TSS Fax™ *1.1*

Total System Solutions Fax

Installation Guide

Double Click Here To Install the *TSS Fax* Macro

Introduction

TSS Fax™ is the easiest way to have your fax-modem send faxes from Word for Windows. Don't worry. Regardless of your fax, fax software, or printer, it's simple to set up and simple to use. Best of all, it's a **freeware** macro program — it costs nothing. So enjoy it, then pass it around to your friends. Feel free to upload it to other BBS's or information services as well.

What Does it Do?

TSS Fax™ automates the tedious task of faxing your WinWord documents.

Without TSS Fax™ the standard procedure for sending faxes is as follows:

1. Choose "Print Setup..." from the **File** menu
2. Change the default printer driver to be the fax driver
3. Choose "Print..." from the **File** menu
4. Wait while your fax software sends your fax
5. Choose "Print Setup..." from the **File** menu again
6. Change the default printer driver back to your original printer driver

This is a lot of bother (six separate steps). *TSS Fax*™ reduces all this to **one** menu pick. Simply choose the "Send Fax..." item from the **File** menu. That's it — *TSS Fax*™ takes care of the rest. It automatically performs all the preceding steps, so you won't have to. And it's a macro you'll never outgrow. Because if you ever change your printer, fax-modem, or fax software it's easy to reconfigure *TSS Fax*™ to work with your new setup.

Installation

This file is more than a simple Word for Windows document. All the *TSS Fax*™ macro program libraries are stored inside this file. Double clicking the button above will install the various components to *your* copy of Word for Windows.

Make sure that this document is the *only* document window open. To verify that installation will proceed properly, click the **Window** menu. If more than one document window is listed, please close all others before trying to install.

__Please Note__   *If you received __TSS Fax__™ electronically, you __don't__ need to copy any files to a floppy for proper installation. This installation program only requires that __this document__ be in the __same directory__ as the included support file, TSS2.DLL — then just double click above.*

Double click the **Install** button above to begin. Installation will do the following:

- Copy the included support file (TSS2.DLL), to the WINDOWS\SYSTEM sub-directory
- Install all the macro program libraries into the global context (NORMAL.DOT)
- Assign the "Send Fax..." item to the **File** menu

If you are unable to complete installation successfully,
please call our Technical Support line at 718-375-1261 for assistance.

Configuration

To fax a document using *TSS Fax™*, you'll first need to set things up by specifying the fax and printer drivers. This only needs to be done once. (You can also change these driver settings at any time). Just follow the instructions below:

Selecting Fax and Printer Drivers

To select drivers for your fax board and printer, run the *TSS Fax™* macro and then...

Mouse
Click the **Configure...** button

Keyboard
Press **C**

Two screens will follow, the first for choosing the *fax* driver, and the second for choosing the *printer* driver. In each screen, choose the appropriate driver from the list of available drivers, and then...

Mouse
Click the **Choose** button

Keyboard
Press **Alt+C**
OR press **Enter**

Remember, the preceding steps only need to be performed once. Afterwards, everything is always completely automatic.

Running TSS Fax™

Sending Faxes

Use *TSS Fax™* to fax any open document. To send a fax, make sure that the document you want is open and active. Then...

Mouse
Click the "Send Fax..." item on the **File** menu

Keyboard
Press **Alt+F, D**

That's it. Your fax program will query you for the usual destination information. Then just sit back and watch your fax go!

Contacting Us

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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 45 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.

- 20% discount! If you purchase the *Writer's Tool Kit*™ (*DocuPower Pro*™ Tool Kit #2) together with *DocuPower Pro*™, you'll get $5 off the total price. That's a 20% discount on the *Writer's Tool Kit*! You'll get Font Minder, Text Jumper, BookMark Lister, Edit Templates, Open Most Recent Files, Print All Open Files, and WinWord INI Changer. All these powerful WinWord utilities for only $19.95 — but only if you order the *Writer's Tool Kit* at the same time as *DocuPower Pro*™ (regular price $24.95).

- 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!

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**.

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 — **$14.95** 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**.

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 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.