

Fileware™

Essential Tools for Microsoft® Word for Windows™
Certified “Microsoft Office Compatible Software”

User's Guide

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Introduction

Using This Document

This "Online User's Guide" provides easy, automatic access to all the information you'll need about *Fileware™*.

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.

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.

What is Fileware™?

- "...vastly improve Windows operations... a permanent part of my Windows set-up.", WINDOWS Magazine, Special Edition, Winter 1995
- Chosen one of the "Top 48 Application Add-Ins" by PC Magazine, February '93
- "...adds a good selection of file and program management features that were left out of Word for Windows." PC Week, January '93
- "You know how the reviewers tout WordPerfect for Windows' file manager...? Ha! Wait 'till you see how [Fileware] makes Winword stand on its ear.", Hacker's Guide To Word For Windows, Addison-Wesley Publishing, 1993
- "... a real Swiss-army knife add-on...", Word for Windows Power Kit, Sybex Publishing, 1993

An officially certified "Microsoft Office Compatible" product, *Fileware*™ is easy-to-use and powerful. It's a suite of file maintenance, document management, program launching and word processing utilities which integrate seamlessly into Microsoft® Word for Windows™.

Do everything you need without ever leaving Word...

- **Manage your files.** Make directories, remove directories; delete, rename, copy or move files. Because it's integrated into Word, *Fileware*™ is the easiest, safest way to manage files — on stand-alone PC's or over networks.
- **Keep Names And Addresses At Your Fingertips.** The indispensable *TSS Address Book* utility keeps a database of names, addresses and telephone numbers always handy. Pop up the 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!
- **Launch Programs Instantly.** Launch programs instantly with *Run Buttons*, a customizable toolbox of push buttons (or type a command on the convenient *Quick Run Line*).
- **Forget Eight Character DOS File Names?** The *Fast Files List* keeps a customizable list of document **descriptions** close at hand. Just point and click to **open** or **print** the files you want.
- **Forget Complicated Directory Paths?** With *Directory Jump Plus* you can give your directories real descriptive names, up to 60 characters long. Then **jump** instantly between them. Just one click will **open** or **save** documents anywhere on your PC or LAN.
- **Abolish Repetitive Keystrokes.** Close all open files at the same time with just one command. Options include *Close Without Saving* and *Prompt To Save*.
- **Take Control Of Word.** *Font Minder* analyzes the font composition of your document. Use it to globally replace any or all of your fonts for a whole new look. *Bookmark Lister* creates a detailed report outlining your bookmark names, the text they mark, and the pages on which they appear.
- **Edit document templates instantly**, even if you don't know which directory they're in.
- **Exit Or Restart Windows.** You can end or restart your Windows session with just one click, from right inside Word.

Network Compatibility

To ensure complete functionality, **network** users must have the text files NET.CFG and/or SHELL.CFG in the root directory of each workstation running *Fileware*[™]. These files must include the line: **SHOW DOTS=ON**.

What Are Button Groups?

The *Fileware*[™] main window has nineteen command buttons. These are divided into three "button groups", as follows: **General Word Utilities**, **Word File Management Utilities**, and **Writer's Tools**. The *Fileware*[™] toolbar (Word 6.x) is also divided into these same three button groups.

The Fileware[™] Main Window

Fileware[™] has a main window (central interface) which contains command buttons for all its features. To display the *Fileware*[™] main window:

- Select the "FILEWARE" menu item. This will appear on whichever menu you specified during installation.
- Press **Alt+Shift+F** (Due to differences in keyboard mapping, this keyboard short-cut is automatically installed to *English* versions of Word only. International users can, however, install their own keyboard commands.)

Fileware[™] also comes with a complete custom toolbar of its own (see below).

The Fileware[™] Toolbar

Fileware[™] comes with a full custom color toolbar. Any individual *Fileware*[™] utility may be run directly (bypassing the main window) by clicking its toolbar button.



What Does Each Button Do?

If you're not sure what a toolbar button represents, there are two ways to find out. 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 (this might take a moment). In the balloon you'll see a brief description of the purpose of that button.
- The status bar (at the bottom of the Word application window) will always display a description of the *Fileware*[™] feature represented by the button indicated with your mouse pointer.

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

Where Is My Fileware Toolbar?

After you complete installation, your *Fileware*[™] toolbar should automatically appear in Word 6.x above all your documents. If it does not appear, here's what to do:

1. Run the toolbar display utility:

Mouse

Click the **View–Toolbars...** menu item
OR double-click in the blank grey space next to
any of the toolbar buttons which are currently displayed

Keyboard

Select the **View–Toolbars...** menu item

2. A master list of all toolbars will be displayed. A “Fileware” entry should appear on this list. Make sure that the checkbox to the left of the entry is checked.
3. Then, click the **OK** button or press **Enter**.

Customizing Fileware™

You can also create your **own** shortcuts. It's easy to bypass the main window and assign *Fileware™* functions directly to any menu or key combination. ***It's completely flexible.*** For example, you could assign *Rename File* to the “File” menu, or *Make Directory* to the “Tools” menu. You could run *Directory Jump Plus* from the Control+Shift+J hot key combination. **Any part** of *Fileware™* can always be immediately available.

Below is an alphabetical list of all the *Fileware™* utility macro names. Use this information to customize your copy of *Fileware™* and assign features to the menus or hot key combinations of your choice. (For more information about customization, see your Microsoft Word for Windows instruction manual or press F1 to access the on-line help system.)

BookmarkLister	FWAddressBook
CloseAllFiles	MakeDirectory
ChooseTemplateToEdit	MoveFile
CopyAnyFile	QuickRunLine
DeleteFile	RemoveDirectory
DirectoryJumpPlus	RenameFile
ExitWindowsSession	RestartWindows
FastFiles	RunButtons
FontMinder	

Directory Jump Plus

Introduction

Do you keep your document files in more than one directory? The more directories you have, the more bothersome opening files can become. To open or save a document you'll have to **click** and **click** through sub-directory after sub-directory to get to the directory you want. You'll also need a good memory. Directory names are limited to eight characters. You must remember exactly where it is, and what it's named.

Wouldn't it be GREAT to be able to give your directories long, descriptive names? And be able to access them **quickly** with just one click?

Directory Jump Plus provides you with intuitive, single click access to all your document directories.

No need to remember cryptic eight character directory names, or labyrinthine directory tree structures. Just add your descriptions once, then you'll always be able to **open** or **save** files with one simple mouse click. With *Directory Jump Plus* you can even create **new** directories — from right inside Word. Save yourself a lot of time and bother. Use *Directory Jump Plus* instead!

Running Directory Jump Plus

To run *Directory Jump Plus*...


Mouse

Run *Fileware*™ and click the **Directory Jump Plus** button

Keyboard

Run *Fileware*™ and press **J**
OR press **Enter**

Toolbar

Click the  button on the *Fileware*™ toolbar

Tip: Because Directory Jump Plus is the most commonly used Fileware™ feature, we've made it the easiest to use. After running the Fileware™ main window, run Directory Jump Plus just by pressing the Enter key.

The *Directory Jump Plus* main window will be displayed. Next, you'll need to select a directory description from the Jump List. There are two ways to do this:

Mouse

Use the scroll bars to move up and down the Jump List, then click directly on the desired directory description.

Keyboard

Press the **alphanumeric key** corresponding to the first character of the desired directory description. The highlighting will jump to the first directory description starting with that letter.

After a description is selected you can then **open** files from that directory, **save** files to that directory, **edit** the directory description or path, or **remove** the directory description from the Jump List.

Features In Depth

Here's how you can get up and running fast! Follow the instructions below to add descriptions of your favorite directories to the Jump List.

Add Directory To Jump List

To add directories to the *Directory Jump Plus* directory list...

Mouse

Click the **Add Directory To Jump List** button

Keyboard

Press **Alt+A**
OR tab to the **Add Directory To Jump List** button and press **Enter**

Select A Directory

The "Select Directory" screen that follows contains drive and directory list boxes. Notice that the directory of the *active* document (the document which is active on your Word for Windows application workspace) is displayed by default. If there is no active document, or if the active document has not yet been saved, then the current system directory will be displayed.

Choose a directory to add and then...

Mouse

Click the **Choose** button

Keyboard

Press **Enter**

OR press **Alt+C**

Assign Description

Next, enter a description for the selected directory in the screen that follows. Make sure that the description is no longer than the length of the text field. When you are satisfied with the directory description you've entered...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Opening Files

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

Mouse

Click the **Open File** button

Keyboard

Press **Alt+O**

OR press **Enter**

Directory Jump Plus will jump you to the directory you want, then display the Word for Windows **File Open** screen.

Tip: *Because the Open File command is the most commonly used Directory Jump Plus feature, we've also made it the easiest to use — you can also **double click** a directory description to jump to a directory and open files.*

Please Note: *Directory Jump Plus does not change the Current System Directory (see) to be that of the jumped-to directory **unless** you actually **open** a file from that directory or **save** a file to that directory. (Compare this with the Word for Windows File Open and File Save As screens — **they always leave you stuck** in the sub-directory you've clicked into.)*

Saving Files

To save a file into a *Directory Jump Plus* directory, first highlight the description of the directory into which you want to save your file. Then...

Mouse

Click the **Save File** button

Keyboard

Press **Alt+S**

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

Directory Jump Plus will jump you to the directory you've specified, then display the Word for Windows **File Save As** screen. Enter a filename for your document. If the file was previously saved, the current filename will appear in the File Name combo box by default.

Please Note: *Directory Jump Plus does not change the Current System Directory (see) to be that of the jumped-to directory unless you actually open a file from that directory or save a file to that directory. (Compare this with the Word for Windows File Open and File Save As screens — they always leave you stuck in the sub-directory you've clicked into.)*

Creating A New Directory

Have you ever been ready to save a new file and then realized that there was no appropriate directory to put it in? To create a new directory for your file you'll need to task switch to the Program Manager to run the File Manager, make your new directory, then switch back to Word for Windows. This is a lot of bother. And what happens if Windows crashes while you're doing all this? You could *lose* the document you were trying to save.

There's a better way. Use the *Directory Jump Plus* **Create New Directory Now...** button and you'll never need to leave Word for Windows to create a new directory again. It's faster, safer, and easier.

1. Run *Directory Jump Plus* and click the **Create New Directory Now...** button or press **Alt+C**.
2. In the screen that follows, the directory of the *active* document (the document which is active on your Word for Windows application workspace) is displayed by default. If there is no active document, or if the active document has not yet been saved, then the current system directory will be displayed.

Point and click to change directories, if necessary. Make sure that the directory **under** which you want to create the **new** directory is displayed. Then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

3. In the next screen, enter the name for the new directory you want to create (remember to follow DOS naming conventions). Then click the **OK** button or press **Enter**.

That's it! You've created a new directory for your documents — without ever leaving Word for Windows.

Tip: *Create New Directory Now...* will change the current system directory (see) to the **new directory** you've just made. This makes saving your new files even easier.

Configuring Directory Jump Plus

Edit Directory On Jump List

You can always change the *Directory Jump Plus* Jump List description associated with a directory. You can even specify a new directory path for a given directory description. First, highlight the entry to be edited, then...

Mouse

Click the **Edit Directory On Jump List** button

Keyboard

Press **Alt+E**

OR tab to the **Edit Directory On Jump List** button and press **Enter**

The "Edit Jump List Item" screen will be displayed. You may choose one of three actions:

Change A Description

To change a directory description as it appears on the Jump List, select the **Edit Item Description** option. Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the screen that follows, the current directory description will appear. Edit or replace it, making sure not to exceed the width of the text entry box. When you are satisfied with the new directory description...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Directory Jump Plus will return you to the main window, where the modified directory description will be displayed on the Jump List.

Modify A Directory Path

To modify the directory path associated with a Jump List directory description, select the "Modify Directory Path" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

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

Mouse

Click the **Choose** button

Keyboard

Press **Enter**

OR press **Alt+C**

Display Current Information

To display detailed information about any Jump List entry, first highlight the directory description, then...

Mouse

Click the Display Description and Directory Path button

Keyboard

Press **Alt+D**

OR tab to the Display Description and Directory Path button and press Enter

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

Remove Directory From List

When you remove an entry from the Jump List, you only remove the directory description from *Directory Jump Plus* — the actual directory and the files in it are **not** deleted.

To remove a directory description from the Jump List, select the entry that you want to delete and then...

Mouse

Click the **Remove Directory From List** button

Keyboard

Press **Alt+R**

OR tab to the **Remove Directory From List** button and press **Enter**

Commonly Asked Questions

What is the maximum number of characters for each directory description on the Jump list?

The Directory Jump Plus list box will accommodate from 40–60 characters, depending on which characters are used in the description.

How many directories can I add to the Directory Jump Plus list?

You can add an **unlimited** number of directory descriptions to the jump list.

General Word Utilities



Fast Files List

Simple document management means immediate access to the files you need. The **Fast Files List** keeps a customizable list of document **descriptions** always at hand. No need to remember confusing eight character DOS file names and arcane directory paths. Just point and click on a file description to **open or print** the document you want.

To display the *Fast Files List*...


Mouse

Run *Fileware*™ and click the **Fast Files List** button

Keyboard

Run *Fileware*™ and press **F**

Toolbar

Click the  button on the *Fileware*™ toolbar

Add

To **ADD** an entry to *Fast Files List*...

1. Click the **Add** button or press **Alt+A**.
2. In the screen that follows, use the point and click interface to highlight a file and then...

Mouse

Click the **Add** button

Keyboard

Press **Alt+A**

OR press **Enter**

Please Note

The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see).

3. In the following screen, enter a descriptive title that will appear in the *Fast Files List* and then click the **OK** button or press **Enter**.

Important

**The following three characters can't be used in the description: =
[]**

Highlighting A File On The Fast Files List

The key to using the *Fast Files List* 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 *Fast Files List*.

Opening Files

Display the *Fast Files List*. Highlight the description of the file you want to open and then...

Mouse

Click the **Open** button

OR simply double-click the document description

Keyboard

Press **Alt+O**

OR press **Enter**

Printing Files

Display the *Fast Files List*. Highlight the description of the file you want to print and then...

Mouse

Click the **Print** button

Keyboard

Press **Alt+P**

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

Next, choose the number of copies you wish to print (1 is the default). Click **OK** and the document will be sent directly to the printer.

Configuring Fast Files List

Edit

You can always change the *Fast Files List* 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**

In the window that follows, you are offered two option buttons (**Edit Item Description** and **Modify File Path**) and a command button (**Display Description and File Path**).

Changing An Item Description

To change a description, select the "Edit Item Description" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the screen that follows, the current document description will appear. Edit or replace the document description, making sure that the new document description does not exceed the width of the text entry box.

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

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Modifying The File Path

To modify the file path associated with a document description, select the "Modify file path" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the Modify File window 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 .

Choose a new file path and then...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**
OR press **Enter**

Displaying Current Information

You can also display detailed information about a document as 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.

Delete

To delete an entry, highlight the entry you want to delete and then..

Mouse

Click the **Delete** button

Keyboard

Press **Alt+D**

OR tab to the **Delete** button, then press **Enter**

How many characters will fit in a Fast Files List entry description?

40–60 characters, depending on which characters you use.

What is the maximum number of files that can be added to Fast Files List?

You can add as many files as you want to the Fast Files List.

Exit Windows

When you need to exit Windows you don't want to waste time. **Exit Windows** is the quick, safe way to exit Windows **from inside Word for Windows**. It's easy, fast, reliable and completely safe.

Running Exit Windows

1. To Exit Windows...


Mouse

Run *Fileware*[™] and click the **Exit Windows** button

Keyboard

Run *Fileware*[™] and press **X**

Toolbar

Click the  button on the *Fileware*[™] toolbar

2. A confirmation screen appears. Click the **Yes** button or press **Enter** to exit Windows.

3. To stay in Windows, click the **No** button or press **N**.

Does Exit Windows prompt to save changes?

Yes. Exit Windows *will prompt you to save any unsaved files before closing down Windows.*

Restart Windows

Is your computer's performance slowing down? Maybe the memory is getting clogged up. Run **Restart Windows** to instantly restart Windows (and flush out the memory) with just one click.

Running Restart Windows

1. To *Restart Windows*...


Mouse

Run *Fileware™* and click the **Restart Windows** button

Keyboard

Run *Fileware™* and press **W**

Toolbar

Click the  button on the *Fileware™* toolbar

2. A confirmation screen appears. Click the **Yes** button or press **Enter** to restart Windows.
3. To stay in Windows, click the **No** button or press **N**.

Does Restart Windows prompt to save changes?

Yes. Restart Windows *will prompt you to save any unsaved files before restarting Windows.*

Run Buttons

Run Buttons allows you to launch any program from inside Word for Windows! Don't waste time "mousing" around with the Program Manager (or any other Windows shell). Run the application you want immediately, from right inside Word. *Run Buttons* can run applications two ways:

Run Buttons Tool Box

A customizable button palette of program descriptions. Just point and click!

Quick Run Line

Every power user's dream — a command line interface. Just type the file name of the application you want to run. Access the *Quick Run Line* from either inside the *Run Buttons* utility, or directly from the *Fileware™* main window.

Using Run Buttons

1. To display the *Run Buttons* button palette...


Mouse

Run *Fileware™* and click the **Run Buttons** button

Keyboard

Run *Fileware™* and press **R**

Toolbar

Click the  button on the *Fileware™* toolbar

2. Click the Run Button representing the program you want to run.

Configuring Run Buttons

1. Display the *Run Buttons* button palette.
2. Click the **Configure...** button or press **C**.

Adding Programs

1. Choose the **Add Program** option button or press **A**.
2. Click the blank button you want to configure.
3. Using the point and click interface, highlight the program executable that you want to add and then...

Mouse

Click the **Add** button

Keyboard

Press **Alt+A**

OR press **Enter**

4. Type a title for the program in the next window, and click the **OK** button or press **Enter**.
5. To specify an **accelerator key** for a button face, type an ampersand ("&") before the letter to be the accelerator. For example, to set up a button called **Paintbrush**, in which the first letter **P** will be the accelerator key, type **&Paintbrush** as the button face. **Don't use** "R", "C", "H", "A", "M", or "D", as they are reserved for various *Run Buttons* command buttons. Also, don't specify the same accelerator key for two different buttons.

Modifying Run Buttons

1. Choose the **Modify Run Button** option button or press **M**.
2. Click the Run Button that you want to modify.
3. In the next window, choose either "Path & File Name" or "Button Face" to modify, and click the **Modify** button or press **M**.

Path & File Name

Use the point and click interface of the window that follows to choose a program executable to associate with the program button, and then...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**

OR press **Enter**

Button Face

In the window that follows, modify the current program button face text, including the accelerator key if desired (see **Error! Bookmark not defined.** above for more information) in the window that follows. Click the **OK** button or press **Enter**.

Clearing Run Buttons

Clearing a run button means erasing the description on the button face and removing its association with a program.

1. Choose the **Clear Run Button** option button, or press **C**.
2. Click the Run Button that you want to clear.

How many characters are allowed in a program description?

No limit is imposed. Use your aesthetic judgment to determine how many characters will fit comfortably on a button face. Remember, you can modify the button face text again and again.

Quick Run Line

You can access the *Quick Run Line* in several ways:


Mouse

Run *Fileware*™ and click the **Quick Run Line** button

Keyboard

Run *Fileware*™ and press **Q**

Toolbar

Click the  button on the *Fileware*™ toolbar

From Inside The Run Buttons Palette

Click the **Run Line** button or press **R**

Starting A Program Using The Quick Run Line

1. Access the *Quick Run Line*.
2. Enter the program's command line in the window that follows.

If the application isn't on the path, include path information. *Run Buttons* assumes an .EXE extension. Other application extensions (.COM, .BAT and .PIF) must be appended.

Power Users: You can open a file in an application in one step. Enter the application executable name and follow it with a fully qualified file-name (e.g. "NOTEPAD C:\FILEWARE\README.TXT).

File Management



File Management Overview

If you're like most Word for Windows users, you often need to do file management while working on a document. The *Fileware*™ suite of file management functions contains **all** the file management features you'll need throughout the day. Now you can easily:

- **Create Directories**
- **Remove Directories**
- **Delete Files**
- **Rename Files**
- **Copy Files**
- **Move Files**

And all without ever leaving Word for Windows!

You can access *Fileware*™ file management functions in two ways:

- Display the *Fileware*™ main window (see the middle button group)

- Click a *Fileware*[™] custom toolbar button from the **middle** button group

Using *Fileware*[™] file management on Word documents is faster and much more convenient than using any other Windows file manager. In fact, it's **impossible** to perform file management operations on a document that is open in Word for Windows, *unless* you're using *Fileware*[™]. Try it and see. Open a document in Word, then find that document in the Windows File Manager (be patient, it might take a while!). Next, try to rename it. You'll get the following error message: "Access is denied. The source file may be in use." Not so with *Fileware*[™] — one click is all it takes. Only *Fileware*[™] can do the job right the first time and every time.

Make Directory

Have you ever been ready to save a new file and then realized that there wasn't an appropriate directory to put it in? This is especially annoying when you've done a lot of creative work on a document before naming and saving it for the first time. Use **Make Directory** to quickly create a new directory for your document — from right inside Word for Windows.

Running Make Directory

1. To display the *Make Directory* window...


Mouse

Run *Fileware*[™] and click the **Make Directory** button

Keyboard

Run *Fileware*[™] and press **D**

Toolbar

Click the  button on the *Fileware*[™] toolbar

2. In the screen that follows, the default directory displayed will be the path of the active document, except in the following situations: (1) the active document has never been named and saved; (2) the active document is the macro editing window. In these cases, the default directory displayed will be the Current System Directory. Change directories if necessary, then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

3. A new screen appears: enter a name for the new directory (remember to follow DOS naming conventions). Then click the **OK** button or press **Enter**.

Tip: *Make Directory will change the current system directory to the new directory you've just created. This means that new documents can automatically be saved directly into your new directory.*

Remove Directory

Have you ever had a whole directory full of documents that you just didn't need anymore? Since there's no way to remove a directory and all its files while inside Word, you probably just put the chore aside. **So that's why you're running out of disk space.** There's no need to put it off any longer. Use **Remove Directory** to safely and quickly remove directories while inside Word for Windows.

Running Remove Directory

1. To display the *Remove Directory* window:


Mouse

Run *Fileware*[™] and click the **Remove Directory** button

Keyboard

Run *Fileware*[™] and press **O**

Toolbar

Click the  button on the *Fileware*[™] toolbar

2. In the screen that follows, the default directory displayed will be the path of the active document, except in the following situations: (1) the active document has never been named and saved; (2) the active document is the macro editing window. In these cases, the default directory displayed will be the Current System Directory. Change directories if necessary, then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

3. Click the **Yes** button at the prompt to remove the selected directory (and all of its files).

Please Note: *If a directory has files in it, Remove Directory will remove the directory along with its files. However, if a directory has **sub-directories** under it, Remove Directory **will not** remove the chosen directory.*

Rename File

When the content of the document you are editing changes significantly, it's time to use **Rename File**. It's the fastest way to change the file name. Don't use "File Save As" — that only duplicates the file and gives the second copy a new name. *Rename File* is the simple way to do the job right.

Running Rename File

1. To display the *Rename File* window...


Mouse

Run *Fileware*[™] and click the **Rename File** button

Keyboard

Run *Fileware*[™] and press **N**

Toolbar

Click the  button on the *Fileware*™ toolbar

2. Use the point and click interface to highlight a file to be renamed. Then...

Mouse

Click the **Rename** button

Keyboard

Press **Alt+R**

OR press **Enter**

Tip: *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see).*

3. Enter the new file name in the text box provided in the next screen. Follow DOS naming conventions. No need to append the extension, just type in the file name — *Fileware*™ will append the *default extension* automatically.
 4. If the file was open when you renamed it, *Rename File* will give it the current focus. If the file was not open, *Rename File* will give you the option to open it.
-
-

Delete File

Use **Delete File** to delete any document, open or closed. Delete files from any of your drives: floppy, local, or network.

Running Delete File

1. To display the *Delete File* window...


Mouse

Run *Fileware*™ and click the **Delete File** button

Keyboard

Run *Fileware*™ and press **L**

Toolbar

Click the  button on the *Fileware*™ toolbar

2. Use the point and click interface to highlight the file to be deleted. Then...

Mouse

Click the **Delete** button

Keyboard

Press **Alt+E**

OR press **Enter**

Tip: *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see).*

3. Click the **Yes** button or press **Enter** at the confirmation prompt.

Copy File

Use **Copy File** to copy any document, open or closed. Copy files to any of your drives: floppy, local, or network.

Running Copy File

1. To display the *Copy File* window...


Mouse

Run *Fileware*[™] and click the **Copy File** button

Keyboard

Run *Fileware*[™] and press **C**

Toolbar

Click the  button on the *Fileware*[™] toolbar

2. Using the point and click interface, highlight the file to be copied on the left side of the screen, and the destination drive and directory on the right. Then...

Mouse

Click the **Copy** button

Keyboard

Press **Alt+C**

OR press **Enter**

Tip: *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see).*

3. A message confirming the successful execution of the copy command will appear in the status bar (at the bottom of the Word window). The confirmation message will show the name of the file selected, and the destination directory to which it was copied.
-
-

Move File

Move File allows you to move documents to any directory on any drive: floppy, local or network. *Move File* does it in one step, right inside Word for Windows.

Running Move File

1. To display the *Move File* window...


Mouse

Run *Fileware*[™] and click the **Move File** button

Keyboard

Run *Fileware*[™] and press **M**

Toolbar

Click the  button on the *Fileware*™ toolbar

2. Using the point and click interface, highlight the file to be moved on the left side of the screen, and the destination drive and directory on the right. Then...

Mouse

Click the **Move** button

Keyboard

Press **Alt+M**

OR press **Enter**

Tip: *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see).*

3. A confirmation window will show you the name of the file you chose to move, and its source and destination drives and directories. Click the **Yes** button or press **Y** to move the file as shown.
 4. If the file was open when you moved it, *Move File* will give it the current focus after finishing. If the file was not open, *Move File* will give you the option to open it.
-
-

Shortcuts & Power Tips

Are you a power user? Do you like to know what's going on "under the hood"? If so, dust off your propeller beanie, because this section is for you!

Directory & File Navigation

1. To jump straight to the root directory, type "\" in the directory combo box and press **Enter**.
2. To re-filter a file list, type a new file specification (e.g. *.BAK) in the file combo box and press **Enter**.
3. Confused about where you are in the directory tree? A path statement of the currently selected directory appears in blue above all directory list boxes. (In the Copy & Move features, the **source** directory appears in blue above the source directory list box, but the **destination** directory appears in red above the destination directory list box.)

Directory & File Default Display

Fileware™ has many file-oriented functions (e.g. Rename File, Delete File, Copy File, Move File, etc.). No matter which function you choose to perform, the document which is open and active on your Word workspace will be conveniently highlighted by default on the file list. This means that you're never more than one click away from performing file management on your active document. Of course, you can **also** use the file/directory/drive lists to change locations and easily select other files from anywhere else on your system.

If the active document has not yet been named or saved, however, it will not appear as the default highlighted file on the list. This is because those documents (e.g. Document1, Document2, etc.) only exist in your system memory and do not appear on your disk until you save and name them! In this situation, when you run *Fileware*™ there will be no file highlighted by default, and the directory displayed will be the . This will also be the case if there are no files open or if the active document window is a macro editing pane.

Default Extension

Fileware[™] has its own built-in logic for deciding which extension to use when filtering its file lists. In most cases, file lists are filtered with *.DOC. This is because *.DOC is the default document extension used by Word.

However, power users know that it's possible to change the default extension by modifying the WINWORD6.INI file. For example, this technique could be used to modify the default extension to *.WFW, *.WW6, etc. In this case, the intelligent file handling capabilities of *Fileware*[™] would filter *Fileware*[™] file lists using your new default extension too.

If you have a document open, *Fileware*[™] will highlight its file name by default on the file list (see above). You may, however, wish to perform your file operation on a different file. Pointing and clicking through the directories will enable you to select any file you wish. As you traverse the directory tree, your file list will usually be filtered by *.DOC. If the open file, however, has an extension which is different than your default extension, then the file list will instead be filtered by *.*. This is because *Fileware*[™] makes the following assumption: if your active document has an unusual extension, you might want to select other documents which also have non-standard extensions. Filtering by *.* will enable you to see **all** files in a given directory (and not just files with a *.DOC extension).

Power User Tip

Here's how to make your *Fileware*[™] file lists **always** sort on *.* instead of the default extension (usually *.DOC):

1. Make sure that Word for Windows is **not** running.
2. Open the WINWORD6.INI file in any text editor, like Notepad.
(WINWORD6.INI can be found in your WINDOWS directory.)
3. The first section of the INI file should be [Microsoft Word]. In this section look for the entry that starts with the words:
DOC-extension=
4. When you find this entry, change it to
DOC-extension=*

If you don't find this entry, then simply insert the above line anywhere in the [Microsoft Word] section of the INI file.

5. Restart Word for Windows.

The default extension displayed in *Fileware*[™] file lists will now be *.*. (Please note that the new *.* default extension will only apply to TSS Software products, and **not** to the standard Microsoft Word "File Open" dialog.)

TSS Address Book

Introduction

A while back, we did an experiment. The **marketing mavens** at **Total System Solutions** took an informal poll. They asked users a simple question: "What's at the top of your 'Microsoft Word 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: **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 Word. 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 *Fileware*[™] and click the **Address Book** button

Keyboard

Run *Fileware*[™] and press **E**

Toolbar

Click the  button on the *Fileware*[™] toolbar

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.

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.

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").

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**

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.

The TSSLETTR.DOT Template

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

1. Copy the file TSSLETTR.DOT into your template directory.

Tip: *Not sure what your template directory is? Run **Edit Templates** to find out!*
(see)

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.

Tip: Use Fileware's Edit Templates feature to easily open and edit TSSLETTR.DOT again and again (see).

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** Word template.

1. Select the **Tools-Macro** menu item. Make sure that the open template's name is showing in the "Macros Available In" drop 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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Writer's Tools

Bookmark Lister

One of the roughest things about working with bookmarks is... working with them. Those cryptic little names that we give bookmarks make so much sense at the time and then, comes time to remember what "RBD" stands for and – uh oh....

Fileware[™] includes a utility which provides an efficient, easy way to nail down your bookmarks. Error: Reference source not found takes the mystery out of bookmark management. Run it and you'll get an accurate and easy-to-read listing of all bookmarks, their locations, and the text or insertion points that they mark. Remember, working with bookmarks is far from foolproof. Sooner or later you're going to jump to a bookmark which looks very different than what you expected. Don't panic — run Error: Reference source not found instead.

Error: Reference source not found will clearly detail:

- Bookmark names
- Page number of each bookmark
- Text or location represented by each bookmark

How to Run Bookmark Lister

1. To run *BookMark Lister* ...


Mouse

Run *Fileware*[™] and click the **BookMark Lister** button

Keyboard

Run *Fileware*[™] and press **T**

Toolbar

Click the  button on the *Fileware*™ toolbar

2. Answer "Yes" at the prompt, and *Bookmark Lister* will search the active document for bookmarks.
 3. *Bookmark Lister* will open a new document and insert the following information
 - Page number where the bookmark is located: in auto (usually **black**)
 - Name of the bookmark: in **dark red**
 - Text covered by the bookmark: in **dark blue**
 4. If there are no bookmarks in the active document, *Bookmark Lister* will display a message box: "The Bookmark Lister utility has determined that this document has NO bookmarks."
-
-

Edit Templates

You are writing or editing a document. You want to change the document formatting; on second thought, you would like to **edit the template** as well. How do you do it?

First you have to know *where* to find the templates. Then be prepared to click. Run the "File Open" window ([Click, Click](#)). Change directories to the template directory ([Click, Click](#)). Re-filter the list to *.DOT ([Click, Click](#)). Select the right template and open it ([Click, Click](#)). And the *next* time you run "File Open", don't forget to change the file list filter back to *.DOC — because it will *still* be *.DOT ([Click, Click](#)).

That's a lot of clicking!

Do it all in one step, with **Edit Templates** —

1. It automatically locates your template directory.
2. It displays the Word for Windows File Open screen in the correct directory.
3. It filters the file list for templates (*.DOT).
4. And after you edit the template...
 - It restores the current system directory to what it was before you ran *Edit Templates*.
 - It re-sets the default File Open filter to your default document extension (e.g. *.DOC).

Running Edit Templates

To run *Edit Templates*...


Mouse

Run *Fileware*™ and click the **Edit Templates** button

Keyboard

Run *Fileware*™ and press **S**

Toolbar

Click the  button on the *Fileware*™ toolbar

Edit Templates performs a Word for Windows **File–Open** in your template directory.

Close All Files

You are working on a large project in Word for Windows. You have taken advantage of the Windows multiple-document interface by keeping several related documents open at once. You finish working on the project and want to move on — what do you do next?

Until now, you would have to go from file to file, closing each one individually. This would mean several mouse clicks or key strokes per file. With five or six files open, this adds up to a lot of repetitive work. (With nine files open at once, it could take as many as 27 separate mouse clicks to close all of them!)

Close All Files can quickly and safely get the old work out of the way. *Close All Files* has two options: "Prompt to Save Each One" and "Close All Together Now".

Prompt to Save Each One

(Default) This option will prompt you to save changes before closing. If there aren't any unsaved changes, files will close without prompting you to save.

Close All Together Now

This option will close all files immediately, *without saving any changes*. Use this option, for example, when you are using several documents as source material for the work that is being done on a single document. After you are finished working on the project, you would save the document that you modified, then choose the "Close All Together Now" option.

Running Close All Files

1. To display the *Close All Files* window...


Mouse

Run *Fileware*™ and click the **Close All Files** button

Keyboard

Run *Fileware*™ and press **A**

Toolbar

Click the  button on the *Fileware*™ toolbar

2. Choose between two option buttons, titled: *Prompt to Save Each One* and *Close All Together Now*. Select one of the options and press **Enter** or click the **OK** button.
3. *Close All Files* closes all files and opens a blank document using the Word for Windows File New Default command.

Why does Close All Files end by creating a new document?

When there are no documents open, only two menus are available to the user ("File" and "Help"). Opening a blank document allows full access to all menus. We also create a blank new document as a convenient way to get you started working on your next project.

What if the documents to be closed have complicated Auto Close routines?

Close All Files bypasses Auto Close routines for faster, simpler execution.

Font Minder

One of the wonderful things about Word is that you can format documents with any number of colorful, interesting fonts (typefaces). The hard part is keeping track of them. Experiment with too many fonts and you'll have a mess. Cut and paste between different documents and you might be in for a big surprise. Rid your document of unwanted fonts. Run *Font Minder* to globally replace any font with the font of your choice.

How To Run Font Minder

1. Open a document, then...


Mouse

Run *Fileware*[™] and click the **Font Minder** button

Keyboard

Run *Fileware*[™] and press **I**

Toolbar

Click the  button on the *Fileware*[™] toolbar

2. Click the **Yes** button or press **Enter** at the prompt.

Font Minder will then begin checking fonts in your document. It even checks fonts in fields! When *Font Minder* finds a font, it will ask you whether you want to keep the font, replace it with another font, or exit the program.

Keep

Preserves all instances of the specified font in the document. To keep a font...

Mouse

Click the **Keep** button

Keyboard

Press **K**

OR press **Enter**

Font Minder will continue checking fonts.

Replace

Allows you to *globally* replace the specified font with another. To replace a font...

1. Click the **Replace** button or press **R**.
2. In the window that follows, highlight a replacement font. Then...

Mouse

Click the **Replace** button

Keyboard

Press **Alt+R**

OR press **Enter**

Font Minder will replace the original font with the one you have chosen, then continue checking the document for other fonts .

3. If you decide that you want to keep a font...

Mouse

Click the **Skip** button

Keyboard

Press **Alt+S**

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

Font Minder will skip the specified font, then continue checking the rest of the fonts in the document.

Exit

Exits the program immediately. To exit, click the **Exit** button or press **E**

Appendices

Current System Directory

The Current System Directory is the default directory which is displayed by Microsoft Word. You see this directory when performing the **File Open** and **File Save As** operations. Clicking through the "Directories" list 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 As**, that's where you'll **still** be. If you keep your files in more than one directory... you've got a life full of clicking ahead of you.

Fileware™ **only** changes the Current System Directory if this will make your work **easier** — so most of the time it won't change it. The following functions **will** change it:

1. *Make Directory* changes the Current System Directory to be the newly created directory, on the assumption that you'll want to save new files in your new directory.
2. *Directory Jump Plus* changes the Current System Directory to be the directory you've "jumped" to, but **only** if you **open** a file from that "Jump Directory". Our assumption is that if you actually open one file, you might want to open more. If you jump to a directory, but then choose **not** to open a file, the previous Current System Directory will be maintained.

Fileware™ will sometimes **use** the Current System Directory information as a default directory in its drive/directory/file window. In general, the **active document** (and its drive and directory), will be highlighted as the default. 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 will be highlighted instead.

Tech Support

Registered users can receive 30 minutes FREE telephone technical support for thirty days. After that, you may send us your questions via electronic mail, via fax, or via paper mail.

- **Phone**
Sunday-Thursday 9:00 AM – 6:30 PM (Eastern Standard Time)
Friday 9:00 AM – 3:00 PM EST
718-375-1261
- **FAX**
718-375-6261
- **BBS**
Upload e-mail directly to our free
product support BBS: 718-375-6261.

- **CompuServe**
70154,2463
 - **Paper Mail**
Total System Solutions, Inc.
1530 E. 18th Street
Brooklyn, NY 11230
-
-

System Requirements

Fileware[™] is designed to enhance Microsoft Word for Windows 6.0x. *Fileware*[™] is also fully compatible with all language versions of Word — English as well as international (French, German, Swedish, Norwegian, etc.) *Fileware*[™] is designed to be run under Windows 3.1. All documents included in this package are formatted using True Type Fonts.

Network Users

Fileware[™] is designed for use on stand-alone PC's as well as networks. To ensure complete functionality, network users should have the text files NET.CFG and/or SHELL.CFG in the root directory of each workstation running *Fileware*[™]. These files must include the line: SHOW DOTS=ON.

For additional compatibility information, call our technical support line: 718-375-1261.

Beta Testing Program

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

Custom Applications

Word for Windows can do great things! *Fileware*[™] 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, we can really help you.

For example, we 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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Fileware™

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Fileware™ consists of the main interface and all of its component macro applications, including: **Directory Jump Plus, Fast Files List, Exit Windows, Restart Windows, Run Buttons, Quick Run Line, Make Directory, Remove Directory, Rename File, Delete File, Copy File, Move File, Bookmark Lister, TSS Address Book, Edit Templates, Close All Files**, and **Font Minder** plus the support files **FWDLG.DLL, TSS2.DLL** and **METZX.DLL**.

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