

FileBox[©]

Word for Windows is a fine word processor. You know that because you use it. Unfortunately, WinWord is handicapped by a rudimentary file management system. You have to rummage around in the directory tree, scrounging around in subdirectories to browse long lists of obscure file names in order to find the file you're looking for. Too bad you're restricted to that eight character file name!

FileBox makes things a easier for you. It organizes your WinWord documents into the readily understood Folder/File metaphor. The FileBox dialog displays two list boxes, each with long, easy-to-remember descriptions. One list displays your folders, the other the files in each folder.

Folders can have an unlimited number of files, and each file—and each folder for that matter!—can have a descriptive title of fifty or more characters! To open a folder or a file, simply double-click on it's description and bingo! It opens magically.

The following macro buttons install or remove FileBox to your NORMAL.DOT

Click



You can add FileBox to the Toolbar or to a menu!

Once you've installed FileBox into your NORMAL.DOT, this global macro will be available in all your documents, even those created with special templates. This makes it easy to rummage around in your folders and open files, no matter which drive you are logged onto or which directory is the current default.

I recommend that you create a Toolbar button for the FileBox. I use button # 21—the one that looks like a file folder being opened—and bind it to the FileBox macro. That way, all I have to do is click the button to bring up my FileBox.

You may also wish to add the FileBox to a menu. How about adding it to the **T**ools menu or maybe even the **F**ile menu?

Problems?

There are couple of scenarios in which you might have trouble with the installation. If you have trouble, check these items.

1. **Document Not Open error message**

The installation macro has to be able to locate and open NORMAL.DOT. If the installation macro fails, or if you get a "Document Not Open" error message this usually means that you don't have a DOT-Path statement in the [Microsoft Word 2.0] section of WIN.INI or that FILEBOX.DOT is not in the same directory as NORMAL.DOT

FILEBOX.DOT must be the same directory as NORMAL.DOT.

2. Help File Not Found

Be sure to copy the FILEBOX.HLP file into the Windows System directory!

Here's how it works

1. The first time you run the FileBox, it will present a dialog box with two empty list boxes. Click the **Add** button in the -----| Folders |----- section. When the next dialog box appears, enter a descriptive title for the Folder. Click the **OK** button and you've just added your first folder!
2. After you've added your first folder, click the **Add** button in the -----| Files |----- section. If a WinWord document is already open, you will be prompted for the folder into which you want to put the current file. If no documents are open, the File Open dialog box will appear. Select the file you want added to a folder.
3. Select the folder to which you want to add the file. In the text box below the list of folders enter a descriptive title for the file. Click the **OK** button and bingo! You've just added your first file to the folder.
4. By now you've gotten the idea. For further details browse through the information in the FILEBOX.HLP file.

Registration

Hey, I'm easy to get along with. You have two different ways to register:

1. You can mail me a check in the amount of \$20.00 (US funds only) to:

L. E. Brown, Jr.
120 Deer Trail Drive
Sedona, AZ 86336

2. You can register via CompuServe.

At the forum prompt GO SWREG and register item # 1364

Legal Stuff

FileBox

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