FileBox for WinWord6

Contents

Word for Windows™ is a great word processor handicapped by a poor file management system and the frustrating 8 character file name limits! Several shareware and commercial products attempt to remedy this situation, but they suffer from several common problems. Some cost more than the discount price of WinWord, others throw in the kitchen sink with file management capabilities that bloat NORMALDOT with 200k of needless (but nice to have!) functions and others use C functions that dig deep into the bowels of the Windows API.

I wanted something simple and easy to use. FileBox is my solution to this problem. It works for me. Maybe it will work for you!

Overview

FileBox is a straight forward solution that fits the needs of the moderate to heavy WinWord user! The simple dialog boxes are self-explanatory, help is always a mouse-click away, and your documents are organized into the familiar Folder-File metaphor.

Folders

FileBox organizes your WinWord documents by gathering them into Folders according to criteria *you chose!* Folders are not subdirectories, so they work with your existing hard disk structure, allowing you to leave your files where they are! When you create folders, you are not in any way changing, adding or editing the structure of your hard disk.

Each folder can have a description of as many characters as you would like! Bear in mind that only the first twenty-five or so characters of the description will appear in the Folders list box; the actual number of characters displayed will vary according to your system configuration.

Files

FileBox identifies WinWord document files by descriptions of thirty or more characters - the actual

length is up to you - that you associate with the file. The association in no way modifies the actual DOS file; the association is stored in the FILEBOX.INI.

One thing to keep in mind: FileBox insulates you from DOS file names when it comes time to open WinWord documents. You will long ago have forgotten the contents of SR92493.DOC, but you can remember the description that says, *Sales Memo 9/24/93 re: Handling Rejected FOB Shipments*.

Working with Files and Folders

To open a folder and browse through the list of folders therein, simply double-click the folders description in the FileBox Folder list box.

To open a file, simply double-click its description. Its just that easy

This means that you can find any file, no matter how obscure its location or its actual DOS file name, with at most two double-clicks of the mouse button!

Installing FileBox

Installing FileBox is a simple matter. You can either put FILEBOX.DOT in your WINWORD\STARTUP directory to make the macros available globally.

Procedure:

1.	At the DOS prompt simply copy FILEBOX.DOT into the WINWORD\STARTUP directory.
2.	Use the **FilesTemplates** command to identify FILEBOX.DOT as a global add-in.

**3.	Copy FILEBOX.HLP into your Windows System directory.**

Starting FileBox(C)

When you run the FileBox(c) macro a simple dialog box pops onto your screen. The two list boxes display your folders and the files in each folder. The first time you run FileBox you will not have any folders declared, so your only options will be to **Add** a folder, **Cancel** the operation or ask for **Help**. If you have created one or more folders, they will be displayed in the Folders list box and the first folder will be selected. If the first folder contains files, a description of those files will be displayed in the Files list box.
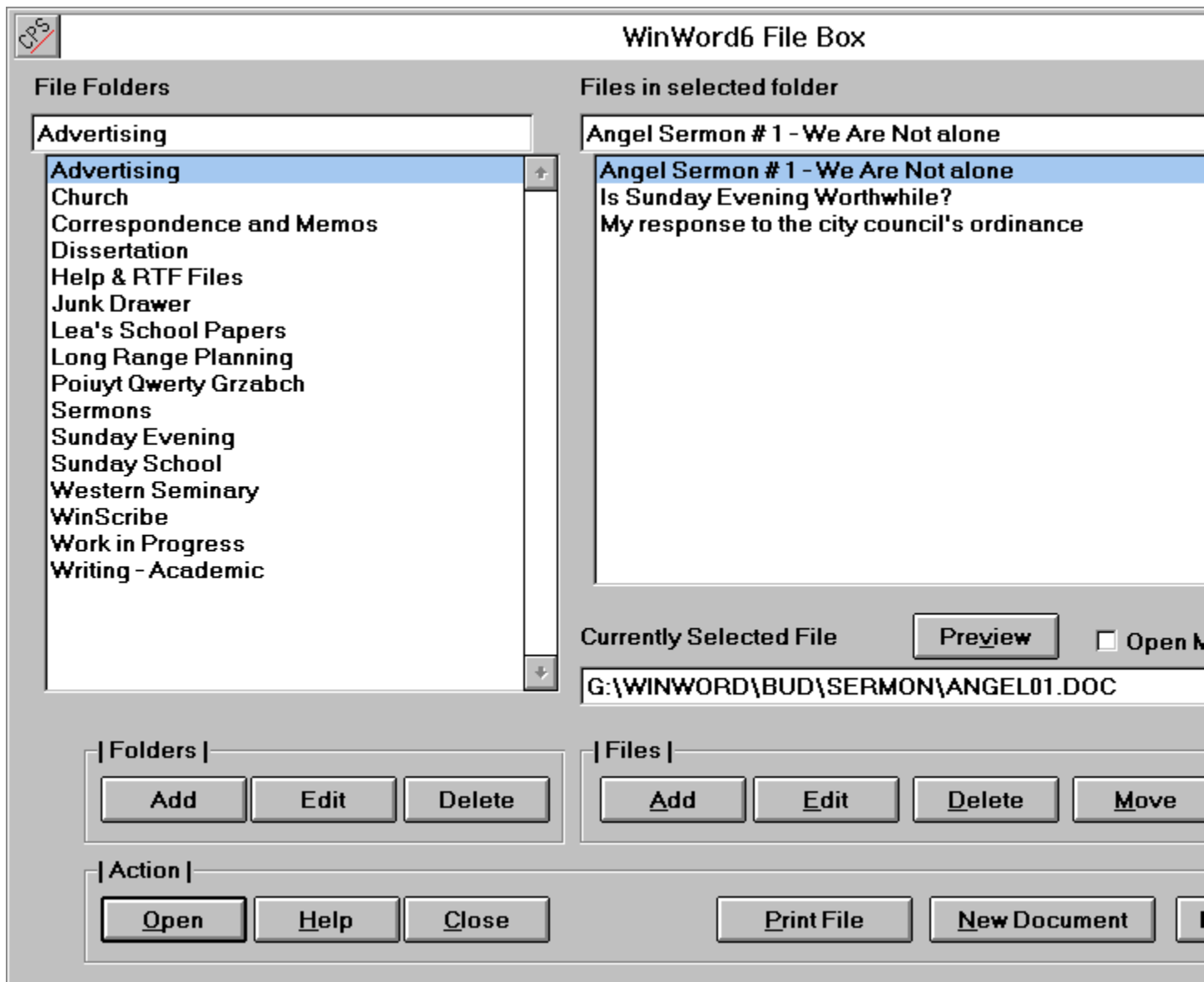
The three groups of pushbuttons should be fairly easy to understand, but let me give a brief explanation of each one.

----| Action |------

> **Open** - Opens the File selected in the Files List. If no file is selected, it opens the folder selected in the Folders list and displays its the folders contents in the Files List.

Help   -   Produces context sensitive Help.

Close   -   Closes the FileBox Dialog.

----| Folders |------

Add   -   Click this button to add a new folder. See **Adding Folders**

Edit   -   Click this button to edit the current folders description. See **Editing Folders**

Delete -   Click this button to delete the current folder. The files will not be deleted from the disk, the folder will merely be deleted from the Folder list! See **Deleting Folders**
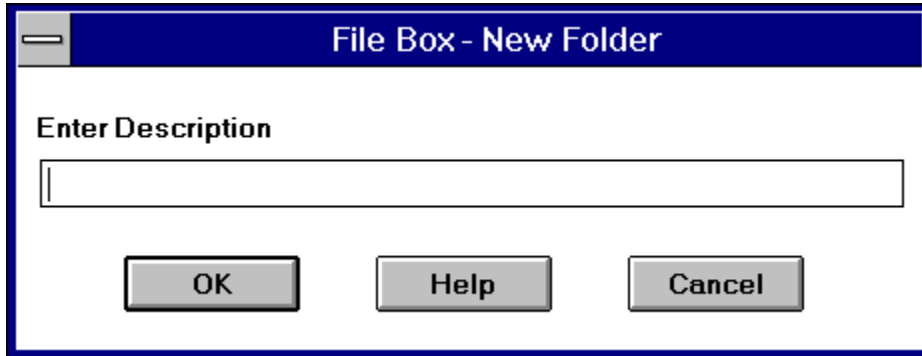
----| Files |----

Add   -   Click this button to add a new file to the current folder. If a Word document is already open, FileBox will add it to a folder of your choice. If no files are open when you click this button, FileBox will present the FileOpen dialog box and add the file you select to the folder of your choice. See **Adding Files**

Edit   -   Click this button to edit the description of the file selected in the Files list. See **Editing Files**

Delete -   Clicking this button presents another dialog box which asks if you want to delete the current file from the current Folder, the disk or both. This operation works on the file selected in the Files list. See **Deleting Files**

Move -   Presents a dialog box which lets you move files from folder to folder. See **Moving Files**

Copy -   Presentes a dialog box which lets you copy files from one folder to another folder. See **Copying Files**

Purge -   Purges FILEBOX.INI entries that point to files which no longer exist on disk. See **Purging Files**

New   -   Presents the FileNew Dialog box so you can create a new document.

See Also

FileBox Macros

Adding Folders to FileBox

```
┌─────────────────────────────────────────────────────────┐
│ ▬          File Box - New Folder                         │
├─────────────────────────────────────────────────────────┤
│                                                           │
│  Enter Description                                        │
│                                                           │
│  ┌─────────────────────────────────────────────────┐     │
│  │ │                                                 │     │
│  └─────────────────────────────────────────────────┘     │
│                                                           │
│     ┌──────────┐   ┌──────────┐   ┌──────────┐           │
│     │    OK    │   │   Help   │   │  Cancel  │           │
│     └──────────┘   └──────────┘   └──────────┘           │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

If you want to add a new folder to your list, click the **Add** button in the ----| Folders |---- button group. Enter a description for this folder in the text box and either press the **ENTER** key or click the **OK** button. To cancel this operation, click the **Cancel** button.The Folder list is updated immediately to display your new folder.

The description that you enter for this folder can be as long as you want. It can include spaces and all characters except the plus and equal signs (**+ =**).

Editing Folders in the FileBox

WinWord6 File Box

Enter a New Description for this Folder!

Dissertation

[OK]   [Help]   [Cancel]
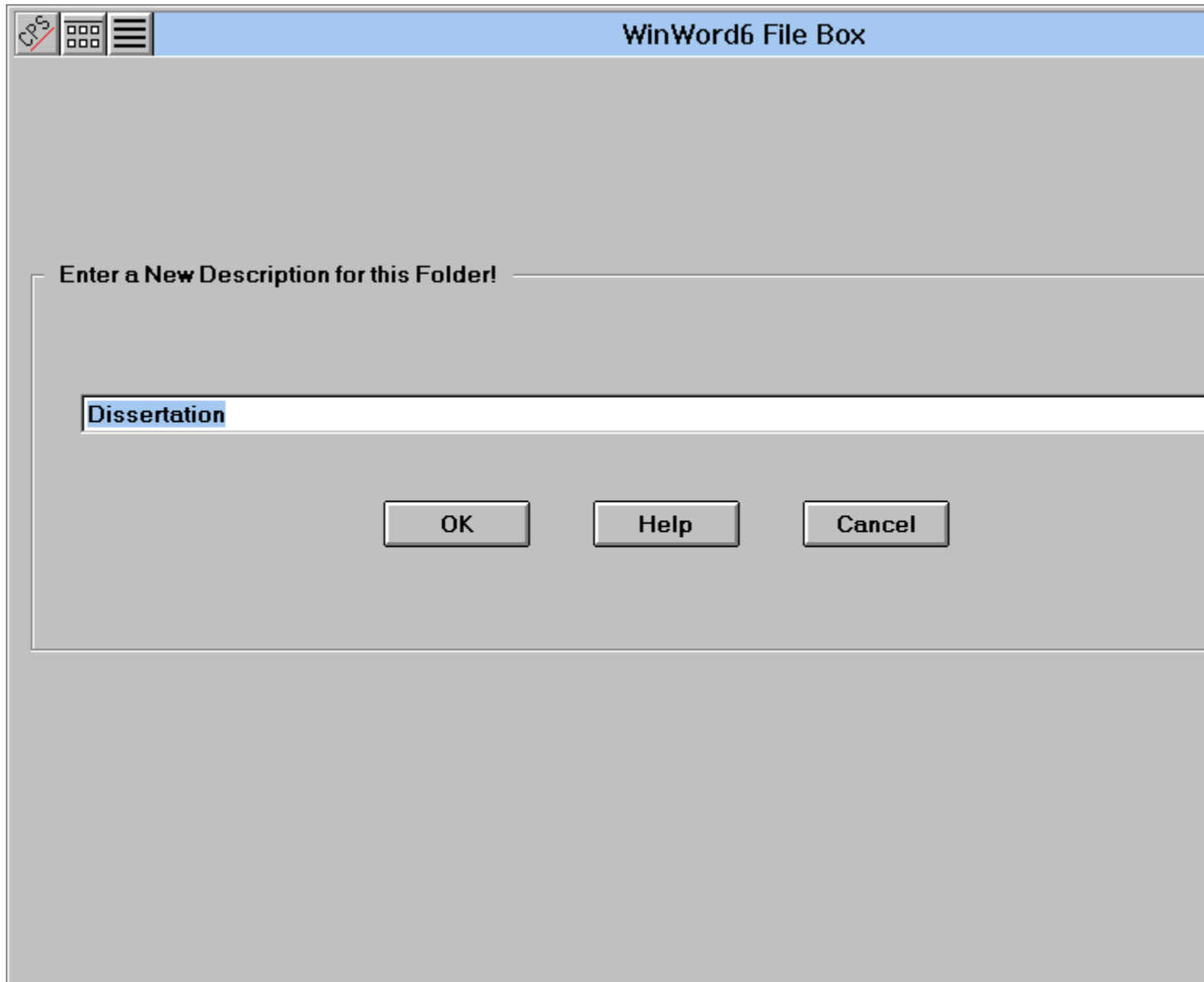
If you want to change the description of a folder, click the **Edit** button in the ----| Folders |---- button group. Enter the new description in the text box and either press the **ENTER** key or click the **OK** button. To cancel this operation, click the **Cancel** button. The folder description is updated immediately.

The description that you enter for this folder can be as long as you want. It can include spaces and all characters except the plus and equal signs (**+ =**).

Deleting Folders from the FileBox

To delete a folder from the file box, simply select that folder in the Folder list box - make sure that it is highlighted - and then click the **Delete** button in the ----| Folders |---- button group.

Be careful with this one! Once a folder has been deleted there is no way to retrieve it; it and its file descriptions are wiped out of the FILEBOX.INI! It might be a good idea to make a back-up copy of FILEBOX.INI prior to using this one!

This operation does not remove files from the disk. They are still there and can be added to any other folder.

Adding Files to the Folder

Adding files to folders is a three step process. First, select the folder you want the file stuck in. Second, enter a descriptive title for the file. Third, click the **OK** button and it is done!

FileBox(c) assumes that you want to add the current file to a folder. If you want to add another file to a folder, select that file (if it is open) or close all files and run FileBox(c). If no files are open when you run FileBox, clicking the **Add** button will present the FileOpen dialog box. You can then browse your directory tree and select the file you want to add to a folder.
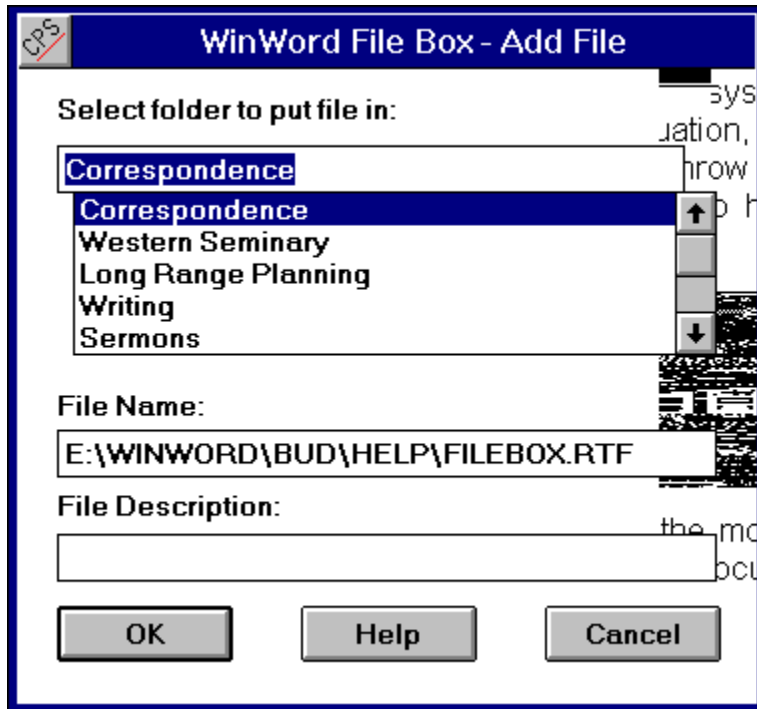
#1 - Enter a description of the file - Not the File DOS name!

When you click the **Add** button, a dialog box appears to display the current folders in a list box. In a separate text box, below the list of folders, the current files *Title* - the title you entered in the Summary dialog box - will appear as a suggested file description.

If you didnt enter a title for this file, nothing will appear in the description text box. If no Word documents were open when you clicked the **Add** button, nothing will be in the description text box even though you selected a file to add.

Enter a description that will remind you of the file contents when you see it listed later on. The description can be of any length, but only about 35 to 40 characters will appear in the Files list box. You can use any symbols and spaces you want in the file description, except the plus and equal signs (**+ =**).
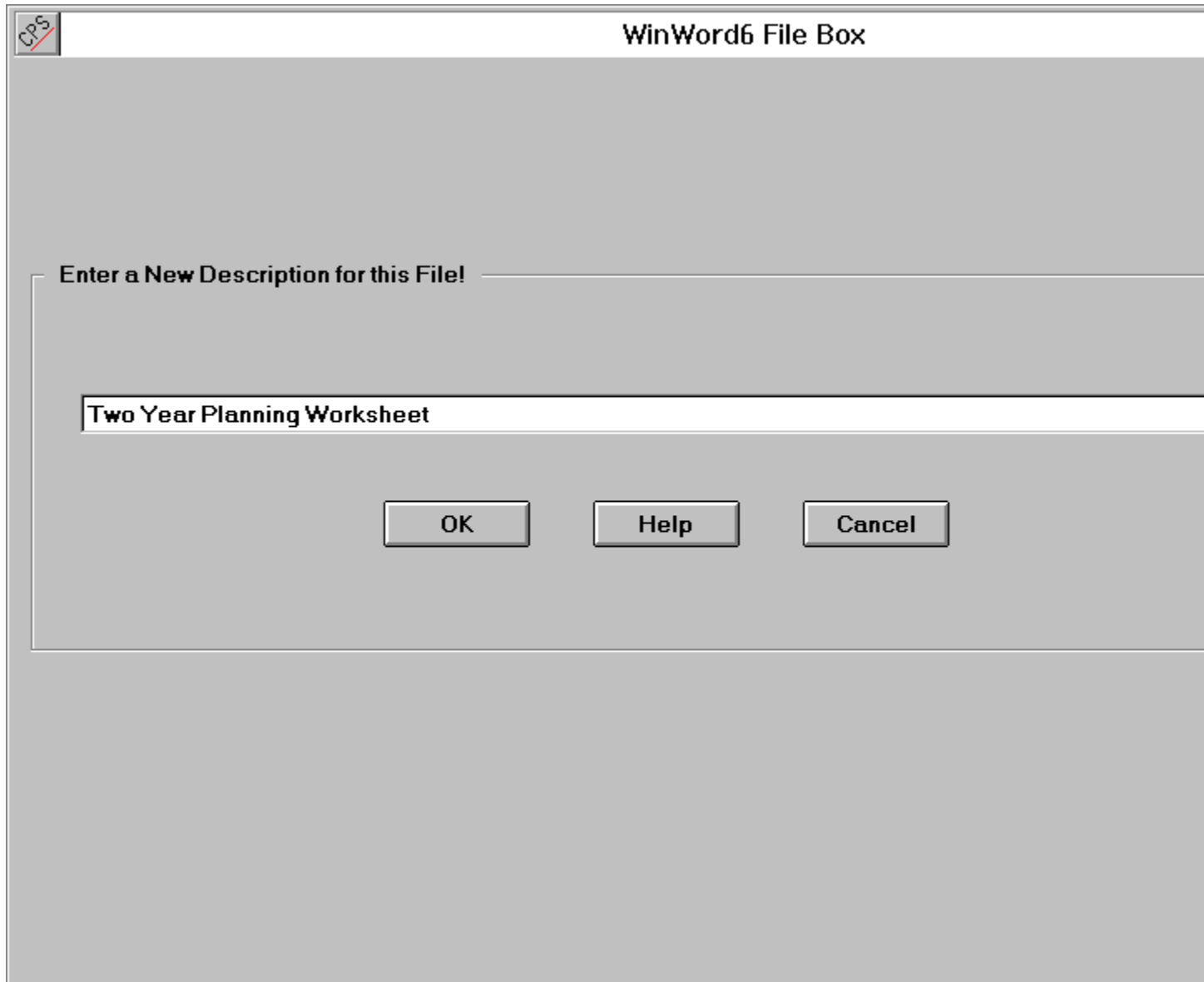
#2 - Select the folder

In the list box, scroll through until you find the folder you want the selected file stored in. Click on that folder so that it appears in the text box above the scroll list.

Click the **OK** button

When you have entered the description and selected the folder you want the file stored in, click the **OK** button.
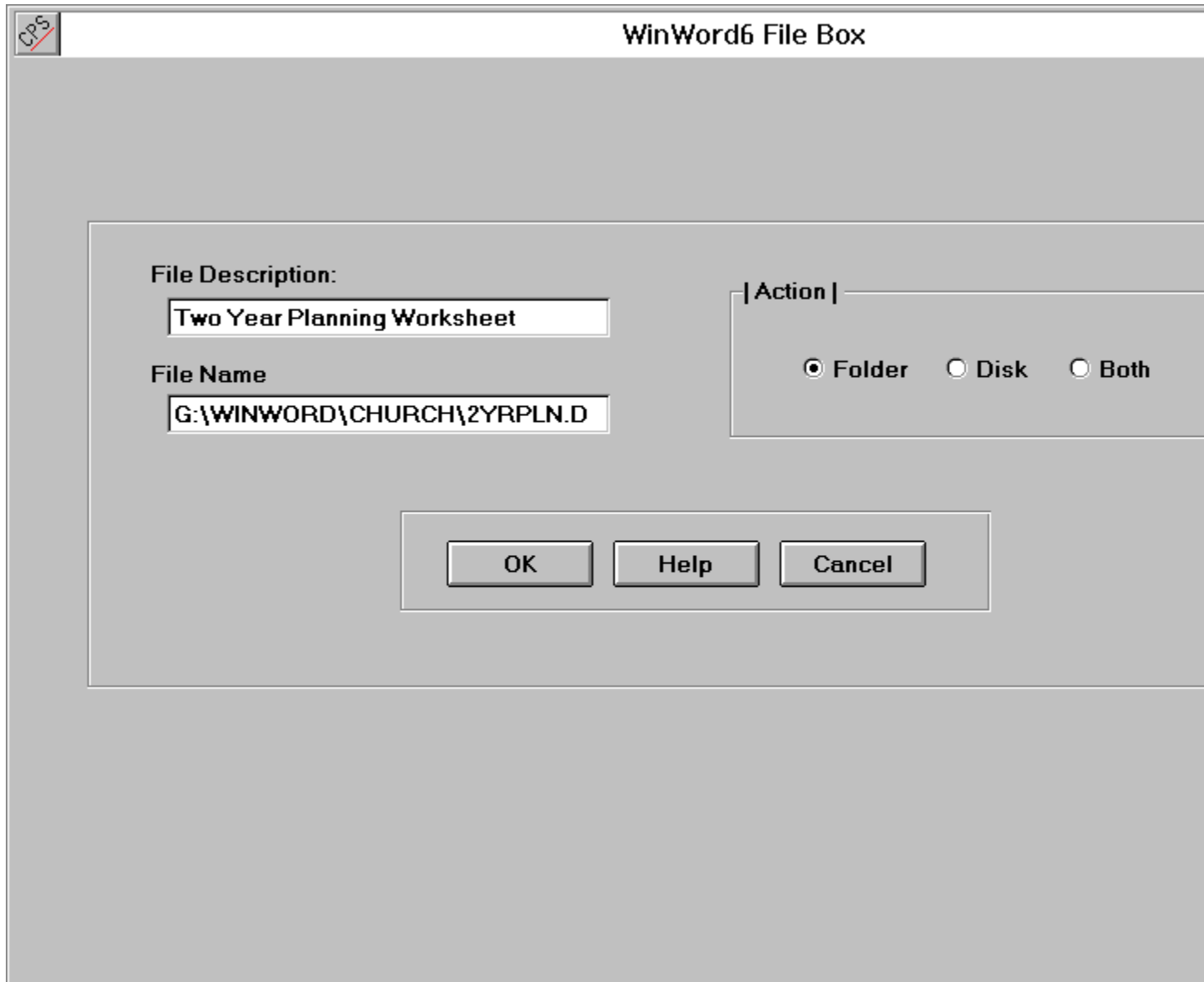
Editing Files in the Folder

```
┌────────────────────────────────────────────────────────────────────┐
│ ╔═══╗                    WinWord6 File Box                          │
│ ║CPS║                                                               │
│ ╚═══╝                                                               │
│                                                                     │
│   ┌─ Enter a New Description for this File! ──────────────────────  │
│   │                                                                 │
│   │  ┌──────────────────────────────────────────────────────────┐  │
│   │  │ Two Year Planning Worksheet                              │  │
│   │  └──────────────────────────────────────────────────────────┘  │
│   │                                                                 │
│   │       ┌──────────┐   ┌──────────┐   ┌──────────┐               │
│   │       │    OK    │   │   Help   │   │  Cancel  │               │
│   │       └──────────┘   └──────────┘   └──────────┘               │
│   │                                                                 │
│   └─────────────────────────────────────────────────────────────   │
│                                                                     │
└────────────────────────────────────────────────────────────────────┘
```

If you want to change the description of a file, click the **Edit** button in the ----| Files |---- button group.
Enter the new description in the text box and either press the **ENTER** key or click the **OK** button. To cancel this operation, click the **Cancel** button. The file description is updated immediately.

The description that you enter for this file can be as long as you want. It can include spaces and all characters except the plus and equal signs (**+ =**).

Deleting Files from the Folder and/or Disk

```
CPS                          WinWord6 File Box

        File Description:                    | Action |

        Two Year Planning Worksheet

        File Name                              ● Folder    ○ Disk    ○ Both

        G:\WINWORD\CHURCH\2YRPLN.D


                        OK          Help          Cancel
```

You can delete files from folders, from the disk or from both. Delete operations will be performed on the file that is currently selected - highlighted - in the Files list box. If the file is open you will be prompted to close it.

You have the option of deleting the file from the folder, from the disk or from both. The action depends upon which of the option buttons you have selected when you click the **OK** button. To cancel the delete operation without deleting the file, click the **Cancel** button.

Copying and Moving Files
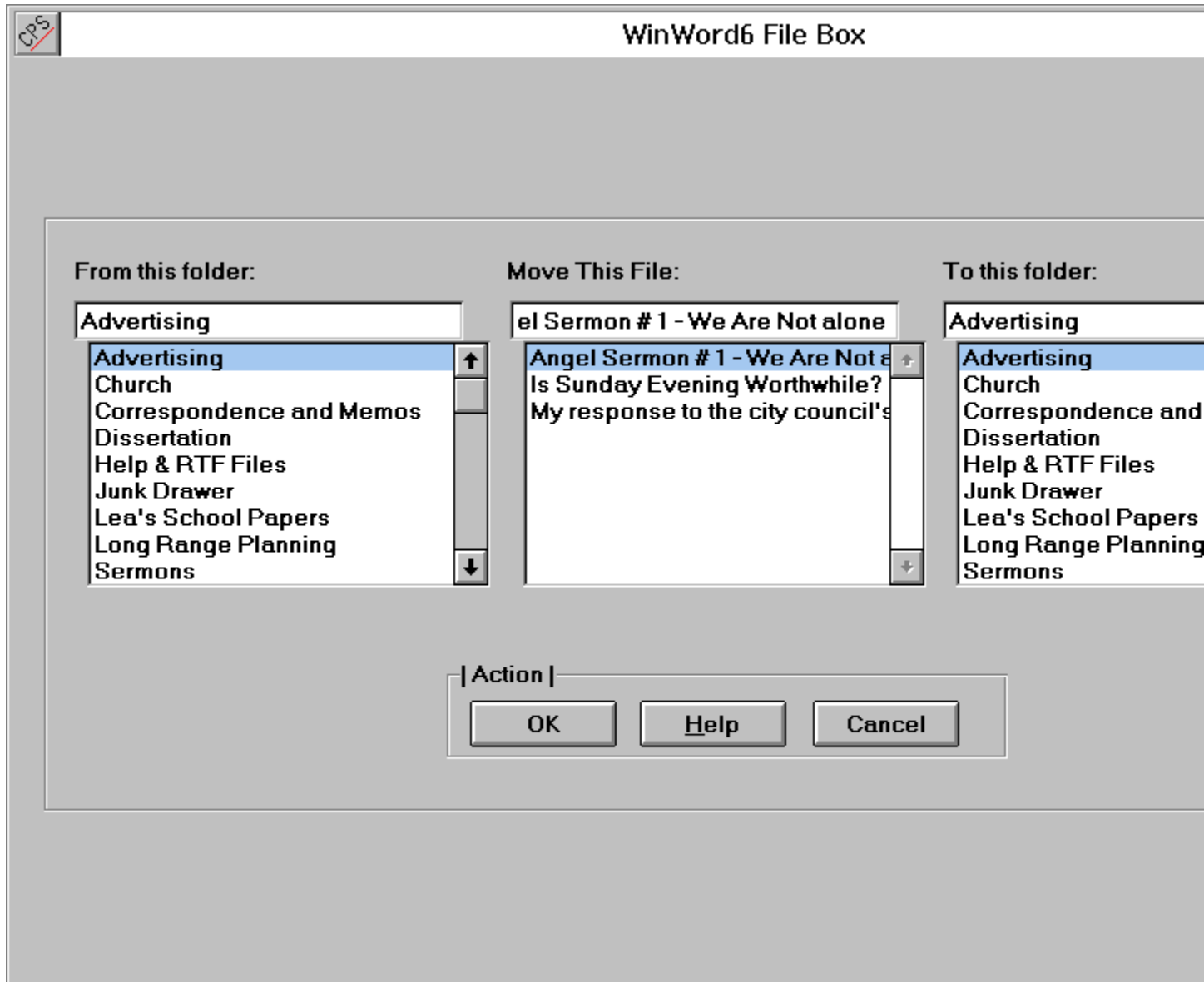
FileBox facilities moving and copying files between folders without actually having move them on your diskette! The first dialog box displays the folder you will be either moving or copying from. The second dialog box displays a list of files in the folder that has been selected in the first dialog box. The third dialog box lists folders to which the selected file will be either moved or copied.

To move or copy a file, select the folder that contains the file you want moved or copied. When the folders contents are displayed in the second dialog box, select the file and then click on a destination folder in the third dialog. Thats all there is to it!

Note: You cannot copy or move files if the same folder is selected in the first and third dialog boxes.

Purging Files

From time to time your Filebox folders may get cluttered with entries for files that no longer exist on your hard drive. You could go through each folder, one file at a time and delete them manually, but that can be a time consuming project! The **Purge** button will do all this automatically.

The operation of the purge function is very simple. Using the FILEBOX.INI [Sections] as a guide, it steps through each folder, one at a time. It examines every file listed in each folder and, if the actual disk file for that file entry doesnt exist, the entry is deleted from that folders [Section] in FILEBOX.INI.

The purge function has several safety features to make sure no harm is done. First, a backup copy of FILEBOX.INI is made. If you dont like the results of the purge operation, simply delete the FILEBOX.INI and rename FILEBOX.BAK to FILEBOX.INI. Things are restored to the condition they were in before the purge. Second, no files are actually deleted from the hard disk; the entries that point to those files are simply deleted from the FILEBOX.INI. Third, you have the option of confirming each purge action if you like. When you start the purge, simply answer the first dialog box by pressing the **Y** key; then you will be asked to confirm each purge. If you answer by pressing the **N** key, all purges will be done automatically.

This dialog box displays a list of folders.
The folder selected in this list is the one that
files will be moved from.

This dialog box displays a list of folders. The folder selected in this list is the one that files will be moved to.

This dialog box displays a list of files in the folder selected in the first dialog box. The file selected in this list will be the one that is moved or copied.

This button presents the FileNew Dialog box.

Registration

To register your copy of FileBox you can either

Register via U.S. Mail   **Register via CompuServe**

Send $ 20 in U.S. funds to: Go SWREG
    Word for Windows FileBox   Register product # 1364
    % L. E. Brown, Jr.
    120 Deer Trail Drive   Your CompuServe account will be
    Sedona, AZ 86336   billed $20.00

As soon as I receive notice of your registration I will send you the validation key through private e-mail.

See Also
    Other Products

Now for the legal stuff......

FileBox

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Other Products

WinScribe

A Windows hosted management program for Pastors, professional clergy, graduate school and Bible college professors and students. This powerful program stores all data about your library, illustrations, sermons, periodical articles and filing cabinet folders.

WinScribe handles all of the filing and indexing for you, automatically. Gone forever are the days of trying to decide where to store data. Gone forever are the days of trying to remember where you stored it, how you indexed it, which database to search or which index key to use!

Comes with sample files. Registered users get 2,000 indexed sermon illustrations and DDE links to Word for Windows.

Shareware $55.00

Available through PsL, the New Light BBS, CompuServe's Religion Forum or directly from the author.

HELP.DOT

A popular WinWord template eliminates help file hassle. Powerful macros, custom toolbar, extensive help file and generous samples make help file creation a "point and shoot" operation. Includes custom toolbar for VGA/SVGA; map topics to integers; eliminate duplicate context strings; faster operation; 60k sample .RTF file;   bitmap viewer & much more!

Requires VBRUN200.DLL Shareware $15.00 Register SWREG # 1211

Available in PsL, CompuServe's MSBASIC, WINSDK, WINSHARE, BCPPWIN, PROGMSA and MSLANG Forums or from the author.

TBARLIB.DOT

A template for WinWord 2.0 that manages an unlimited number of customized Toolbars. Each toolbar can have its own button and macro assignments and toolbars can be swapped with two clicks of the mouse! Gone are the days of lost toolbar configurations because you forgot to save the correct document template. Gone are the days of tediously reconstructing unique templates for two or three of your many different document templates.

Shareware $15.00 Register SWREG # 1268

Available through CompuServes WINSHARE, PROGMSA, MSWORD and WUGNET Forums or from the author.

FileBox(C) Macros

The FileBox(c) document template has three macros that work in concert to handle all aspects of file management from within WinWord.

FileBox

This is a macro library of functions that paint the FileBox dialog; add, edit and delete folders; and add, edit and delete files in the folders.

I recommend that you add this to your standard toolbar. I use the button with a picture of an opening file folder -- sort of intuitive, huh?

FileSaveAs

This macro replaces the FileSaveAs command so that, after you save a file for the first time or under a different name, you are asked if you would like to add the file to a FileBox folder.
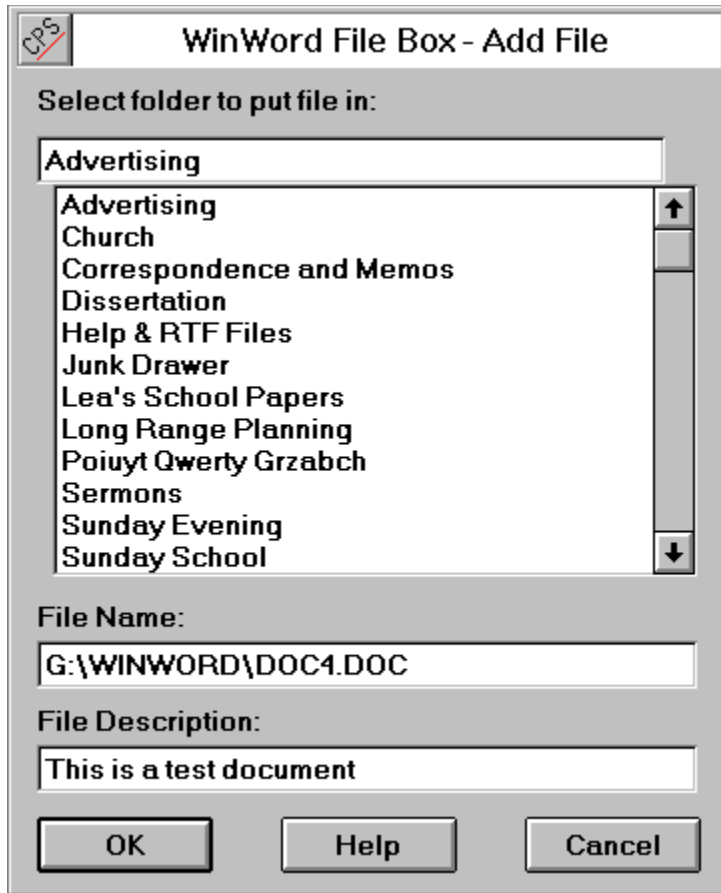
FileOpen

This macro replaces the FileOpen command with a dialog box that lets you open WinWord documents normally or via FileBox.
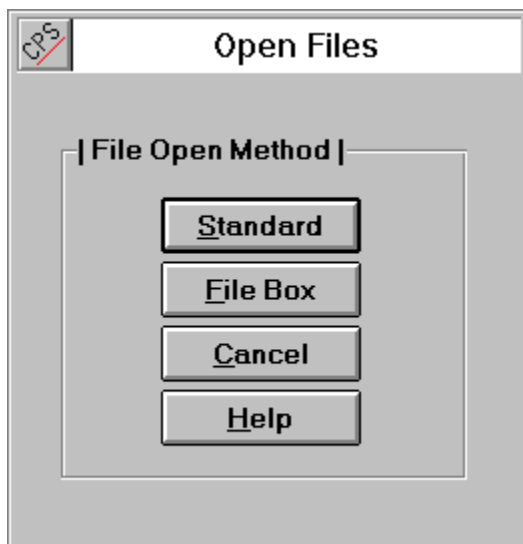
FileSave

This macro replaces the FileSave command. After you have finished saving a new file to disk you will be asked if you want to save the file in a folder. If you answer **Yes**, the following dialog will appear:

WinWord File Box - Add File

Select folder to put file in:

Advertising

Advertising
Church
Correspondence and Memos
Dissertation
Help & RTF Files
Junk Drawer
Lea's School Papers
Long Range Planning
Poiuyt Qwerty Grzabch
Sermons
Sunday Evening
Sunday School

File Name:

G:\WINWORD\DOC4.DOC

File Description:

This is a test document

OK	Help	Cancel

Simply fill in the file description and select a folder to put it in. That is all there is to it!

FileBox File Open Macro

The FileOpen macro allows you to chose the method you want to use for opening files. Clicking the **<u>F</u>ile Box** button opens the FileBox dialog window so you can rummage through your folders to find the file you want. Clicking the **<u>S</u>tandard** button opens the default WinWord File Open dialog box. **<u>C</u>ancel** cancels the File Open operation

See Also

<u>File Box Macros</u>