

Word for Windows™ FileBox^(C)

Word for Windows™ is a great word processor. Unfortunately, it is handicapped by a poor file management system and the frustrating 8 character file name limits! There are several shareware and commercial products that attempt to remedy this situation, but they suffer from several common problems. First, some of them cost more than the discount price of WinWord itself. It seems foolish to pay more for an add-on than for the original product. Second, some of them throw in the kitchen sink; they have all the file management capabilities you want, but they bloat NORMALDOT by adding a bunch of unnecessary (but nice to have!) functions. Third, some of them make extensive use of C functions and dig deep into the bowels of the Windows API.

Word for Windows™ File Box ^(C) is a straight forward solution that fits the needs of the moderate to heavy word processor! The simple dialog boxes are self-explanatory, help is always a mouse-click away, and your documents are organized into the familiar Folder-File metaphor.

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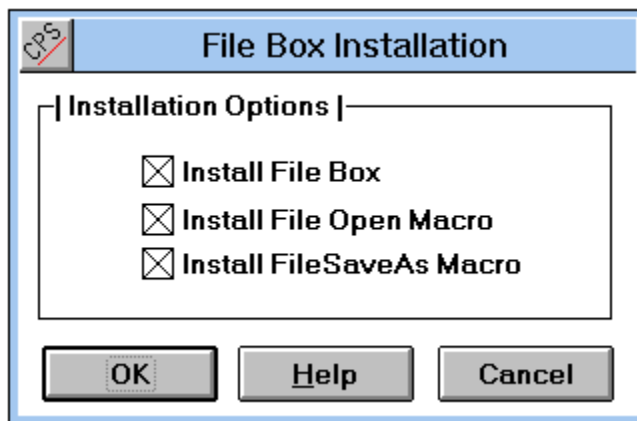
Installing FileBox_(C)

Installing FileBox_(C) is a simple matter. The key to successful installation is that FILEBOX.DOT and NORMAL.DOT must both be in the same directory. If you have declared a DOT-path in the [Microsoft Word 2.0] section of your WIN.INI file, make sure that FILEBOX.DOT is in that directory. If you do *not* have a DOT-path in the [Microsoft Word 2.0] section of your WIN.INI file, make sure that FILEBOX.DOT resides where NORMAL.DOT resides.

Installation procedure:

1. Copy FILEBOX.DOT into the same directory as NORMAL.DOT
2. Copy FILEBOX.HLP into the Windows System directory.
3. Click the **Install** button found in FILEBOX.DOC.

When you click the FileBox Installation macro, this dialog will appear on your screen:



Select the macro or macros you want to install and then click the **OK** button. For a description of what each macro does, see [File Box Macros](#).

For information about uninstalling, see [Uninstall](#).

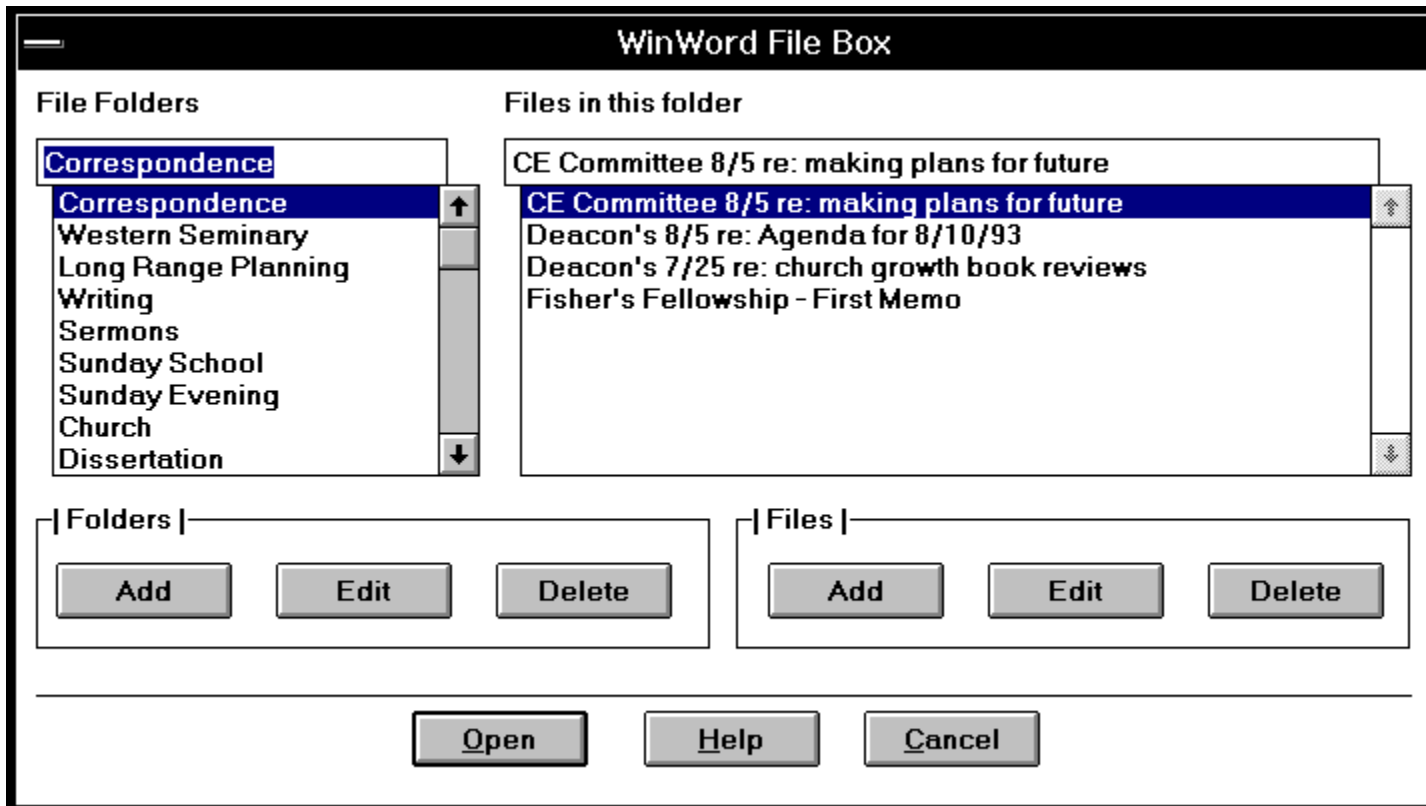
Starting FileBox(c)

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

If you would like FileBox to display the Folder which contains the current Word™ document, you can add the following line to the FILEBOX.INI:

```
[CONFIG]
GetCurrent=-1
```

This will force FileBox to search through your folders until it finds the current file. If the current file is stored in one of your folders, that folder will be selected in the Folders list box and the current file will be selected in the Files list box. If the current Word™ document is not in any of your folders, the first folder will be selected in the Folder list and the first file in that folder will be displayed in the Files list. *Please be aware of the fact that this will slow down the speed with which the FileBox(c) dialog appears!*



The three groups of pushbuttons should be fairly easy to understand, but let me give a brief explanation of each one.

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

Add - Click this button to add a new folder. See [Adding Folders](#)

- Edit** - Click this button to edit the current folders description. See [Editing Folders](#)
- Delete** - Click this button to delete the current folder. The files will not be deleted from the disk, the folder will merely be deleted from the Folder list! See [Deleting Folders](#)

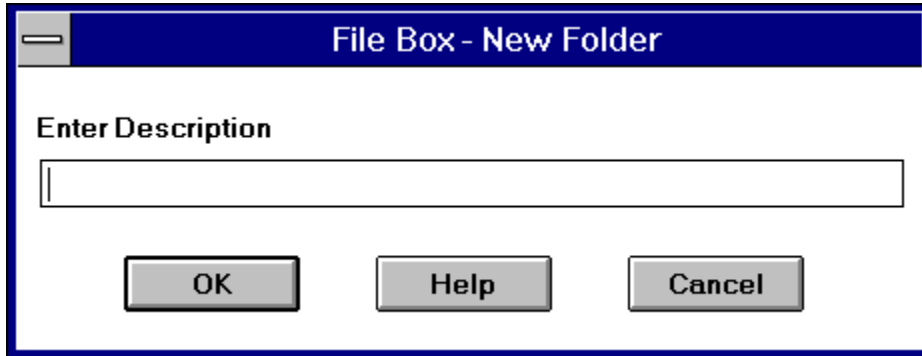
----| Files |----

- Add** - Click this button to add a new file to the current folder. If a Word document is already open, FileBox will add it to a folder of your choice. If no files are open when you click this button, FileBox will present the FileOpen dialog box and add the file you select to the folder of your choice. See [Adding Files](#)
- Edit** - Click this button to edit the description of the file selected in the Files list. See [Editing Files](#)
- Delete** - Clicking this button presents another dialog box which asks if you want to delete the current file from the current Folder, the disk or both. This operation works on the file selected in the Files list. See [Deleting Files](#)

See Also

[FileBox Macros](#)

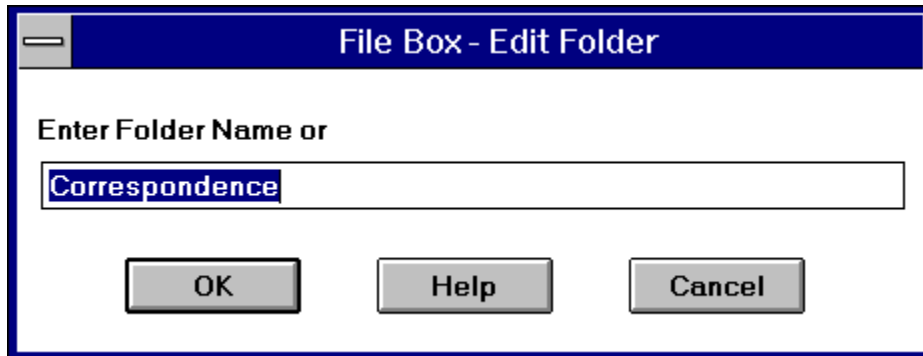
Adding Folders to FileBox



The image shows a dialog box titled "File Box - New Folder". It features a title bar with a minus sign icon on the left and the text "File Box - New Folder" in the center. Below the title bar is a text input field with the label "Enter Description". At the bottom of the dialog are three buttons: "OK", "Help", and "Cancel".

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

Editing Folders in the FileBox



File Box - Edit Folder

Enter Folder Name or

Correspondence

OK Help Cancel

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

Deleting Folders from the FileBox

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

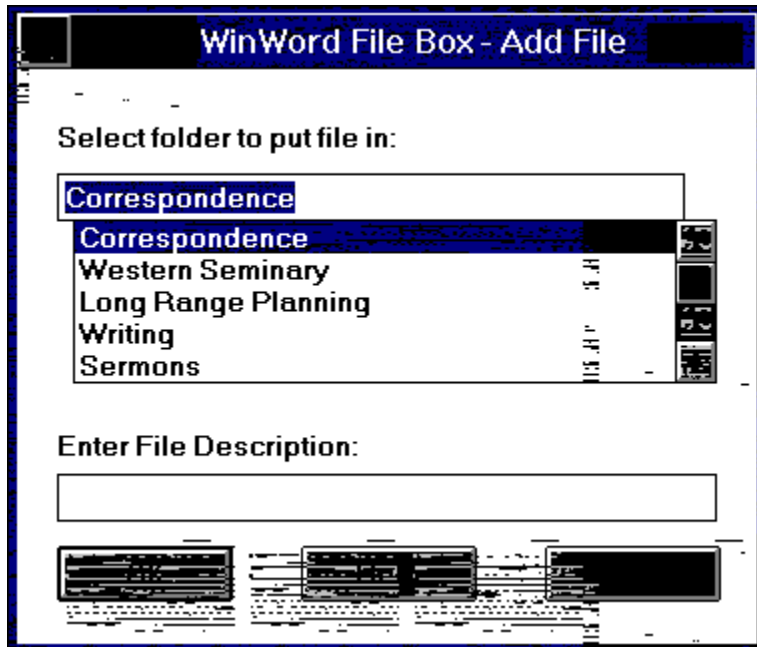
Be careful with this one! Once a folder has been deleted there is no way to retrieve it; it and its file descriptions are wiped out of the FILEBOX.INI! It might be a good idea to make a back-up copy of FILEBOX.INI prior to using this one!

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

Adding Files to the Folder

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

FileBox_(c) assumes that you want to add the current file to a folder. If you want to add another file to a folder, select that file (if it is open) or close all files and run FileBox_(c). If no files are open when you run FileBox, clicking the **Add** button will present the FileOpen dialog box. You can then browse your directory tree and select the file you want to add to a folder.



#1 - Enter a description of the file

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

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

Enter a description that will remind you of the files contents when you see it listed later on. The description can be of any length, but only about 35 to 40 characters will appear in the Files list box.

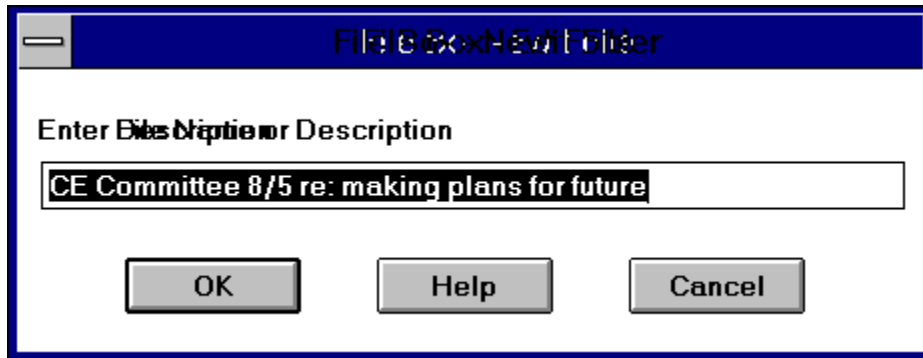
#2 - Select the folder

In the list box, scroll through until you find the folder you want the selected file stored in.

Click the **OK** button

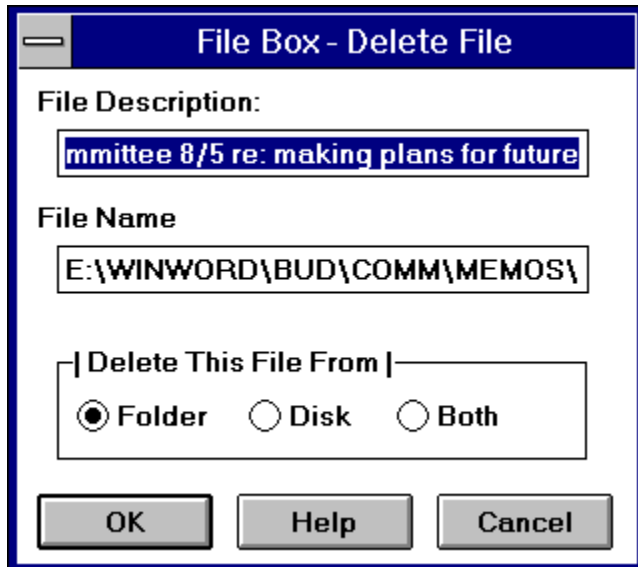
When you have entered the description and selected the folder you want the file stored in, click the **OK** button.

Editing Files in the Folder



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

Deleting Files from the Folder and/or Disk



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

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

Registration

FileBox^(c) is distributed as Shareware. You are granted a free trial for thirty days. At the end of the thirty day trial period I'd appreciate it if you would either register your copy or delete it from your computer.

To register your copy of FileBox you can either

Register via U.S. Mail

Send \$ 20 in U.S. funds to:
Word for Windows FileBox
% L. E. Brown, Jr.
120 Deer Trail Drive
Sedona, AZ 86336

Register via CompuServe

Go SWREG
Register product # 1364

Your CompuServe account will be
billed \$20.00

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

See Also

Other Products

Now for the legal stuff.....

FileBox

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FileBox consists of the main interface and all of its component macro applications and libraries.

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Limited Warranty

L. E. Brown, Jr. guarantees your satisfaction with this product. I 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 *FileBox* at any time within that period, please contact me for a refund.

I warrant that the program will perform in substantial compliance with the documentation supplied with the software product. If a significant defect in the product is found, the Purchaser may return the product for a refund. In no event will such a refund exceed the purchase price of the product.

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Other Products

By accident I have developed several other Windows programs that many people have found useful.

WinScribe

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

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

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

Shareware \$55.00

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

HELP.DOT

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

Requires VBRUN200.DLL Shareware \$15.00 Register SWREG # 1211

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

TBARLIB.DOT

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

Shareware \$15.00 Register SWREG # 1268

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

FileBox_(c) Macros

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

FileBox

This is a macro library of functions that paint the FileBox dialog; add, edit and delete folders; and add, edit and delete files in the folders. When you install the FileBox, this macro is appended to the WinWord Tools menu.

You may wish to bind this macro to a toolbar button and add this macro to the NORMAL.DOT AutoExec macro.

To run the FileBox when WinWord starts, add the following line to the NORMAL.DOT AutoExec macro:

```
ToolsMacro .Name = "FileBox", .Run, .Show = 1
```

FileSaveAs

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

FileOpen

This macro replaces the FileOpen command with a dialog box that presents you with a dialog box which lets you open WinWord documents in the normal way or through the FileBox.

FileBox File Open Macro

The FileOpen macro allows you to choose the method you want to use for opening files. Clicking the **File Box** button opens the FileBox dialog window so you can rummage through your folders to find the file you want. Clicking the **Standard** button opens the default WinWord File Open dialog box. **Cancel** cancels the File Open operation

See Also

[File Box Macros](#)

Uninstalling File Box

It is easy to uninstall the File Box from NORMAL.DOT. When you open the FILEBOX.DOC and click the button that says

[Click Here to Uninstall FileBox](#)

FileBox will present a dialog box with four options for you to select. Select which macro or macros you want uninstalled, and FileBox will remove those you have selected from NORMAL.DOT. If you want the FileBox initialization file deleted, be sure to select that too! Then, simply click the **OK** button and in a matter of seconds FileBox removes itself from your NORMAL.DOT.

Not to worry, though. The macros remain in FILEBOX.DOT and can be re-installed at any time.

See Also

**[File Box Macros
Installation](#)**

