innovative, useful products for WinWord in particular and Windows in general. We're counting on you; our families are counting on us!

InsertIT! 1.0

WOPR is $49.95 plus $4.50 shipping and handling, $9.50 outside North America. Site licenses (more than ten users) are available at considerable savings.

You can register right now by calling 800-OK-WINWORD (800-659-4696), or 314-965-5630. We take Mastercard or Visa, and try hard to ship within 24 hours. To register by mail, send a check (in U.S. dollars, please) to:

Pinecliffe International
Advanced Support Group
11900 Grant Place
Des Peres, Missouri USA 63131

All Pinecliffe International products are backed by a 100% no-questions-asked lifetime money back guarantee. If **WOPR** ever fails to live up to your expectations, for any reason, let us know and we'll refund your money. Immediately. Period.

So much for the commercials. On to the main program.

Your assurance of quality

Pinecliffe International is proud to belong to the Association of Shareware Professionals. ASP protects you, the Shareware consumer, with one of the best guarantees in the business. Here are the details:

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon MI 49442-9427 or send a CompuServe message via Easyplex (also known as "CompuServe Mail") to ASP Ombudsman 70007,3536

This ASP service is *in addition to* Pinecliffe International's solid-gold no-questions-asked lifetime money-back guarantee.

The ASP mark is your assurance of quality, backed by a group that cares about Shareware and the people who use it. Look for the ASP logo wherever you go searching for software.

InsertIT! 1.0

Running Insert IT!

To run the Insert IT! macro, choose InsertIT from the Insert menu or choose Macro from the Tools menu and select the Global macro named InsertIT!.

Like other macros, Insert IT! can be run by pressing a key, clicking on a Toolbar icon, or choosing Insert IT! from the Insert menu. During installation you are given an option to assign Insert IT! to the Insert menu and/or the ALT+I key combination for Insert IT!. Additionally you can manually the macro to a Toolbar button (with the Tools Options ToolBar command). For more information, refer to "Customizing Menus, the Keyboard, and the ToolBar (Chapter 38) in your Word for Windows User's Guide.

Keyboard	Menu
Press ALT+I	Choose InsertIT! from the Insert menu.

Select the item to insert and the location to insert the item at.

How Duzzit Do It!

Where does Insert IT! derive the Name, Address and Initials information?

All of the Author entries (Name, Address and Initials) are derived from Tools Options User Info. To change this information, choose Options from the Tools menu and select User Info from the list of Category icons (on the left). Edit or add information to the edit boxes labeled Name, Initials, and Mailing Address.

Where does Insert IT! derive the FileName and directory path information?

This information is pulled from the File Summary Info Document Statistics dialog. To access this information, choose Summary Info... from the File menu and click on the Statistics button.

Where does Insert IT! derive the Page number information?

If you select the "Page X" option, Insert IT! will insert the word Page and the special Word for Windows {page} field. By using a field, Word for Windows will automatically update the page number with each new page. The "Page X of Y" option can be used to insert the current page number out of the total number of pages. For example, "Page 1 or 7" on page 1 and "Page 2 of 7" on page 2. In this case the {page} and {numpages} fields are used by Insert IT!. As you add more pages to your document the total number of pages will automatically update (when the document is printed) to reflect the added pages.

InsertIT! 1.0

Have fun!