

Fileware™ 2.3

File Management System for Word for Windows 2.x
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User's Guide & Program Installer

Preface: Using This User's Guide

This is more than just a typical User's Guide. This document combines two elements: "On-line User's Guide" and "Program Installer".

The "On-line User's Guide" provides easy, automatic access to any information you might need about *Fileware™*. The "Program Installer" actually installs the *Fileware™* program & program libraries into Word for Windows (more on that later).

You may scan through the User's Guide "normally" (sequentially), the same way you might read any other document. But what makes *this* User's Guide special is the ability to instantly and automatically *jump to anywhere else in the document*.

Green text means *jump*. You can jump around this User's Guide the same way you jump around screens in the Windows "Help" system.

Double-click the **green** chapter titles in the Table of Contents to jump directly to that chapter. At the end of each chapter you can easily return to the Table of Contents by double-clicking the jump text §. Double-click the **green** cross-references throughout the document to jump to a complete explanation of that topic. (This method for jumping around documents was pioneered by Woody Leonhard of PineCliffe International. It's used extensively in his Word for Windows enhancement package, "WOPR" — Woody's Office Power Pack.)

To enhance the speed of jumping, we recommend that you copy this User's Guide to your hard drive.

You may also want to print the User's Guide. To make the printed version of the User's Guide more useful, the Table of Contents as well as all cross-references include page numbers.

Try your first jump right now. Double click the "jump text" cross-reference:

§ (page Error: Reference source not found), to get a quick overview of this product's powerful features.

Table of Contents (double click a chapter title to jump instantly to that chapter)

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What is Fileware™ ?

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.

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 writes, "...the system that Microsoft forgot...makes WinWord stand on its ear."

About Shareware

Fileware™ is **shareware**, software that lets you *play before you pay*. In addition to the benefits of registration (see §, page 24), you gain by contributing to the continued growth of an industry

that works for you.

Evaluate *Fileware*[™] for 30 days. If you like it (and we're sure that you will) send in your registration fee (see §, page 25).

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How To "Test Run" Fileware™

Important Note!

Until you **register** Fileware™ you will only be able to run Fileware™ while **this document**, "FILEWARE.DOC", is the **active** document. While you **can** use all the Fileware™ utilities (including all file management functions), you **can't** install Fileware™ globally until you register your copy. This means that you won't be able to launch Fileware™ from inside any **other** documents **until you register**. To read about the **many other benefits** of registration, see §, page 24.

Installing the Fileware™ Support File

(§)

Before you can evaluate Fileware™ you **must** install its included support file. If this support file, "FWDLG.DLL", isn't installed you'll get unpredictable results.

Installing FWDLG.DLL

1. Double-click the **Run** button in the *Installation & Registration Control Center* (see below). A window will appear.
2. Choose the first option, **Install FILEWARE Support File**.
3. In the screen which follows, click the **OK** button or press **Enter** to install the DLL.

Note: Registered Users may wish to **reinstall** maintenance releases. To do this, see §, page Error: Reference source not found)

How to Test Run Fileware™

Fileware™ can be run *from inside this document* in a variety of ways.

Mouse

Select FILEWARE from the bottom of the **Tools menu**

OR Click the **F** button on the **tool bar**

Keyboard

Press **Alt+Shift+F**

Installation & Registration Control Center

DOUBLE CLICK HERE TO...

- 1. Install support file**
- 2. Learn how to register Fileware™ quickly**
- 3. Make Fileware™ available to all documents**

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Acknowledgments

Special thanks to Mitchell D. Mittman for his unfailing support and "C" programming expertise. Special thanks to Woody Leonhard for his accessibility and encouragement, and for paving the way for all independent WordBasic developers. Thanks also to Chase Franklin and Stuart Wiley of Microsoft Corporation, for their patience and advice.

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The Fileware™ Modules

Directory Jump

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 a file you must click and click through sub-directory after sub-directory to get to the directory you want. Wouldn't it be nice to **quickly** access the directories that contain your most-used files?

Now you can, using **Directory Jump**.

Directory Jump has a fully customizable palette of eight Jump Buttons. Assign a directory to each button and put a plain English description of that directory on the button face. Clicking a configured *Directory Jump* button will jump you to the directory you want, then display the Word for Windows "File; Open" screen. Automatically, immediately and with only one click.

Running Directory Jump

Run *Fileware*™ then click the **Directory Jump** button or press **J**.

Tip *We've made Directory Jump the default highlighted button on the main Fileware™ window . Run Fileware™ and press Enter — Directory Jump will run immediately.*

The *Directory Jump* window will be displayed. Next...

Mouse

Click the **Jump Button** representing the directory you want.

Keyboard

Press the **Tab** key to move the highlighting forward from button to button. When the desired Jump Button is highlighted, press **Enter**. (Use **Shift+Tab** to move backward from button to button.)

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

Please Note: *Directory Jump* does not change the Current System Directory (see §, page Error: Reference source not found) to be that of the jumped-to directory unless you open a file from that directory. (Compare this with the Word for Windows File Open screen — it leaves you stuck in the sub-directory you clicked to, even if you didn't find the file you wanted.)

Configuring Directory Jump

1. Run *Fileware*[™] and click the **Directory Jump** button or press **J**.
2. Click the **Set Up...** button or press **S**. This brings you to the *Configure Directory Jump* window.
3. Choose a button to configure by...

Mouse

Clicking a button

Keyboard

Highlighting a button and pressing **Enter**.

4. In the screen that follows, choose a directory to associate with the Jump Button using the point-and-click interface to highlight a directory and then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

Please Note

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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, the default directory displayed will be the Current System Directory (see §, page Error: Reference source not found). If you are re-configuring a button, the selection will default to the directory currently associated with the button.

5. In the next screen, enter a description for the Jump Button face.

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 **Personnel Reports**, in which the first letter **P** will be the accelerator key, type **&Personnel Reports** as the button face. Don't use "H", "S", "C" or "D", as they are already in use for various *Directory Jump* command buttons, and don't specify the same accelerator key for two different buttons.

6. Click the **Save** button or press **Enter**.
7. When you are done configuring Jump Buttons, click the **Done** button or press **D**.

Clearing a Jump Button

"Clearing" a jump button means removing the directory path association and erasing the descriptive text from the button face.

1. Run *Fileware*[™] and click the **Directory Jump** button or press **J**.
2. Click the **Set Up...** button or press **S**.

3. Click the **Clear...** button on the following window, or press **C**.
4. Highlight the list box entry of the button face you want to clear in the next screen.
5. Click the **Clear** button or press **Alt+C**.
6. When you have finished clearing Jump Buttons, click the **Done** button or press **Alt+D**.

How many characters are allowed on a Jump Button?

The number of characters you can fit on a button face is limited only by the size of the button face. Use your aesthetic sense as to what looks right.

Can Jump Buttons be modified more than once?

Yes. The Jump Buttons can always be re-configured to meet your changing needs. Just choose the **Set Up...** option whenever you need to change a directory or a description.

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Fast Files

Document management means immediate access to the files you need. **Fast Files** keeps a customizable list of document **descriptions** close at hand — plain English descriptions. If you create or use a document that you know you'll come back to again, just point and click to put it on the list. Forget eight character DOS file names. *Assign a plain English description so there'll be no confusion.* Just point and click on the description to open the file you want.

Running Fast Files

1. Run *Fileware*[™] and click the **Fast Files** button or press **F**.
2. A screen appears with a list of document descriptions.
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**

Configuring Fast Files

Configure *Fast Files* right from the main interface.

To **ADD** an entry...

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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, files from the Current System Directory will be displayed. (For more information see §, page Error: Reference source not found). If you are modifying a Fast Files entry, the file selection will default to the file path currently associated with the description. If this file path is no longer valid, files from the Current System Directory will be displayed.

3. In the following screen, enter a descriptive title that will appear on the *Fast Files* list and

then click the **OK** button or press **Enter**.

Important

You cannot include a comma in or after the file description.

To **MODIFY** an entry:

1. Click the **Modify** button or press **Alt+M**.
2. In the next window, choose either the *Path Information* or *Description* option, and click the **Modify** button or press **Enter**.

Path Information

Allows you to change the file associated with a given description. Use the point and click interface to highlight a new file. Then, to save changes...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**

OR press **Enter**

Description

Allows you to change the description that appears on the *Fast Files* list. Modify the current description. Then, to save changes...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

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 entry description?

Each *Fast Files* list box entry will accommodate from 30–50 characters, depending on which characters you use.

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

You can add as many as 20 files to the *Fast Files* list. If you need to track more than 20 documents, or would benefit from maintaining more than one list at a time, you might be interested in *DocuPower*[™]. It provides up to eight separate lists, called folders. Each folder can contain an unlimited amount of files. If you like *Fast Files*, you'll love *DocuPower*[™]. It's an inexpensive, full-featured document management and automation system (see §, page Error:

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Word Lock

Leaving your desk and don't want the world to saunter by and "flip through" your Word documents? Do you work with sensitive material? Protect your privacy. Lock Word for Windows from prying eyes.

Word Lock and its companion module, **Set Password**, comprise an incredibly effective Word for Windows security system. As you know, Word for Windows comes "off-the-shelf" with a password-protection system for individual documents. *Word Lock*, on the other hand, provides password protection for the **entire application**. It is impossible to open **any** Word for Windows document when *Word Lock* is enabled.

Important!

You shouldn't run *Word Lock* before setting up your own password. This is done using the **Set Password** utility (see §, Page 14). However, if you want to test run *Word Lock* **before** setting up a new password, you can. The default password is "**Fileware by TSS**".

Running Word Lock

1. Run *Fileware*[™], then click the **Word Lock** button or press **W**.
2. Word for Windows will vanish (although it is STILL RUNNING). A small window will appear in the lower right-hand corner of the screen. A text box will display the prompt: "Fill in password".
3. To disable *Word Lock* and re-access Word for Windows: fill in your password, then press **Enter** or click the **OK** button.

What will happen to my careful arrangement of application and document windows when I run Word Lock?

Any special configuration of the Word for Windows application and document windows — size, shape, position — will be retained when you re-access Word for Windows.

Will I lose unsaved changes in my work?

Unsaved work will not be damaged (of course, we recommend that you save your work before leaving your desk, in case of a power failure).

Can I run other programs while Word Lock is enabled?

Yes.

How does Word Lock work?

Word Lock does not shut down or minimize Word for Windows. Instead, it repositions the application window out of sight, in the "**virtual screen**" area (the area of the screen which is not visible because it is "beyond" the monitor's borders).

Try this experiment: grab the title bar of an open document window with your mouse and drag it into a corner as far as it will go. The part of the document window that you can't see is in the virtual screen. *Word Lock* operates similarly, but it repositions the entire Word for Windows application window into virtual screen.

Couldn't someone display at least part of the top-most Word for Windows document by using the Task Manager to cascade or tile all the running application windows?

No. Before repositioning the Word for Windows application window, *Word Lock* first opens a new document at full screen size, obscuring all other document windows. In addition, *Word Lock* displays the following message in that top-most document:

Security alert!

Unauthorized access attempt!

Couldn't someone start another instance of the Word for Windows application?

Unlike primitive word processing or text editing programs like Windows Write or Windows Notepad, Word for Windows allows the processing of multiple documents in one session. It is this functionality which makes it possible to have up to nine documents open at once. For this reason, Word doesn't normally allow multiple instancing of itself, like Windows Write or Windows Notepad. Trying to run more than one copy of Word at the same time will produce an error — unless the DOS command SHARE.EXE is loaded before Windows is started. If you are able to run multiple instances of Word, and are concerned about the possibility of this compromising the security of *Word Lock*, remark out the "SHARE" line from your AUTOEXEC.BAT and then re-start Windows.

Set Password

Set Password is the companion module to *Word Lock* that allows you to set and modify your password. *Set Password* will not allow a password change unless the current password is first entered correctly.

Running Set Password

1. Run *Fileware*[™] and click the **Set Password** button, or press **S**.
2. A *Verify Authorization* window appears. Enter your current password (the one you want to change) and click the **OK** button or press **Enter**. **If you are setting your password for the first time, type in "Fileware by TSS".**
3. In the next screen, enter your new password and click the **OK** button or press **Enter**. Passwords are *not* case sensitive.
4. Verify your new password by entering it a second time and clicking the **OK** button or pressing **Enter**.

What type of characters are allowed in a password (and how many can I use)?

You can use *any* letters or numbers, up to a maximum of five characters. Passwords are not case

sensitive.

What if I absolutely can't remember my password?

Save yourself a headache by keeping a copy of your password written down in a safe place. *Word Lock* is secure. You can't set a new password without knowing the old one. So if you do lose your password, call Tech Support (see §, page Error: Reference source not found).

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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 files 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 the maximum of 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, and then choose the "Close All Together Now" option.

Running Close All Files

1. Run *Fileware*[™] and click the **Close All Files** button or press **A**.
2. A window appears which provides two option buttons, titled: *Prompt to Save Each One* and *Close All Together Now*. Choose 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 convenience 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.

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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. Run *Fileware*[™] and click the **Exit Windows** button or press **X**.
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.

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 problem: there's simply no *easy* way to do what you need from *within* Word for Windows.

Until *now*. The *Fileware*[™] suite of file management functions (located in the middle bank of buttons of the *Fileware*[™] main interface), contains the many file management functions needed throughout the day. Now you can easily: make directories; delete, rename, copy or move files. All without ever leaving Word for Windows!

Not only are the *Fileware*[™] file management modules faster and more convenient than using the Windows File Manager, they're also safer. When a document is open, Word for Windows may often keep "temporary files" open along with it. If you attempt to perform file management functions on an open file, there's a chance that you'll corrupt the file, leading to an Unrecoverable Disk Error. If you use *Fileware*[™], you can rest assured that your files are safe — we protect against these kind of problems. (If you don't use *Fileware*[™] for file management, always make sure that files are closed before you fiddle with them!)

Please Note: *Fileware*[™] file management functions can be performed upon any file, with the following exception: **this file**. You can't use the *Fileware*[™] program to delete, rename, or move **FILEWARE.DOC**

Make Directory

Have you ever been ready to save a new file and then realized that there was no appropriate directory to put it in? This is especially annoying when you've done a lot of work on a file before naming and saving it for the first time. While you switch to the Program Manager and run the Windows File Manager (or your third-party file management program) and make a new directory for the file, you worry: what happens if Windows crashes? You could lose a lot of work.

There's a better way. Use **Make Directory** and you'll never have to leave Word for Windows to create a new directory again.

Running Make Directory

1. Run *Fileware*[™] and click the **Make Directory** button or press **D**.
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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. 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 (see §, page Error: Reference source not found) to the **new directory** you've just made. When running File Save, un-named files will now be saved in your new directory.*

Rename File

When the content of the document you are editing changes significantly, it's time to use **Rename File**. It changes the file name quickly and simply. Use the *right* tool for the job. Don't use "File

Save As" — that only *duplicates* the file and gives the second copy a new name. Do this enough when what you really *meant* to do was rename, and you've got a file management mess. *Rename File* does the job right.

Running Rename File

1. Run *Fileware*™ and click the **Rename File** button, or press **N**.
2. Highlight a file to rename in the window that follows, using the point and click interface. 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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, files from the Current System Directory will be displayed. (For more information see §, page Error: Reference source not found).*

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.

Important

If a file you want to rename is open, *Rename File* will automatically save changes. If you do not want to save changes to a file before renaming it, **close the file without saving**, then run *Rename File*.

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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. Run *Fileware*™ and click the **Delete File** button or press **L**.
2. Using the point and click interface, 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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, files from the Current System Directory will be displayed. (For more information see §, page Error: Reference source not found).*

3. Confirm your choice by clicking the **Yes** button or pressing **Enter**.

Copy File

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

Running Copy File

1. Run *Fileware*[™] and click the **Copy File** button or press **C**.
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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, files from the Current System Directory will be displayed. (For more information see §, page Error: Reference source not found).*

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

Important

If a file you want to copy is open, *Copy File* will automatically save changes. If you do not want to save changes to a file before copying it, **close the file without saving**, then run *Copy File*.

§

Move File

Move File allows you to move files 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. Run *Fileware*[™] and click the **Move File** button or press **M**.
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 in Outline View; (3) the active document is the macro editing window; (4) there is no open document. In these cases, files from the Current System Directory will be displayed. (For more information see §, page Error: Reference source not found).*

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.

Important

If a file you want to move is open, *Move File* will automatically save changes. If you do not want to save changes to a file before moving it, **close the file without saving**, then run *Move File*.

§

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" dialog ([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 locates your template directory *without user input*.
2. It automatically opens the Word for Windows File Open screen at that spot.
3. It filters the file list for templates (*.DOT).
4. And after you edit a template —
 - a. It restores the current system directory to what it was before you ran *Edit Templates*.
 - b. It re-filters the Word for Windows File Open screen file list for documents (*.DOC).

Running Edit Templates

1. Run *Fileware*[™] and click the **Edit Templates** button or press **E**.
2. *Edit Templates* will open the Word for Windows File Open screen at your templates directory.

Why wouldn't I know where my document templates are located?

Document templates aren't always in the "WINWORD" directory. If someone other than you set up Word for Windows on your machine or on your company's network, he/she might have used the "DOT-PATH" entry in the WIN.INI to change the location of the template directory.

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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 large and unwieldy Windows shell). Run the application you want when you want it — immediately. *Run Buttons* can run applications two different ways:

Run Buttons Tool Box

A fully customizable 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.

Using Run Buttons

1. Run *Fileware*[™] and click the **Run Buttons** button or press **R**.
2. Click the Run Button representing the program you want to run.

Configuring Run Buttons

Run *Fileware*[™] and click the **Run Buttons** button or press **R**.
Click the **Configure...** button or press **C**.

To **ADD** a program:

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** "Q", "C", "H", "A", "M", "C", or "D", as they are reserved for various *Run Buttons* command buttons. Also, don't specify the same accelerator key for two different buttons.

To **MODIFY** an entry:

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

Path Information

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**

Description

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

To **CLEAR** a button (erase the description on the button face and its association with a program):

1. Choose the **Clear 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.

Using The Quick Run Line

1. Run *Fileware*[™] and click the **Run Buttons** button or press **R**.
2. Click the **Quick Run Line** button or press **Q**.
3. 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.

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Registration & Payment

Benefits of Paying & Registering

Enjoy the many benefits of registration...

- Run *Fileware*[™] from inside **any** document (**not** just **this** document), no matter what template it is based on. It can be run from inside unsaved documents, and even when there is no document open at all. There are **no restrictions**. You have **immediate** access to *Fileware*[™] **all the time**. Run it from any menu, any key combination, or any icon on the tool bar.
- Open and close the User's Guide without the irritation of pesky "nag" screens.
- *Special Bonus # 1*. After registration, you'll be able to install the ***Fileware*[™] Power Tools**. *Fileware*[™] Power Tools give you direct access to your favorite *Fileware*[™] modules, allowing you to assign *Fileware*[™] functions directly to any menu, key combination or toolbar button. (see § page Error: Reference source not found).
- *Special Bonus # 2*. Receive a card entitling you to a **free** issue of *Inside Word for Windows*, the Cobb Group's invaluable monthly collection of Word for Windows tips and tricks. This top rated, easy to read journal will increase your skills and decrease your frustration. Learn from the experts! (see § page Error: Reference source not found)
- Free technical support (see § page Error: Reference source not found).
- Advance notification of the release of the next major *Fileware*[™] upgrade. Registered users will get a special **discounted** price when they upgrade.

- Discounted prices on our other Windows and Word for Windows programs.

Until you register, please remember...

- You are only using a **demonstration** copy of *Fileware*™.
 - It provides much, but **not all** of the functionality of the complete program.
 - You can only **legally** test-run this demonstration for thirty days.
 - The benefits of payment and registration are many, and the **price is low**.
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Bonus # 1: Fileware™ Power Tools

All *Fileware*™ modules are always accessible from the fifteen buttons of the main window. But sometimes you want to bypass the *Fileware*™ main screen and run a specific module **instantly**.

Fileware™ **Power Tools** give you **direct access** to your favorite *Fileware*™ modules. Assign *Fileware*™ functions **directly to any menu, key combination or toolbar button**. For example, you could assign *Rename File* to the "File" menu, or *Word Lock* to the "Tools" menu... run *Directory Jump* from the **Control+Shift+J** key combination... or launch *Run Buttons* from an "**R**" button on the Word toolbar.

Never be more than one click or keystroke away from your favorite *Fileware*™ functions. After payment, you receive your *Registration License Code*. Entering this code will allow you to install *Fileware*™ globally, as well as install the *Fileware*™ **Power Tools**. Simply open the enclosed *Power Tools* document, PWRTOOLS.DOC (included in this ZIP file), and follow the instructions.

Bonus # 2: Free “Tips & Tricks” for Word

You want to get the most out of Word for Windows — that’s why you’re using *Fileware*™. Get a **free** issue of *Inside Word for Windows* and start discovering the "tips and tricks" to help you work smarter, not harder.

Inside Word for Windows is an information packed “how to” publication from **The Cobb Group**, the world’s leading publisher of software-specific journals. When you register *Fileware*™, we’ll mail you a card entitling you to your free issue. Stop fooling around. Learn time-saving techniques from the experts and become a more productive user.

How To Pay & Register

Registration is a four-part process.

1. Completion of the Registration Form (important).

2. Completion of the Order Form.
3. Payment of the Registration License Fee. Payment can be made in a number of ways:
 - charge to your CompuServe account (if you're a CompuServe member)
 - check or money order
 - credit card
4. After payment, you'll receive your *Registration License Code*. This allows you to install *Fileware™* globally, making it available to all documents (this also removes the nag screens which appear when you open and close this document).

Completing The Registration Form

1. Double-click the **Run** button in the *Installation & Registration Control Center*. (§)
2. Choose the *Registration Form (step 1)* option.
3. The *On-Screen Registration Form* window will appear. Fill out the text boxes displayed. Text will scroll to accommodate long replies.
4. Click the **OK** button or press **Enter** to have *Fileware™* create and format a Registration Form. The document will automatically be saved as "FLWR_REG.DOC".
5. You may print the Registration Form right away, or edit it and then print.

Completing The Order Form

If you are going to charge to your CompuServe account, you do not have to complete the Order Form. Go directly to the next section, "Methods of Payment".

1. Double-click the **Run** button in the *Installation & Registration Control Center*. (§)
2. Select the *Order Form (step 2)* option.
3. The *FILEWARE Order Form* window appears. Fill out the text boxes and choose the option button to indicate your method of payment.
4. Click the **OK** button or press **Enter** to have *Fileware™* create and format an Order Form. The document will automatically be saved as "FLWR_ORD.DOC".
5. Print the Order Form. If paying by credit card, please sign the form in the space provided.

Methods of Payment

Price per copy

Fileware™ costs only \$39.95 per registered copy (or the US dollar equivalent). New York State residents **must** add sales tax. After payment of this registration fee, you'll receive the Registration License Code to enable global installation of your copy of *Fileware™*. You will also receive your **two bonuses** for paying & registering:

- Instructions for enabling *Fileware™ Power Tools*.
- Your free issue of *Inside Word for Windows*, a monthly

journal of tips and tricks from the Cobb Group.

Site Licenses

If you plan to use *Fileware*[™] in a multiple-user environment of **ten** PCs or more, whether on stand-alone machines or over a network, you may obtain a **site license** and discounted pricing from Total System Solutions, Inc. For information about site-licensing and volume discounts, call Corporate Sales at 718-375-1261, or leave a message on CompuServe 70154,2463.

Paying Via CompuServe Account

1. Log onto CompuServe.
2. Go to the Shareware Registration Forum — GO SWREG.
3. Select "Register Shareware" from the main menu.
4. Select Registration ID from the "SEARCH BY" menu.
5. When prompted for the ID, enter 490.
6. This will bring up a description of *Fileware*[™]. Enter "Y" to charge payment to your CompuServe account.
7. Complete the order by answering the remaining questions when prompted.

In addition to ordering and paying via the GO SWREG method, you **must** also **send us your registration form**. After we receive your Registration Form we'll send you your Registration License Code via E-mail (or if you prefer, by regular mail or FAX). Here's how to send us your Registration Form:

Sending in Your Registration via Electronic Mail

Choose one of the two methods below to prepare and send the Registration Form via E-Mail.

1. After filling out the automated Registration Form (see above, “Completing the Registration Form”, save the file it creates, “FLWR_REG.DOC”, as a **text file**. This is easily done as follows:
 - a. Run “File; Save As” on the file “FLWR_REG.DOC”.
 - b. In the “Save File as Type” drop box, choose: “Text Only with line breaks (*.txt)”.
 - c. Copy the text file into a private CompuServe E-Mail message **OR** send us the actual text file. Our CompuServe address is 70154,2463.
2. Send the Registration Form as is — as a Word for Windows file — “FLWR_REG.DOC”. Send the file to our CompuServe address: 70154,2463.

If you have difficulty preparing and uploading your Registration Form, call Tech Support at 718-375-1261 for assistance. For more information about Tech Support availability, see § (page Error: Reference source not found).

Sending in Your Registration via FAX

FAX in your completed Registration Form to: 718-375-6261.

Please send faxes only during business hours:

Sunday – Thursday 9:00 AM – 6:30 PM EST

Friday 9:00 AM – 3:00 PM EST

Paying With A Check Or Money Order

Make your check or money order payable to: Total System Solutions, Inc.

MAIL your check or money order, along with your completed Registration and Order Forms, to:

Total System Solutions, Inc.
1530 East 18th Street, Suite 6H
Brooklyn, NY 11230

Paying With A Credit Card

- CALL in your order to our sales department at 718-375-2997 and give your credit card information over the phone, along with the information from your completed Registration and Order Forms.
- FAX in your completed Registration Form and **signed** Order Form to: 718-375-6261.
Please send faxes only during business hours:
Sunday – Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST

Entering The Registration Code

Upon receipt of payment and your completed Registration Form, we'll send you your Registration License Code. Enter the Registration License Code to enable global installation. This code is for **your** copy of *Fileware™* **only** (see §, page Error: Reference source not found).

Make sure that this document (FILEWARE.DOC) is the **only** document window open. Click the "**Window**" menu – if more than one document window is listed, please close all others before trying to install.

1. Double-click the **Run** button in the **Installation & Registration Control Center**.

Tip: If you have not yet installed the support file, you must first install it before installing Fileware™ globally.

2. Choose the *Install Globally: Menu & Hot Keys* option.
3. Enter your first name, last name and Registration License Code in the text boxes provided and press **Enter** or click the **OK** button.
4. First, *Fileware™* will install its Program Libraries globally. Next, a message box will query you if *Fileware™* should be added to either the "Tools" or the "File" menu. Make your selection and then press **Enter** or click the **OK** button. Finally, *Fileware™* will assign itself to the **Alt+Shift+F** key combination. (From this point onward, nag screens will no longer appear when you open and close FILEWARE.DOC.)

Total System Solutions And You

Tech Support

Registered users can receive 30 minutes FREE **telephone** technical support for thirty days. After the 30 minutes / 30 days expires, we will *continue* to provide support via mail and CompuServe. Here's how to contact us:

- Telephone: 718-375-1261
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST
- FAX: 718-375-6261
Please send faxes only during these hours:
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST
Fax us a detailed description of the problem.
- CompuServe: E-Mail a detailed description of the problem to our CIS address: 70154,2463

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System Requirements

Fileware[™] is a Word for Windows 2.x product. It will run under all modes of Windows 3.1 and under the Standard and Enhanced modes of Windows 3.0. The formatting in this "on-line" User's Guide is optimized for display under Windows 3.1 and uses True Type Fonts.

Please note: According to Microsoft, use of the DOS "Substitute" command in the AUTOEXEC.BAT when loading Windows 3.0 and Windows 3.1 may cause unpredictable results, including possible malfunction of *Fileware*[™].

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.)

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Other Products

DocuPower[™]

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. So you keep clicking through the "File Open" list box. If only you could remember the file name ([click](#), [click](#)), or the directory ([click](#), [click](#)) — you might actually be able to get some work done!

Give long, descriptive names to your documents!

DocuPower[™] breaks the eight character DOS file name barrier. It's a powerful document management tool that makes it easy to organize and quickly access your work. Best of all, *DocuPower*[™] integrates seamlessly into WinWord. It's a quality macro system from Total System Solutions, the makers of the award winning *Fileware*[™] macro collection.

Regardless of how you have your DOS directory structure organized (or disorganized), *DocuPower*[™] keeps all the files you need always on hand, immediately available. If you create or use a document that you know you'll come back to again, just point and click to put it in a *DocuPower*[™] "folder". Assign it a plain English description so there'll be no confusion. Keep related items grouped together in each folder. Every *DocuPower*[™] item can be **opened**, **inserted** or **printed**.

- **Open** any file that you want to work on — just highlight its description. No need to search through directory after directory every time you need it.
- **Insert** the contents of one document into another. This can be a very powerful tool for *automated document assembly*. Keep standard document components in separate files. Group similar elements together in each folder. Access these items in any order to compose complex, individualized documents in minutes.
- **Print** a document without having to open it first — just by selecting its description.

DocuPower[™] crosses document management and office automation to turbo-charge Word for Windows. It's a valuable tool for word-smiths like attorneys, paralegals, secretaries, writers — anyone whose job includes word processing.

DocuPower[™] 1.4 costs only **\$24.95** per copy.

Please call 718-375-2997 for more details and ordering information.

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 or numbers 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

Fileware[™] Shortcuts

1. A quick way to change directories is to type the directory path "**\ [directory path] **" in the directory combo box and press **Enter**. Be sure to put the backslash character "****" before **and after** the directory name. That directory will appear in the directory box, and its files will show in the file box.
2. To go to the root directory, type "****" in the directory combo box and press **Enter**.
3. Re-filter the file list by typing a new file specification in the file combo box and pressing **Enter**, e.g. ***.BAK**.
4. Confused about where you are in the directory tree? A path statement of the system directory appears, in concatenated form, above both the source and destination directory boxes.
5. Change directories in the directory box by double-clicking: double-click on the **[.]** symbol to move up a level in the directory tree, and double-click on a directory name to move down a level.

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Current System Directory

The Current System Directory is the default directory which is displayed by Word for Windows. You see this directory when performing the File Open and File Save operations. Clicking through the "Directories" box to change directories will 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.

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 modules **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* 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 any file, the previous Current System Directory will be maintained.

Fileware[™] will **use** Current System Directory information as a default directory in certain situations.

1. *Directory Jump's* configuration utility uses the Current System Directory as a default if the button being configured has never before been configured. If it *has* been configured previously, the directory path of its previous configuration will be taken as the default.
2. *Fileware*[™] Drive-Directory-File Windows (all modules):

In general, the *active document* and its drive and directory, will be highlighted as the default file 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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Reinstalling Maintenance Releases

Registered users may reinstall maintenance releases at no extra cost.

To reinstall, first start with the support file:

1. Double-click the **Run** button in the *Installation & Registration Control Center*.
2. Choose the *Install Support File* option.
3. The program will query you about over-writing the DLL, FWDLG.DLL. You should over-write this file — click the **OK** button or press **Enter**.

Next, reinstall *Fileware*[™] globally.

1. Double-click the **Run** button
2. Choose the *Install Globally: Menu & Hot Keys* option.

3. Enter your Registration License Code when prompted. If you have misplaced your original Registration License Code, call us at 718-375-1261 for assistance.
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Legal Notices

Fileware™

Copyright © 1992 by Total System Solutions, Inc.

All rights reserved

Fileware™ consists of the main interface and all of its component macro applications, including: **Directory Jump, Word Lock, Close All Files, Fast Files, Set Password, Exit Windows, Make Directory, Rename File, Copy File, Edit Templates, Delete File, Move File, and Run Buttons**, plus the support file **FWDLG.DLL**.

Fileware™ and all its components are copyrighted to Total System Solutions, Inc. All rights reserved. For information on single user registration, see the "Registration" section of this document; for information on multiple-user site licensing, please contact Total System Solutions directly at 718-375-1261.

Software License

Fileware™ is not public domain software, nor is it free software. The use of *Fileware™*, except in demo form for the 30-day trial period, requires registration. Non-licensed users are granted a limited license to use the demo version of *Fileware™* on a 30-day trial basis for the purpose of determining whether *Fileware™* is suitable for their needs. The use of *Fileware™* even in demo form, except for the initial 30-day trial period, requires registration. The use of unlicensed copies of *Fileware™*, demo or non-demo versions, outside of the initial 30-day trial period, by any person, business, corporation, government agency or any other entity is strictly prohibited.

A single user license permits a user to use *Fileware™* only on a single computer. Licensed users may use the program on different computers, but may not use the program on more than one computer at the same time. A site license permits a company with multiple users to use several copies of *Fileware™* on stand-alone computers, or to use a single copy of *Fileware™* over a network. Site licenses must be arranged for individually with Total System Solutions, Inc. No one may modify or patch the *Fileware™* code in any way, including but not limited to de-encrypting, disassembling, or otherwise reverse-engineering the program.

A limited license is granted to copy and distribute **demo** version copies of *Fileware™* only for the 30-day trial use of others, subject to the above limitations, and also the following:

1. *Fileware™* must be copied in unmodified form, and the demo version **only** may be copied. Users with registered copies of *Fileware™* may not copy their installed version of the program for the use of others, even on a trial basis.
2. The full machine-readable *Fileware™* documentation, complete with this license information, and the FWDLG.DLL support file must be included with each copy.
3. Demo versions of *Fileware™* may not be distributed in conjunction with any other product without a specific license to do so from Total System Solutions, Inc. Distribution of non-demo versions of *Fileware™* is strictly forbidden.
4. No fee, charge, or other compensation may be requested or accepted, except as authorized below:

- a. Operators of electronic bulletin board systems (sysops) may make demo versions of *Fileware*[™] available for downloading only as long as the above conditions are met. An overall or time-dependent charge for the use of the bulletin board system is permitted as long as there is not a specific charge for the download of *Fileware*[™].
- b. Vendors of user-supported or shareware software may distribute demo versions of *Fileware*[™], subject to the above conditions, without specific permission. Vendors may charge a disk duplication and handling fee, which, when pro-rated to the *Fileware*[™] product, may not exceed four dollars.
- c. Non-profit user groups may distribute copies of the *Fileware*[™] demo diskette to their members, subject to the above conditions, without specific permission.

Limited Warranty

Total System Solutions, Inc. guarantees your satisfaction with this product. We're so sure you'll love it that we will refund your money for a period of 30 days from the date of original purchase. If you are unsatisfied with Fileware™ at any time within that period, please contact us for a full refund.

Total System Solutions, Inc. warrants 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.

EXCEPT AS PROVIDED ABOVE, TOTAL SYSTEM SOLUTIONS, INC. DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE PRODUCT. SHOULD THE PROGRAM PROVE DEFECTIVE, THE PURCHASER ASSUMES THE RISK OF PAYING THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION AND ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. IN NO EVENT WILL TOTAL SYSTEM SOLUTIONS, INC. BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION AND THE LIKE) ARISING OUT OF THE USE OR THE INABILITY TO USE THIS PRODUCT EVEN IF TOTAL SYSTEM SOLUTIONS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Use of this product for any period of time constitutes your acceptance of this agreement and subjects you to its contents.

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