

SPECDISK® USER INSTRUCTIONS - DISKETTE VERSION 3.2

WordPerfect 5.1 and WordPerfect for Windows 6.x and 7.0 Users

Welcome to SPECDISK, the easy way to use manufacturers' specifications for your own projects. SPECDISK contains over 2000 pages of specifications in CSI three-part section format, all ready to use with your word processing system.

Installation: The SPECDISK files on these diskettes are compressed to save space. To edit a file with either WordPerfect for DOS 5.1 or WordPerfect for Windows 6.x or 7.0, you will first have to install the file to your hard drive, using the included installation program.

Insert diskette into your A: or B: drive.

Windows: Disk labeled **Disk 1 of 4, Setup Disk.**

DOS: Disk labeled **Disk 2 of 4, Disk 3 of 4, or Disk 4 of 4.** First print Table of Contents to determine which disk the file to install is located.

2. Run Setup:

Windows 3.1, Windows for Workgroups, and Windows NT 3.51: From Program Manager select File, Run, then enter A:\SETUP.EXE where A is the floppy drive.

Windows 95 and Windows NT 4.X: Click on Start and then choose Run. Enter A:\SETUP.EXE, where A is the floppy drive.

DOS: At the DOS prompt, type **A:** where A is the floppy drive, and press Enter. At the A: prompt, type the following:

INSTALL 0000ABC C:\WP51

where **0000ABC** is the 8-digit file name of the specification section, and where **C:\WP51** is the drive and path to which the file is to be installed.

To install another section, run INSTALL again.

3. Follow the instructions given by the setup program (Windows installation only). The following are notes on the installation program.

Component - At first level, it is SPECDISK. At second level, it is Divisions. At third level, it is Files.

Change Directory - Changes the path where components will be installed.

Change Option - Shows additional options for the currently highlighted component.

Check Box - Includes (Check) or Excludes (No Check) a component from the installation.

Select All - Selects ALL currently listed components.

Continue - Saves changes for the currently listed components and moves up one level.

Cancel - Aborts changes for the currently listed components and moves up one level.

Start Setup - Starts the installation of selected components.

Exit Setup - Aborts the installation program.

Printing Table of Contents: The Table of Contents (TOC) file is located on each of the Data Disks. Use the following instructions to print the TOC.

Insert Disk labeled **Disk 2 of 4, Data Disk 1** into your A: or B: drive.

Start WordPerfect 5.1 or WordPerfect for Windows.

Open the Table of Contents file (TOC.WPD).

WordPerfect for Windows: Pull down the **File** menu, click on **Open**; when the dialogue box opens, pull down the **Drive:** box menu and scroll to floppy drive letter and click on it; then scroll through the file names until **TOC.WPD** is visible -- click on it. When the drive letter, directory, and file name in the boxes are correct, click on the **OK** button.

WordPerfect 5.1: Press F5-List Files, enter the floppy drive letter (A or B) followed by a colon, and press Enter. Move the cursor to TOC.WPD and press 1 to Retrieve. Select **Print** from the **File** menu.

EDITING: Once you have installed all the files you wish to edit, start your word processor again and open and edit the files. After editing, save to your hard drive or to a floppy diskette.

EDITING TIPS: The files on SPECDISK have two features designed to make editing for projects easier: 1) editor's notes that do not print and 2) paragraph number codes to facilitate renumbering. To make the most of these features, and reduce word-processing time, follow the instructions below.

WORDPERFECT 5.1, WORDPERFECT FOR WINDOWS 6.X AND 7.0

Editor's notes are "comments," a special type of text that does not print. It is not necessary to delete these comments -- simply print the file normally and the editor's notes will not be printed. In WordPerfect 5.1, they appear on screen in double-outlined boxes. In WordPerfect for Windows, the presence of a comment is indicated by the comment marker in the left-hand margin -- click on it to read the note -- or have them all displayed by viewing the document in Draft mode.

Paragraph numbers are implemented using WordPerfect's "ParNum" function, which uses a specific code instead of the actual number. When a paragraph is deleted, all the following paragraphs are renumbered; it is not necessary to renumber manually. When "Reveal Codes" is turned on, the paragraph number codes are visible. To number new paragraphs, insert the paragraph number code at the beginning of the paragraph.

WordPerfect 5.1: Press Shift-F5, select option 5, and specify the appropriate hierarchical level -- each paragraph number code indicates the appropriate level. Use indents (F4) to align the new paragraph with corresponding paragraphs in the section.

WordPerfect for Windows 7.0: Don't use the outline method of numbering, because that method doesn't use the ParNum codes. Instead, hold down Ctrl-Shift and press F5 once for level 1, twice for level 2, 3 times for level 3, etc.

OTHER WORD PROCESSOR SOFTWARE

Word for Windows 6.0/7.0 files are also available. Call Customer Service.

All versions of the SPECDISK files, including ASCII (text only), are also on the Internet (address below).

Many word processing packages come with converters which can recognize and update older versions of their own documents, as well as other document formats. Generally, you are asked if you want to install the converters during the initial software installation; if you did not install them then, you may add them by reinitiating the software installation.

Updates: Updated SPECDISK CD-ROMs are distributed periodically to users on the mailing list and are posted on the Internet.

Internet Address: [HTTP://WWW.ARCAT.COM](http://WWW.ARCAT.COM)