File Manager Jr.

For Version 6.0 of Microsoft® Word for Windows™

File Manager Jr. comes in a smaller package than the Windows File Manager but performs many of the same functions. Only faster.

Using File Manager Jr., you can quickly delete and rename files without having to switch to the Windows File Manager. You can also open existing files, move and copy files, delete all BAK files in a single pass and print documents without having to open them. You can recover deleted files (if you have MS-DOS 6 or 6.2), and you can create, rename and delete directories.

By default, the main Word directory is the master directory. Using the default setup, you can store and access files in the main Word directory and in four levels of subdirectories below the main directory. If you don't want to use the default setup, you can designate any directory on any hard drive as the master directory. You can then store and access files in that directory and its subdirectories.

Conventions used in this guide

Names of File Manager Jr. commands appear in boldface. Names of files and directories appear in small capitals. Words to be typed by the user appear in small bold capitals. Section titles are boldfaced when cited in the text.

Command buttons in dialog boxes may be referred to simply as "commands."

In keyboard instructions, the plus sign and the space have shorthand meanings when used between names of keys. A plus sign (as in "Alt+S") means that the first key is to be held down while the second key is pressed. A space (as in "Tab B") means that the first key is to be pressed and released before the second key is pressed.

Running the program

To make it easy to start File Manager Jr., you should assign the program to a shortcut key and/or toolbar button. (Step-by-step directions are found on pages 13 and 14.)

Version 1.5

When the program starts, you see the main menu. One column of commands appears on the left and another on the right. An open panel appears at the center of the menu. This panel is called the Directory box.

If you select a command in the left-hand column, a list of directories appears in the Directory box (as illustrated below). You can then choose the directory in which you want to carry out the command you have selected.

Commands in the right-hand column are enclosed in a free-standing box and operate independently, making no use of the Directory box. If you choose a command button on the right, the specified command starts running immediately.

Examples of common operations

Mouse   To open a file in C:\WINWORD\REPORTS, first click the **Open** button on the left side of the main menu. Then double-click the name REPORTS in the Directory box. A file list appears. Choose a filename.

To open a file in a subdirectory of C:\WINWORD\REPORTS, first click the **Open** button. Then *single-click* the name REPORTS in the Directory box and click the elongated button labeled Sub. A subdirectory list appears. Double-click a subdirectory name. Or, if you want to drop down another directory level, *single-click* a subdirectory name and then click the Sub button.

Note   Because of its extended length, the Sub button is always within easy reach when needed. After selecting a name anywhere in the Directory box, you can get to the Sub button by moving the mouse pointer only slightly to the left.

To move, copy, delete, rename or print a file, first click the appropriate command button. Then choose a filename just as you would if you were opening a file.

Keyboard   To open a file in C:\WINWORD\MEMOS, first select the **Open** button by typing the letter O. Then highlight the name MEMOS in the Directory box and press Enter. A file list appears. Highlight a filename and press Enter.

To open a file in a subdirectory of C:\WINWORD\MEMOS, first select the **Open** button. Then highlight the name MEMOS in the Directory box and choose the Sub button by pressing Tab S or Alt+S. A subdirectory list appears. Highlight a subdirectory name and press Enter. Or, if you want to drop down another directory level, highlight a subdirectory name and then choose the Sub button.

Tip   When you need to go down one or more directory levels to access a file, you may find the mouse easier to use than the keyboard.

To move, copy, delete, rename or print a file, first press a letter key to select the appropriate command button. Then choose a filename just as you would if you were opening a file.

General   When you select a command in the left-hand column, the program assembles a list of your document directories and displays the list in the Directory box. If you have many directories, it may take a moment for the list to appear.

If you select a command in the left-hand column and discover that you picked the wrong button, you can reselect. Example**:** If you intend to select **Delete** but select **Undelete** by mistake, just click **Delete**. Or press Tab D or Alt+D.

If you want to restart the program, choose the Home button. To choose Home using the keyboard, press Tab H or Alt+H.

When you choose the Sub button to display a subdirectory list, a Back button

appears in the group of controls below the Directory box. If you choose the Sub button by mistake, you can use the Back button to go back one step. To choose the Back button using the keyboard, press Tab B or Alt+B.

Note   Back buttons appear in many File Manager Jr. dialog boxes. Generally, choosing a Back button closes a dialog box and redisplays the previous dialog box.

To run one of the commands in the column on the right side of the main menu, simply click a button or press a letter key. Example**:** To run the **Back Up** command, click the **Back Up** button or press the B key.

To access a file in drive A or drive B, select a command in the left-hand column and then choose a drive button. To choose the drive A button using the keyboard, press Tab V or Alt+V. To choose the drive B button, press Tab E or Alt+E.

A button labeled DRIVE X appears below the DRIVE A button. The function of DRIVE X is explained later.

Note   For brevity, most step-by-step examples found later in this guide omit keyboard directions. Such directions appear only when procedures used to perform a keyboard operation have not been covered by earlier examples.

The master directory

Unless you tell the program otherwise, the main Word directory will be the master directory. If C:\WINWORD is the master directory, you can store and access files in four levels of C:\WINWORD subdirectories. Examples**:** C:\WINWORD\ ARTICLES, C:\WINWORD\ARTICLES\COMPUTER, C:\WINWORD\ARTICLES\ COMPUTER\APPS, C:\WINWORD\ARTICLES\COMPUTER\APPS\WORDPROC.

If you don't want to use the main Word directory as the master directory, choose the **Setup** button on the main menu and then choose the **Master Directory** button.   In the next box, type the name of the directory you want to use as the master directory. The directory can be on any hard drive. If you have a D drive and you make D:\WORDDOCS the master directory, you can store and access files in four levels of D:\WORDDOCS subdirectories. Examples: D:\WORDDOCS\ ARTICLES, D:\WORDDOCS\ARTICLES\COMPUTER, D:\WORDDOCS\ARTICLES\ COMPUTER\APPS, D:\WORDDOCS\ARTICLES\COMPUTER\APPS\WORDPROC.

Tip   Though you can work with files in subdirectories as many as four levels below the master directory, you may find it advisable to use multilevel directories sparingly. The more levels you have to deal with, the longer it takes to access files, regardless of the method used.

The command list

Open   The command opens a previously saved file.

Without opening any documents, you can use the **Open** command to get information about files. Example**:** To see which files are stored in C:\WINWORD\ MEMOS, select the **Open** button and then double-click the name MEMOS in the Directory box. After checking the file list, click Cancel or press the Esc key to close the Open File box.

Move   The command transfers a file from one directory to another. It can also be used to move a file to or from a disk in a floppy drive.

Once you've chosen the file to be moved, the program displays a list box labeled Destination. To move a file to a directory called REPORTS, double-click the name REPORTS in the Destination box.

To move a file to a subdirectory, first *single-click* a directory name in the Destination box. Then click the elongated Sub button just to the left of the directory list box. A list of subdirectories appears.

To move a file to drive A or drive B, click the appropriate drive button in the lower part of the Destination box.

Copy   The command creates a duplicate of a file and sends the duplicate to a destination of your choice, leaving the original copy of the file in place. The command works much like **Move**.

Delete   The command erases a file.

Undelete   The command recovers erased files, using the Undelete for Windows program in MS-DOS 6.0 or 6.2.

Procedure**:** Select the **Undelete** button and then choose the name of a directory or subdirectory just as you would if you were using one of the commands described earlier. When the Microsoft Undelete window appears, click one or more filenames and then click the Undelete icon. To close the window, choose Exit on the File menu.

To tell DOS what level of file protection you want to use, choose the Undelete icon from the Microsoft Tools group in the Windows Program Manager.

Kill BAKs   The command erases BAK files in a specified directory. Example**:** If you want to delete BAK files in C:\WINWORD\REPORTS, select the **Kill BAKs** button and then double-click the name REPORTS in the Directory box. In the next

box, choose OK. Option**:** To delete BAK files in the REPORTS directory and in all subdirectories of the REPORTS directory, choose the Kill All button instead of the OK button.

You can use the command to delete BAK files in all your document directories, including subdirectories. First select the **Kill BAKs** button and then double-click the name of the master directory. In the next box, choose the Kill All button.

Before using **Kill BAKs**, close any open BAK files.

The command does not delete BAK files on floppy disks. When you select the **Kill BAKs** button, the DRIVE A and DRIVE B buttons are dimmed and inaccessible.

Rename   The command changes the name of a file. When asked to enter a new name for a document, do not type a directory name or subdirectory name ahead of the filename. Example**:** Don't type **C:\WINWORD\MEMOS\BAKER.DOC**. Just type **BAKER.DOC**. (If you type a filename with no extension, a .DOC extension is added automatically.)

Print File   The command allows you to print Word documents without opening them. After choosing a file to print, you're asked whether you want to print one copy of the complete file. If you answer Yes, printing starts. If you answer No, a new box appears so that you can tell Word to print multiple copies or only certain pages.

Save New   The command is used to specify where a file will be stored when saved for the first time. Example**:** If you have a new file onscreen and want to store it in C:\WINWORD\REPORTS, select the **Save New** button and then double-click the name REPORTS in the Directory box. When asked to enter a name for the new file, do not type a directory name ahead of the filename. Example**:** If you're naming the file DOCK.DOC and storing it in C:\WINWORD\REPORTS**,** don't type **C:\ WINWORD\REPORTS\DOCK.DOC.** Just type **DOCK.DOC**. (If you type a filename with no extension, a .DOC extension is added automatically.)

The command cannot be used to store a new file on a floppy disk. When you select **Save New**, the DRIVE A and DRIVE B buttons are dimmed and inaccessible.

Get Stats   The command displays statistical information about files in a specified directory. Example**:** You're working on a file in the PERSONAL directory. The file DOCK.DOC is in the REPORTS directory. You want to know the size of DOCK.DOC and the date it was last saved. Procedure**:** Select the **Get Stats** button. Double-click the name REPORTS in the Directory box. A Find File box appears, listing all files in the REPORTS directory. Highlight the filename DOCK.DOC to display statistical information about that file. If you want

information about a second file, highlight another filename. When finished, press Esc to close the Find File box.

You can also get statistical information about files stored in a subdirectory. Just select the **Get Stats** button and then choose a subdirectory as you would if you were using one of the commands described earlier.

Back Up   The command sends a copy of the active document to a backup disk in the A drive. Any previous backup copy is overwritten.

If you want to use the B drive for backups instead of the A drive, choose the **Setup** button on the main menu. Then choose the **Backup Drive** button.

Note that **Back Up** is the first command in the right-hand column on the main menu. Like other commands in that column, it is independent of the Directory box. To back up a file, simply click the **Back Up** button or press the B key.

Print Selection   The command prints a selected block of text. First highlight the text you want to print. Then choose the **Print Selection** button. (The selected block of text must be at least two characters long.)

Find File   The command helps you locate a file when you can't remember where you stored it or can't remember its name.

When you choose **Find File**, you're asked whether you want to search for a filename or for text. If you know the name of the file you're looking for, choose the Filename button. Type a name in the next box and choose OK. If you don't know the name of the file you're looking for, choose the Text button. An input box appears. Type a word or phrase that is likely to be found only in the file you're looking for. Then choose OK. (Some earlier versions of File Manager Jr. required the user to place quotation marks around the text entered in the input box. Quotation marks are no longer used.)

If the file is found, you're informed of its location.

File Info   The command displays a word count, a page count and other statistical information about the active document.

Directory Mgr.   The command is used to create, rename and delete directories. For additional information, see **More about Directory Mgr**. later in this guide.

Address List   The command places an inside address in a business letter. The address is copied from a file in which you store names and addresses. The command is also used to print envelopes, to create address listings, to delete listings and to browse and sort the address file. For additional information, see **More about Address List** later in this guide.

Junk Closet   The command is used to store text temporarily in a holding file or to retrieve text from the holding file. For additional information, see **More about Junk Closet** later in this guide.

Quit Word   The command closes any open files and quits Word for Windows. Use the command when you want to make a quick exit. If any open documents have been changed since they were last saved, the changes are preserved.

If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name before quitting Word.

Drive X: A rest home for old files

If you have a spare hard drive, you can use it for storage of old files—files you don't want to delete but would like to move out of your document directories. A File Manager Jr. feature called DRIVE X lets you conserve space on your primary hard drive by transferring old files to a secondary hard drive.

DRIVE X is a wild-card name. It can stand for any spare hard drive. Before you can use the DRIVE X feature, you need to identify the spare drive and indicate where on that drive you want to store your old documents.

Procedure**:** Choose the **Setup** button on the main menu and then choose the **Drive X** button. In the next box, type a drive identifier and a directory name. Example**:** Typing **D:\OLDFILES** will tell the program that the D drive is DRIVE X and that old documents are to be stored in the OLDFILES directory on D.

You can use the **Move** command to transfer old files to DRIVE X. Example**:** If you want to transfer a file from the C:\WINWORD\PERSONAL directory, select the **Move** button and then double-click the name PERSONAL in the Directory box. In the next box, double-click the name of the file you want to move. A Destination box appears. Click the DRIVE X button.

Note   You can open, copy, rename, print, delete (and then undelete) files in the DRIVE X directory. Example: If you want to open an old file, select the **Open** button and then click the DRIVE X button in the lower part of the main menu.

More about Directory Mgr.

To create a directory, choose the **Directory Mgr**. button and then choose the **Create** button. The name of the master document directory appears in an input box. The name is followed by a backslash. Type a directory name immediately after the backslash and choose OK. Example**:** If C**:\WINWORD** appears in the box and you add **REPORTS**, the directory C:\WINWORD\REPORTS is created.

You can use the **Create** command to create a directory and a subdirectory at the same time. Example**:** You want to create a directory called C:\WINWORD\ JOURNAL and a subdirectory called C:\WINWORD\JOURNAL\JULY. When C**:\ WINWORD** appears in the input box, type **JOURNAL\JULY** after the backslash, so that the full line reads **C:\WINWORD\JOURNAL\JULY**. Then choose OK. (If the directory C:\WINWORD\JOURNAL already exists, only the JULY subdirectory is created.)

Note   MS-DOS disallows certain characters in directory names. File Manager Jr. disallows the following additional characters**:** the percent sign, the parentheses, the caret (^), the ampersand (&), the braces ({}) and the swung dash (~).

To rename or delete a directory, first close any open files in that directory. Then run the **Rename** or **Delete** command. Follow the onscreen directions.

You can't use **Rename** to shift a directory from one level to another. Example**:** C:\WINWORD\JOURNAL cannot be renamed C:\WINWORD\PERSONAL\JOURNAL. That would entail moving JOURNAL to a different directory level. Nor can you use **Rename** to move a directory from one drive to another. Example**:** C:\ WINWORD\NOTES cannot be renamed D:\DOCS\NOTES.

When you rename or delete a directory, File Manager Jr. makes a call to the Microsoft Windows File Manager. The Windows File Manager screen appears briefly while the directory is being renamed or deleted.

More about Address List

When you choose the **Address List** button, you see a dialog box with six command buttons. The first button is **Copy Address.**

The **Copy Address** command places an address block in a business letter, saving you the trouble of typing an inside address. The block is copied from a file in which you can store frequently used addresses. The file is called NAMELIST.FMJ. It was placed in Word's home directory when you installed File Manager Jr.

To copy an address block, first place the insertion point anywhere on the top line of the body of your letter. Then run **Address List** and choose **Copy Address**. In the next box, type a name listed in your address file. Example**:** If you're writing

to Horatio D. Blunt, type HORATIO or BLUNT. Option: Instead of typing a first or last name, you can type a company name, street name, city name or any other combination of characters known to be in the address block you want to copy.
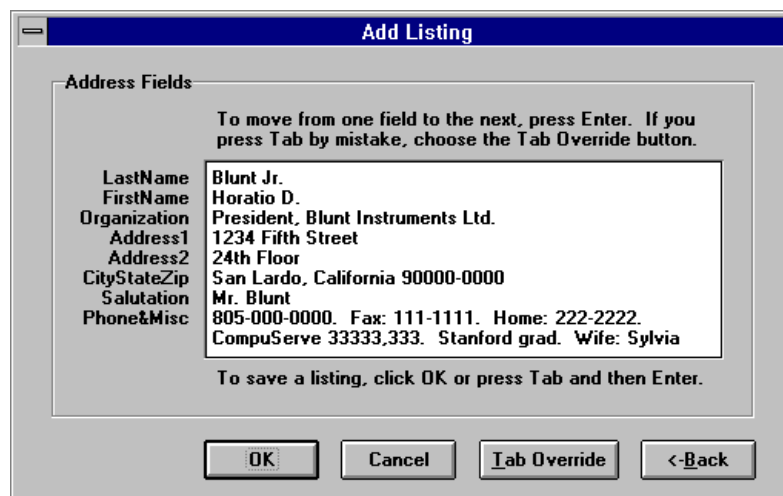
The style you use for letters does not have to match the style used to set up your address list in the NAMELIST.FMJ file. If the styles are different, address blocks copied from NAMELIST.FMJ are converted to the style you use for letters.

The second command in the **Address List** dialog box is **Print Envelope**. If you have a business letter onscreen, you can use one of Word's commands (Envelopes and Labels) to copy the delivery address from the letter to an envelope. That command won't help you, however, if you're mailing material without a cover letter or sending a letter with no address block at the top. Solution: If the recipient's name is in your address file, you can still print an envelope quickly. First choose the **Address List** button and then choose **Print Envelope**. In the next box, type a name or any other combination of characters known to be in the address block you want to copy to an envelope.

By default, the **Print Envelope** command uses the Courier typeface and does not print a return address on your envelopes. You can override these defaults. Procedure: On the main menu, choose the **Setup** button. In the **Setup** box, choose **Envelope Format**. Select a font and a point size. When asked whether you want a return address printed, choose the Yes or No button. If you choose Yes, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, choose Options on the Tools menu and click the User Info tab.

The third command in the **Address List** dialog box is **Add Listing**. Use it to create listings and add them to the address file. When you choose **Add Listing**, an address box appears. You type information in the box. A filled-in address box might look something like this:

Add Listing

Address Fields

To move from one field to the next, press Enter. If you press Tab by mistake, choose the Tab Override button.

LastName	Blunt Jr.
FirstName	Horatio D.
Organization	President, Blunt Instruments Ltd.
Address1	1234 Fifth Street
Address2	24th Floor
CityStateZip	San Lardo, California 90000-0000
Salutation	Mr. Blunt
Phone&Misc	805-000-0000. Fax: 111-1111. Home: 222-2222. CompuServe 33333,333. Stanford grad. Wife: Sylvia

To save a listing, click OK or press Tab and then Enter.

[OK]   [Cancel]   [Tab Override]   [<-Back]

You must type information in at least four fields: LastName, FirstName,

Address1 (or Address2), and CityStateZip. The remaining fields are optional.

After filling in one field, press Enter to move to the next field. If you try to move to the next field by pressing Tab, the cursor disappears and the OK button is highlighted. If that happens, you can return quickly to the address fields by clicking the Tab Override button or by pressing Tab T or Alt+T.

If you want to use an abbreviation such as "M.D.," "Esq." or "Jr." in an addressee's name, place the abbreviation in the LastName field—after the surname. See the LastName field in the address listing illustrated on the previous page.

If you want to use a courtesy title such as "Ms." or "Mr.," place the title at the start of the FirstName field. In the Horatio Blunt listing, for example, "Mr. Horatio D." could have been typed in the FirstName field in place of "Horatio D."

If a listing includes a Salutation field, the text entered in that field is used as part of a salutation when the listing is copied to a letter. The Horatio Blunt listing would be copied in this form:

```
Horatio D. Blunt Jr.
President, Blunt Instruments Ltd.
1234 Fifth Street
24th Floor
San Lardo, California 90000-0000

Dear Mr. Blunt:
```

If "Horatio" had been typed in the Salutation field instead of "Mr. Blunt," the address would be copied with a "Dear Horatio:" salutation instead of a "Dear Mr. Blunt:" salutation.

The Phone&Misc field is used to store numbers and miscellaneous information. The field normally accommodates two full lines of text. Note, however, that you can use no more than 255 characters in an entire address listing. You may not be able to enter two full lines in the Phone&Misc field if some earlier fields are unusually long. Ordinarily, the 255-character limit should present no problem.

If you're using both lines of the Phone&Misc field, you don't need to press Enter when you reach the end of the first line. Just continue typing. The cursor wraps to the second line automatically.

To save a listing, click the OK button or press Tab and then Enter. If you try to save a listing from which a required field has been omitted, an error message appears. In that case, choose OK to redisplay the incomplete listing. You can then fill in the missing field.

Note   The asterisk is a reserved character and may not be used in any field of an address listing.

The fourth command in the **Address List** dialog box is **Delete Listing**. Use it when you want to erase an address. Directions appear onscreen.

The fifth command is **Edit/Browse**. Use it when you want to open the address file to get information, correct typing errors or just look around. When you choose the **Edit/Browse** button, you're asked where you want to start in the address file. Choose a letter. The command searches for the first listing under that letter. Example**:** If you want to look up Horatio Blunt's fax number or correct a spelling error in his address listing, choose B. You can start at the top of the address file by choosing A or pressing Enter.

To quit the address file, choose Close on the File menu. If you have made corrections in the file, answer Yes when asked whether to save changes.

You may notice that listings in the address file do not look exactly as they did when you created them with the **Add Listing** command. The Horatio Blunt listing, for example, would look like this**:**

```
Blunt Jr.*Horatio D.
President, Blunt Instruments Ltd.
1234 Fifth Street
24th Floor
San Lardo, California 90000-0000
Mr. Blunt[+]
805-000-0000. Fax 111-1111. Home 222-2222. CompuServe 33333,333.
Stanford grad. Wife: Sylvia.
```

Notice that the LastName and FirstName fields are now on the same line and are separated by an asterisk. Notice also that a bracketed plus sign appears at the end of the Salutation field. Do not reverse the positions of the LastName and FirstName fields while editing the address file, and don't remove any asterisks or bracketed plus signs. (Address listings created with some earlier versions of File Manager Jr. contain no bracketed characters but are still usable without modification.)

Note   Two blank lines have been placed at the top of the address file. They should not be removed. Several fictitious address listings have been entered in the file for illustrative purposes. They may be deleted.

The last command in the **Address List** dialog box is **Sort List**. It puts address listings in alphabetic order. When you create listings using the **Add Listing** command, the new listings are placed at the end of the address file. If you like, you can leave them there. It's not necessary to sort the address list before using the **Copy Address** or **Print Envelope** command. But a sorted list is easier to work with when you're browsing.

More about Junk Closet

The **Junk Closet** command is used for storage of text you want to remove from

the active file but keep available for possible use later.

To store text in the junk closet, first select the text. Choose the **Junk Closet** button and then choose **Store Selection**. The text is sent to a file called JUNK.FMJ. The file was placed in Word's home directory when you installed File Manager Jr.

To find text in the junk file, choose the **Junk Closet** button and then choose the **Open Closet** button. A Find dialog box appears. Type a word or phrase peculiar to the block of text you're looking for. Then press Enter. If the junk file is small and you don't need to run a search, press Esc to close the Find box.

To retrieve a block of text from the junk file, first select the text and place it on the Windows Clipboard. Then close the junk file and copy the text from the Clipboard to the active file.

When you open the junk file, text in that file is displayed in whatever style you're using in the active document. Result**:** You won't need to apply your current style to text imported from the junk closet. The style will already have been applied.

A separator mark appears before each block of text stored in the junk file so that you can easily tell where one block ends and the next begins.

To delete text from the junk file, first run **Junk Closet** and choose **Open Closet**. Highlight the text you want to erase and press the Delete key. Then choose Close on the File menu and answer Yes when asked whether to save changes.

Assigning File Manager Jr. to a shortcut key

1. On the Tools menu, choose Customize.
2. In the Customize dialog box, click the Keyboard tab (at the upper right).
3. In the Categories list box, click Macros.
4. In the Macros list box (to the right of Categories), click the name FileMgrJr.
5. Click the box labeled Press New Shortcut Key. Press a key or combination of keys. Example**:** If you want File Manager Jr. to start when you hold down Ctrl and strike J (for "Junior"), press the Ctrl key and, without releasing it, press J.
6. Choose Assign.
7. Choose Close.

Note   When File Manager Jr. is installed, it is assigned to a special shortcut key (Alt+Ctrl+Shift+Backspace). That key performs an internal function and should not be removed. It won't interfere with your own File Manager Jr. shortcut key.

Assigning File Manager Jr. to a toolbar button

- On the Tools menu, choose Customize.

- In the Customize dialog box, click the Toolbars tab (at the upper left).

- In the Categories list box, click Macros.

- In the Macros box (to the right of Categories), click the name FileMgrJr. and keep the left mouse button depressed. A rectangular outline appears. Drag the outline to a position on the toolbar and release the mouse button.

- In the box labeled Text Button Name, type a short name, such as JR.

- Choose Assign.

- Choose Close.

-

Starting File Manager Jr. automatically

If you want the File Manager Jr. menu to appear whenever you start Word, choose the **Setup** button on the main menu. In the **Setup** box, choose **AutoMenu**. Follow the onscreen directions.

Uninstalling File Manager Jr.

1. In Word's home directory, delete JUNK.FMJ, LICENSE.FMJ, NAMELIST.FMJ, READ_1ST.TXT and TUTOR.FMJ.

2. In the directory where Word templates are stored, delete FMJ.DOT.

3. On the Tools menu, choose Macro. In the macro list box, delete all macros with "FileMgrJr" in their names.

References

Guy Gallo, *Take Word for Windows to the Edge* (Ziff-Davis Press, 1993).

Guy Gallo, Julianne C. Sharer and Steven S. Wexler, *Using WordBasic* (Microsoft, 1991).

Microsoft Corporation, *Microsoft Word Developer's Kit* (Microsoft, 1993).

Herbert L. Tyson, *Microsoft Word for Windows Revealed* (Windcrest/McGraw-Hill, 1991).

-

Edward Mendelson of *PC Magazine* examined an early version of File Manager Jr. and offered helpful criticisms. His assistance is gratefully acknowledged.

Registration information

File Manager Jr. is a shareware program. You're required to register the program if you continue to use it after a 30-day trial period. You can become a registered user by paying a fee of $15 to the author, Charles Maher, 409 North 18th Street, Coeur d'Alene, Idaho 83814-5460.

If you have a MasterCard or Visa account, you can call toll-free to register. To register by voice phone, call 1-800-215-3688 between 6 a.m. and 3 p.m. Pacific time. If you have a modem, you can use a 24-hour number: 1-800-503-2292. Indicate that you are registering a product developed by vendor 3864.

You can also register on CompuServe. Type **GO SWREG**. The Registration ID for File Manager Jr. is 5059.