

Directory Jump Plus™ 2.0

User's Manual & Instruction Guide

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Overview

Using This Manual

This is more than just a typical software instruction manual. It is an "on-line" User's Manual, providing easy, electronic access to any information you might need about *Directory Jump Plus™*.

You can scan through the manual "normally" (sequentially), the same way you might read any other document. But what makes *this* manual special is the ability to instantly and automatically *jump to anywhere else in the document*. **Bold green** text means **jump**. You can jump around this manual the same way you jump around screens in the Windows "Help" system.

Double-click a **green** "jump text" chapter title in the Table of Contents to jump directly to that chapter. At the end of each chapter you can also return to the Table of Contents by double-clicking the jump text **Double-Click Here To Return To Table Of Contents**. Double-click the **green** cross-references throughout the document to jump to a more complete explanation of that topic. To enhance the speed of jumping, we recommend that you copy this manual to your hard drive.

What is Directory Jump Plus™ ?

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. And WinWord doesn't automatically display more than one level of sub-directories in its File Open dialog. That makes a sub-directory accessible only if you 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 **quickly** access them with just one click?

Directory Jump Plus™ provides you with intuitive, single click access to all your document directories. Give your directories real *descriptive* names. Then open or save a file anywhere on your PC (or LAN) with just one command. With *Directory Jump Plus™* you can even create **new** directories — from right inside WinWord. Save yourself a lot of time and bother. Use *Directory Jump Plus™* instead!

Installation

Installation will do the following:

- Copy the included support files (DLL's), to the WINDOWS\SYSTEM sub-directory
- Copy all the macro program libraries to the global context (NORMAL.DOT)
- Assign the *Directory Jump Plus™* command to the "File" menu.

The *Directory Jump Plus™* installation program, along with complete installation instructions, can be found in the included Word for Windows document **SETUP-DJ.DOC**.

Quick Start

Here's how you can get up and running fast! Follow the instructions below to quickly learn how to add descriptions of your most-used directories to the Jump List. No need to remember any more 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.

After program installation, run *Directory Jump Plus™*

Mouse

Click the **Directory Jump Plus** entry on the "File" menu.

Keyboard

Press **Alt+F, D**

Adding Directories To The Jump List

To add directories to the *Directory Jump Plus™* Jump 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**

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.

Choose a directory to add and then...

Mouse

Click the **Choose** button

Keyboard

Press **Enter**

OR press **Alt+C**

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 edit field. When you are satisfied with the directory description you've entered...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

You've just added your first directory description to the *Directory Jump Plus™* Jump List!

Once you've added one or more directories to the Jump List, you're ready to get the most out of *Directory Jump Plus™*. You can **open** documents **from** a directory or **save** documents **to** a directory simply by highlighting a **description** on the Jump List and clicking the appropriate button. You can even create directories, from right inside Word for Windows!

Opening Files

Highlight the desired directory description on the Jump List. 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.

Saving Files

To save a file into a directory on the Jump List, highlight the desired directory, 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 chosen, then display the Word for Windows **File Save As** screen.

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Running Directory Jump Plus™

Basic Program Operation

After program installation, it's always easy to run *Directory Jump Plus™* — here's how:

Mouse

Click the **Directory Jump Plus** entry on the “File” menu

Keyboard

Press **Alt+F, D**

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.

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.

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Configuring *Directory Jump Plus™*

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 edit field. When you are satisfied with the directory description you've entered...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Some 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 30–50 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 list.

I like the ability to give my directories descriptive names.

How about doing the same for my documents?

If you also want to give your **documents** descriptive names, then you should check out *DocuPower Pro™*. If you like *Directory Jump Plus™*, you'll **love** *DocuPower Pro™*. It's an inexpensive, full-featured document management and automation system (for more information, see §).

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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 & Directory Path** button

Keyboard

Press **Alt+D**

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

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

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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**

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Total System Solutions and You

Tech Support

Registered users can receive 30 minutes FREE telephone technical support. After that, you have our *lifetime* technical support guarantee via electronic mail. Send us your questions via e-mail (electronic mail) on either our own BBS or CompuServe, or via fax, or via US mail. We will promptly respond in writing, usually within 24 hours.

Here's how to contact us:

- Telephone: 718-375-1261
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 4:00 PM EST
- FAX: 718-375-6261
Fax us a detailed description of the problem.
- BBS: Upload e-mail directly to our product support BBS at 718-375-6261.
- CompuServe: E-Mail a detailed description of the problem to our CIS address: 70154,2463

Contacting Us

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FAX.....718-375-6261
BBS718-375-6261
CompuServe Mail70154,2463

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Other Products

DocuPower Pro™

- “DocuPower Pro provides you with all the power you need for easy, effective document management... you have to check this program out! Excellent!”

— Michael Callahan (aka Dr. File Finder), Shareware Magazine.

- A Shareware Magazine Editor's Choice Award Winner (Sept/Oct '93)

After you create Word for Windows documents, how do you find them? You know they're on your hard drive, or on the LAN file server... somewhere. If only you could remember the file name, or the directory — you might actually be able to get some work done.

DocuPower Pro™ smashes the eight character DOS file name barrier!

Give long, descriptive names to your documents — up to 45 characters long. *DocuPower Pro™* is a total document management solution that makes it easy to quickly access your work. On stand-alone PC's as well as across networks, it can completely organize your documents. Best of all, it integrates seamlessly into WinWord.

Check Out These Incredible Features

- Go beyond the eight character DOS file name barrier. With *DocuPower Pro™* you can give your documents real, meaningful descriptions — up to 55 characters long!
- Assign enhanced *DocuPower Pro™* descriptions while maintaining your original file names. You'll never misplace a file again. Use *DocuPower Pro™* descriptions for fast access, or, if you prefer, look at the regular path and file name.
- Get organized — it's fast and easy. Create an unlimited number of folders for your documents, and give each folder its own descriptive title.
- Each folder holds an unlimited number of document descriptions. Add as many as you like, because they'll be displayed in alphabetical order. Simply touch the keyboard to jump immediately to any part of the list.
- Lightning fast folder list display! See hundreds of files instantly.
- Toggle folder list displays instantly between *DocuPower Pro™* document descriptions and DOS file names.
- One file can appear in multiple folders simultaneously. This enables you to organize the same material in different ways while avoiding version control problems.
- Because it's tightly integrated into WinWord, *DocuPower Pro™* will automatically prompt you every time you save a new file. So you're never more than one keystroke or mouse click away from adding your new work directly to a folder.
- Sophisticated folder management allows you to create, rename, or delete entire folders. Plus you can easily move documents from one folder to another.
- Print single or multiple copies of a document directly from any folder — you don't need to open the file first.
- Print all documents in a folder with just one command.
- Fax documents directly from a folder.
- Insert the contents of one document into another. Clicking the "Insert" button lets you perform automated document assembly.
- Integrated *File Find* and *Text Search* utilities find the files you need fast. Select multiple entries from the list of files found. Open all selected files at once, or add all selected files directly to any *DocuPower Pro™* folder.
- Integrated file management functions enable you to make directories, copy, rename, delete or move files. The file management window is easy and intuitive to use — a dual list box with file names on the left, and your descriptions on the right. Do it all without ever leaving WinWord or *DocuPower Pro™*.

- Print a detailed folder status report. List document descriptions and file names for all documents in any folder.
- Free *DocuPower Pro Tool Kit* includes powerful WinWord macro utilities: Close All Open Files; Display Date On Menu; Exit Windows; Restart Windows; List All Files In Directory; Run Program (Command Line); Windows System Status.
- Additional tool kits are available to meet specialized needs. The *Writer's Tool Kit* includes the following utilities: Font Minder, Text Jumper, BookMark Lister, Edit Templates, Open Most Recent Files, Print All Open Files, and WinWord INI Changer.

Satisfaction Guaranteed

Rumor has it that Microsoft might be releasing their next version of Word for Windows in the first or second quarter of 1994. We guarantee that *DocuPower Pro™* will be compatible with future releases of WinWord. And you can be sure that maintenance upgrades to *DocuPower Pro™* will always be available to registered users **for free**.

Call Today

DocuPower Pro™ costs only **\$59.95** (hundreds less than other document management systems). Your satisfaction is guaranteed. If you aren't completely happy with *DocuPower Pro™*, we will promptly refund your money. Please note – volume discount prices are available for site licenses.

Special Offers

- Free software! Buy two, get one free. Combination deal: buy *DocuPower Pro™* **and** a copy of our award winning add-in software, *Fileware™*, at the same time. You'll get a copy of *Text Jumper™* free! (*Text Jumper™* is a hypertext creation and bookmark management utility for Word for Windows.) That's a \$14.95 value absolutely free! It's our gift to you for joining the Total System Solutions family of registered software users.
- Metz Software discount! For a limited time, registered users of *DocuPower Pro™* qualify for a 20% discount on **all** Metz software products. That includes the award winning Metz Task Manager, as well Metz Lock, Metz Phones, and Metz File F/X. (Plus, with every order of Metz Task Manager, you'll get a free Metz Task Manager Utility Pack.)

Act Now!

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Fileware™

Fileware™ is a powerful yet inexpensive suite of utilities.

- It was chosen one of the "48 Best Add In" products by PC Magazine.
- PC Week says, "...adds a good selection of file and program management features that were

left out of Word for Windows."

- In "Hacker's Guide to Word for Windows" (Addison Wesley) Woody Leonhard (WOPR) writes, "...the system that Microsoft forgot...makes WinWord stand on its ear."
- A Shareware Magazine Editor's Choice Award Winner (July/Aug '93)

Fileware[™] is a suite of thirteen file maintenance, document management, and program launching utilities which integrate seamlessly into Microsoft Word for Windows 2.x. It provides the many commonly requested features that Microsoft "forgot" to include. After auto-installation to the "File" or "Tools" menu, the *Fileware*[™] system is never more than a mouse click or keystroke away. Now you can ***do everything you need without ever leaving Word for Windows...***

- **Forget File Manager.** Make directories; delete, rename, copy or move files. Because it's integrated into Word, *Fileware*[™] is more convenient and much safer.
- **Forget Program Manager.** 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.** *Fast Files* keeps a customizable list of document *descriptions* close at hand. Just point and click to open the files you want.
- **Forget complicated directory paths.** *Directory Jump* gives you push-button access to the directories you use the most. Just one click jumps you anywhere on your PC... or across your network.
- **Abolish repetitive keystrokes.** Close all open files at the same time with just one command. Options include *Close Without Saving* and *Prompt To Save*.
- **Protect your confidential data.** *Word Lock* provides password protection for the complete Word for Windows application (not just certain files).
- **Edit document templates instantly**, even if you don't know which directory they're in.
- **Exit Windows** with just one command when you're done working.

All this for only **\$39.95** per copy! We accept Visa, MasterCard, American Express and Discover.

To order, or for more information call toll free **800-814-2300** or **718-375-2997**. Or, down-load a shareware copy by dialing into our own BBS: **718-375-6261**.

Text Jumper[™]

Make your on-line documents as user-friendly as the Windows "Help" system! *Text Jumper*[™] lets you easily create HyperText in Word for Windows. The handy "Bookmark Lister" utility is also included to help you painlessly manage your WinWord bookmarks. Stop scrolling line after line, page after page. Just point and click to jump to any part of a document. Your documents will be easier to understand and fun to read.

Text Jumper[™] is fun **and** useful. An inexpensive and powerful macro utility — only **\$14.95** per copy!

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Call 800-814-2300 or 718-375-2997 to order!

Or down-load your shareware copies now. Call:

- **Total System Solutions BBS at 718-375-6261**
- **ATD BBS at 909-681-6221 (File Area 47)**

Custom Applications

Word for Windows can do great things! This macro system 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 in Windows, we can really help you.

For example, we recently 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.

Appendices

Acknowledgments

Special thanks to: Wim Morrison for his patience, camaraderie, and C programming talents; Mitchell D. Mittman for his unfailing support; Woody Leonhard for his accessibility and encouragement; and to Paul J. Weiss for his incisive observations and comments.

Current System Directory

The Current System Directory is the default directory which is displayed by Word for Windows. You see it whenever you perform the File Open or File Save operations. Clicking through the "Directories" list box in these WinWord dialogs 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, 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.

Directory Jump Plus™ only changes the Current System Directory if this will make your work **easier**. That is to say, *Directory Jump Plus™* **changes** the Current System Directory to be the directory you've "jumped" to **only** if you actually...

- **open** a file from a directory description on the *Directory Jump Plus™* Jump List
- **save** a file to a directory on the *Directory Jump Plus™* Jump List
- **create** a new directory using the **Create New Directory Now...** button (the Current System Directory is changed to be the new directory you've just created)

Our assumption is that if you open a file, save a file, or create a new directory using *Directory Jump Plus™*, you might want to perform further operations in the same directory. But If you jump to a directory using either the “Open File” or “Save File” features, and then choose **not** to open or save any files, the previous Current System Directory will be maintained.

The *Directory Jump Plus™* “Select Directory” Drive-Directory windows will **use** Current System Directory information as a default directory in certain situations. In general, the directory of the *active document* will be highlighted as the default directory displayed. However, if (1) the active document has not yet been named and saved; or (2) the active document is in Outline View; or (3) there is no file open; or (4) the active document is a macro — the Current System Directory is highlighted instead.

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Legal Notices

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Directory Jump Plus™ consists of the main interface and all of its component macro applications and libraries.

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A single user license permits a user to use *Directory Jump Plus™* only on a single computer.

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2. The full machine-readable *Directory Jump Plus™* package, including the files: MNUAL-DJ.DOC, SETUP-DJ.DOC, FWDLG.DLL, TSS2.DLL, BBS.TXT, DP2_RLS.TXT, FW_RLS.TXT, README.TXT, SERVICES.TXT, TJ_RLS.TXT, WINWORD6.TXT, DESC.SDI, and FILE_ID.DIZ, complete with this license information must be included with program package copy.
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 - b. Vendors of user-supported or shareware software may distribute demo versions of *Directory Jump Plus™*, subject to the above conditions, without specific permission. Vendors may charge a disk duplication fee, which may not exceed five dollars per disk.
 - c. Non-profit user groups may distribute copies of the *Directory Jump Plus™* demo diskette to their members, subject to the above conditions; additionally, Total System Solutions Inc. **must** be notified of this distribution.

Limited Warranty

Total System Solutions, Inc. guarantees your satisfaction with this product. We're so sure you'll love it that we will refund the purchase price (excluding shipping and handling) for a period of 30 days from the date of original purchase. If you are unsatisfied with Directory Jump Plus™ at any time within that period, please contact us for a refund.

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