

# MegaWord 6.01 User's Guide

Shareware Version

April 18, 2021



# Table of Contents

MegaWord 6.01 User's Guide Shareware Version.....	
Table of Contents.....	
Welcome to MegaWord™.....	
MegaWord. The Critic's Choice.....	
MegaWord is Shareware. What does that mean?.....	
Easy Registration and Payment by Credit Card.....	
Easy Registration and Payment by Mail.....	
MegaWord Registration Form.....	
Comments?.....	
How to install MegaWord.....	
The MegaWord Toolbar.....	
Template Manager (File New).....	
Document Recall.....	
Project Manager.....	
Fast Open (File Open).....	
MultiFile.....	
Fast Path.....	
MultiPrint (File Print).....	
View Manager.....	
Doc Browser.....	
Window Manager.....	
Toolbar Picker.....	
True Name.....	
Quick Zoom Up, Quick Zoom Down.....	
Quick Split.....	
FastProof.....	
Special Characters.....	
Compose Character.....	
Table 3D Effects.....	
Table Toolbar.....	
Date and Time.....	
Date Calculator.....	
Calendar.....	
Character Analyzer.....	
Word Count.....	
Insert Number.....	
Application Manager.....	
Main Applications Toolbar, Control Panel Toolbar.....	
System Monitor.....	
Lock Windows.....	
System Exit.....	
BioRhythm.....	
CD Player.....	
Using MegaWord on more than one computer.....	
MegaWord Multiple License Order Form.....	

# Welcome to MegaWord™

---

A Collection of Productivity Tools for Microsoft Word for Windows™  
© 1993-1995 Merlot International / Romke Soldaat.  
All Rights Reserved.

---



MegaWord brings you the world's most comprehensive add-on Productivity Pack for Microsoft Word 6.0 for Windows™. It's the unique bundle that puts the emphasis on tools you'll use every day. From simple utilities that make your life just a little bit easier to highly sophisticated features that add brand new functionality to WinWord.

## MegaWord - Setting the Trends

MegaWord was first launched in the summer of 1993. The bundle became an instant hit, with thousands of users in dozens of countries. The first version of MegaWord introduced innovative tools for Word 2 that have now become built-in features in Word 6, such as Character Styles, Fast Format, Switchable Toolbars, Proportional Super and Subscripts, and Table 3D Effects. MegaWord also pioneered the use of the SHIFT key to run more than one command from the same menu or toolbar button, a feature that has now also become commonplace in Word 6.0.

Have a close look at the MegaWord 6.0 package and you'll discover lots of new trendsetting tools and techniques. Mark our words: many of them will become built-in features in the next version of Word for Windows...

- MegaWord 6 pioneers the **Fast Load** technique which keeps important information in your computer's memory (programmers call them *super global variables*) and dramatically speeds up the macros. They said it couldn't be done - we prove it *can be done*.
- MegaWord introduces tools that will appeal to non-English users: MegaWord Date and Time, Calendar and Insert Number speak no less than 21 languages!
- MegaWord's file management tools (MultiFile, Fast Open and Fast Path) give you a taste of the interface that will become the standard in Windows 95.
- MegaWord introduces the *Project Concept* in wordprocessing. Now you can store and open entire groups of documents or macros, no matter where they are on your system, in a single command.
- MegaWord *never* disables existing Word functions. Each MegaWord tool that's designed to replace a Word command lets you *always* run the original Word command by holding down the SHIFT key when you start the macro.

## MegaWord. The Critic's Choice

**MegaWord... "offers the richest set of unique functions available in any add-in for Word"**  
- Edward Mendelson, PC Magazine, June 14, 1994

**"Romke Soldaat, virtuoso WordBasic expert, has assembled a nonpareil collection of ultra-cool stuff you should see. Everything from novice user assists to fancy, fancy macros"** - Woody Leonhard in the "Underground Guide to Word for Windows", Addison-Wesley, 1994

---

™ Word for Windows is a trademark of Microsoft Corporation

**"MegaWord has a wealth of features for both the casual and serious user of Word for Windows, and I'll bet you'll see some of these features from Microsoft when they next redo the word processor" - Ed Hoffman, Computer Press Association Network News, 1994**

**"This is a well thought out add-in to the most popular Windows word processor available. Even if you only use a quarter of the extras on offer, it's worth the asking price." - Simon Williams, PC Plus (UK), December 1994**

## **MegaWord - Ready to conquer the world of Word Add-ons**

When we started developing MegaWord we set ourselves the challenge to create the Word add-on package that beats everything else. With tools that are truly innovative and add real productivity to your daily word-processing activities. MegaWord 6 offers you over 30 tools that greatly enhance Word 6.0 for Windows, and that make your favorite wordprocessor the heart of your operating environment. Here's a quick overview:

### **MegaWord Document and Template Tools**

MegaWord comes with three macros which are designed to replace existing Word File commands, and four macros that add brand new features to Word. Together, they give you all the tools you need to manage your documents, templates and projects.

- **Template Manager** adds network-userfriendliness to Word's File New command. It gives you two separate template lists, and shows template and wizard names together with their description.
- **Document Recall** is the tool that remembers on which files you've been working in the past and lets you preview and re-load any of them with a single button click.
- **Project Manager** lets you assign a Project Name to a group of related documents or macros. A single command reloads the entire project, no matter how many documents are included.
- **Fast Open** lets you see a document before you open, print, delete, rename, copy or move it, and lets you access your document directories faster than you can imagine.
- **Fast Path** offers everything you need to manage and access directories. Create, remove, flush and rename directories, delete entire directory trees, give meaningful names to any path on your system or network.
- **MultiFile** is the monster application that even beats the Windows File Manager. Copy, move, delete, preview, open or print files or groups of files anywhere on your system.
- **MultiPrint** takes the tedium out of printing, faxing and setting your printer drivers. Print one or all open documents, shrink a document before you print, run Print Manager and the Control Panel, all from one dialog box.

### **MegaWord Viewing Tools**

MegaWord gives you eight tools that make you the master of your workspace. Forget Word's chaotic ways of setting your screen views; MegaWord makes it all a lot easier.

- **View Manager** lets you define your favorite workspace view in a flash. Give each view a name and recreate it anytime you want with just one button click.
- **Doc Browser** lets you quickly browse through the current document and jump to any page, picture, table, etc.
- **Window Manager** lets you choose which documents you want to close, arrange or delete and does the job faster than you can do it yourself.
- **True Name** displays the full path name or title of a document on the titlebar, and optionally inserts the filename in your document.
- **Toolbar Picker** gives you the fastest and easiest way to change toolbar buttons. Just two mouse clicks are needed to cut and paste any of 312 button images to any toolbar.
- **QuickZoomUp**, **QuickZoomDown** and **QuickSplit** give you the finger-fast hotkey interface that Microsoft forgot.

## MegaWord Editing and Formatting Tools

With MegaWord you get five tools that let you check your spelling, insert non-keyboard characters, or manipulate tables.

- **FastProof** lets you instantly check the correct spelling of the selected word, or replace it with a synonym.
- **Compose Character** beats Word's AutoText and AutoCorrect on many fronts. Now any combination of two characters is your synonym for a character or string you use often.
- **Table 3D Effects**, the tool that gives your tables a new dimension. Add real depth to entire tables or to selected table cells.
- **Table Toolbar**, the all-in-one table formatting toolbar that should have been built in, but isn't.

## MegaWord Date and Information Tools

Check out the six MegaWord tools that let you manipulate date, time and numbers.

- **Date and Time** lets you insert any date, in more than 30 formats and in more than 20 languages.
- **Date Calculator** tells you everything you want to know about any date in the past and future.
- **Calendar** displays the calendar of any month/year combination, and inserts the calendar in your document in any font and size, and in the language of your choice.
- **Character Analyzer** scans selected text and tells you exactly what's there.
- **Word Count** not only counts the words in your entire document, but also in *parts* of your document, optionally with a full readability report.
- **Insert Number** lets you insert any number in any format and is probably the first calculator that speaks 21 languages!

## MegaWord System Tools

With MegaWord you can forget Program Manager and the Control Panel. MegaWord comes with all the tools you need to manage Windows, right from within Word.

- **Application Manager** lets you start any Program Manager application, and even adds your favorite applications to a point-and-shoot Button Bar or Launch Menu, without any programming.
- The **Main Applications Toolbar** and **Control Panel Toolbar** give immediate access to your most-used Windows applications and system settings.
- **System Monitor** keeps you continuously up-to-date with your System Resources and gives immediate access to comprehensive system information.
- **Lock Windows** lets you blank your screen and optionally password-protect your system.
- **System Exit** lets you quit Word or Windows, and can even reboot your computer or restart Windows.

## MegaWord Entertainment Tools

There's fun, too in MegaWord.

- **BioRhythm** tells you what your physical, emotional and intellectual state is, and reveals the compatibility between you and your partner.
- **CD Player** lets you control your CD-ROM player from a Word toolbar and enjoy your music CDs while you work.

## MegaWord Now Also Available in German and Dutch!

If you use the German or Dutch version of Word for Windows you can now use MegaWord in the same language. All macros are optimized for your national version of WinWord, and all dialog boxes speak your language. For more information, contact:

**German MegaWord:**

**Dutch MegaWord:**

**Registration price:**

98 DM, including postage and

**Registration price:**

FF 300, including postage and

packaging

packaging

**Cobb Group Deutschland**

Große Straße 28  
49565 Bramsche  
GERMANY  
Phone (+49) 05461/65393  
Fax (+49) 05461/64128

**Romke Soldaat / Merlot International**

1 chemin des Moulines  
34230 St. Bauzille de la Sylve  
FRANCE  
Phone (+33) 67.57.55.88  
Fax (+33) 67.57.55.88

### **Trademarks / Acknowledgments**

All Trademarks mentioned in this document are honored.  
MegaWord is a trademark of Merlot International / Romke Soldaat. All rights reserved.

Special thanks to the following people and organizations:

- **Scott Krueger**, for writing the FILEINFO.DLL file and making it available as freeware.
- **The Microsoft staff** on the PROGMSA forum on CompuServe, for providing some hacks and workarounds used in this version of MegaWord.
- **Merijn Soldaat**, for his valuable suggestions and extensive testing activities.
- **Marcel Eisma** of Microsoft Benelux, for providing us with an early Beta release of Word 6.

Part of the code in the MegaWord InsertNumber macro is based on the Calculator application supplied with Microsoft Visual Basic.

The BioRhythm macro was inspired by the book "Biorhythm 1991-92-93" by Bernard Gittelson, Futura Publications, 1990.

If you have received the MegaWord package in the form of one or more self-extracting archive files, the files were created with H. Yoshi's LHA.EXE, v. 2.13.

# MegaWord is Shareware. What does that mean?

MegaWord is a "shareware program" and is provided at no charge to you for evaluation. As a shareware product MegaWord has the ultimate money-back guarantee: if you don't use the product, you don't pay for it. You're encouraged to share MegaWord with your friends, but you're *not allowed* to give it away altered or as part of another system. Also, remember that all Copyright laws apply to MegaWord, and the copyright holder retains all rights.

## Disclaimer - Agreement

Users of MegaWord must accept this disclaimer of warranty: "MEGAWORD IS SUPPLIED AS IS. THE AUTHOR DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR ANY PURPOSE. THE AUTHOR ASSUMES NO LIABILITY FOR DAMAGES, DIRECT OR CONSEQUENTIAL, WHICH MAY RESULT FROM THE USE OF MEGAWORD."

## Ombudsman Statement

MegaWord is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP



Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 USA, FAX 616-788-2765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

## Try MegaWord - 30 days without nag screens

You're allowed to try MegaWord for 30 days, starting on the day of the first installation. If you want to continue using MegaWord, you're expected to register. *To make the trial period as user-friendly as possible you will not see any "nag screens" during the first 30 days after installation.* A modest prompt on the statusbar is the only thing that will remind you how many days you have left to register. If you haven't installed a registered copy of MegaWord at the end of the 30 day trial period, you must remove MegaWord and all its components from your system. If you continue using MegaWord after the 30 day trial period, the friendly statusbar prompt will be gone and nag screens will remind you forever that you're not using MegaWord in the spirit of the shareware concept.

## Registration Benefits

The registration fee will license one copy for use on any one computer at any one time. All registered users of MegaWord will receive a copy of the latest version of the MegaWord package, with all macros in unencrypted form, with interactive, context-sensitive on-line Help, and without any nag screens. Also, registered users are entitled to unlimited technical phone, fax and CompuServe support, and special upgrade discounts for future versions of MegaWord.

## Distribution of MegaWord

Anyone distributing MegaWord for any kind of remuneration must first contact Merlot International. This authorization is not necessary for

- a) distributors recognized by the Association of Shareware Professionals as adhering to its guidelines for shareware distributors,
- b) non-profit user groups



Such distributors may begin offering MegaWord immediately (However Merlot International must still be advised so that the distributor can be kept up-to-date with the latest version of MegaWord.). Vendors are allowed to charge a nominal fee for disk duplication and/or handling.

## How to become a Registered MegaWord User

It's easy to become a registered MegaWord user. All you have to is order the registered version of MegaWord 6.01, pay your registration fee in one of the ways described below, and send us the completed Registration Form. We will send you a disk with the latest version of MegaWord, with all macros in unencrypted form and full context-sensitive Help.

### Easy Registration and Payment by Credit Card



If you're a Credit Card holder (MasterCard/EuroCard, Visa or Amex) you can become a registered MegaWord user without sending money by contacting our U.S. distributor, ASG. When contacting ASG specify that you want to order MegaWord. Here's how:

USA users:

Contact ASG by calling 800-788-0787.

Worldwide users:

Contact ASG by FAX to (+1) 314-966-1833 or by CIS Email to 76711,1171.

You can also mail credit card orders to:

ASG 11900 Grant Place Des Peres, MO 63131 USA
--

Megaword is \$49 plus \$5 shipping to U.S. and Canada, \$10 international.

THE ABOVE NUMBERS ARE FOR ORDERS ONLY!

Any questions about the status of the shipment of the order, product details, technical support, volume discounts, site licenses, etc., must be directed to ASG at 314-965-5630.

### Easy Registration and Payment by Mail



If you don't choose to pay by credit card, send your registration, together with your check or money order, to the following address:

ASG 11900 Grant Place Des Peres, MO 63131 USA
--

### Competitive Upgrade

If you're using one of the other leading WinWord add-on products we have a special offer for you. *Don't misunderstand us: we don't want you to stop using these other add-ons!* They're great products, but we want to persuade you to spend a few dollars more and also become a registered MegaWord user. Send us any proof that you're a legal registered user of another great WinWord add-on and you'll get \$20 off the regular MegaWord Registration Fee.

Here are the rules (and we don't accept any exceptions...):

**1. You must be a registered user of one of the following products:**

- DocsDB Pro (Jorge Vismara Consultants)
- FileWare (Total System Solutions, Inc.)
- gToolBox (Guy Gallo)
- MasterWord (Alki Software Corp.)
- PRIME (Plan B Consulting and Lee Hudspeth & Associates)
- WOPR - The Word for Windows Office Power Pack (Pinecliffe International)

**2. You must send us proof of ownership or registration of the product.** This can be a copy of the invoice, a copy of the cover of the printed manual, or a copy of the original disklabel.

To take advantage of this Competitive Upgrade offer, send an envelope with:

- the completed MegaWord Registration Form
- your proof of ownership of another WinWord add-on
- your check or money order

to the following address:

ASG 11900 Grant Place Des Peres, MO 63131 USA
--

# MegaWord Registration Form



To register, **print this document**, fill in the form and mail or fax it to the following address:

<b>ASG</b> <b>11900 Grant Place</b> <b>Des Peres, MO 63131</b> <b>USA</b>  Order Line - 800-788-0787 Phone - 314-965-5630 Fax - 314-966-1833
---

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

CompuServe: \_\_\_\_\_

Disk Size:       3.5 inch    5.25 inch

How and where did you get your copy of MegaWord? \_\_\_\_\_

**Megaword is \$49 plus \$5 shipping to U.S. and Canada, \$10 international.**  
**Competitive Upgrade: \$29 plus \$5 shipping to U.S. and Canada, \$10 international.**

Method of payment (enclosed):

- MasterCard/EuroCard    Visa    American Express
- Check
- Money Order

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

## Comments?

**Please feel free to tell us what you think of MegaWord. What do you like? What don't you like? Any suggestions for improvement? Please let us know and help us make the next MegaWord even better! Use the other side of this Form if you need more space**

# How to install MegaWord

## SYSTEM REQUIREMENTS.

- MegaWord 6 is designed to work with Word 6 for Windows running under Windows 3.1 or higher, and will *not* run on previous versions of Word.
- MegaWord Fast Path requires DOS 6.0 or higher for part of its functionality.
- MegaWord Application Manager works only if you use Windows Program Manager as your shell.
- Some MegaWord macros require the use of a mouse.
- MegaWord CD Player requires a CD-ROM player capable of playing music CDs.
- The current version of MegaWord was created and tested on the USA version of Word 6.0 for Windows. Some macros may not run successfully on non-USA versions. If you use the German or Dutch version of Word for Windows, you should order the MegaWord version for your language

## Files to install

The MegaWord package consists of the following files.

1. MEGAWORD.DOC. The document you're currently reading. It's big: 2.5MB on your disk and more than 80 pages to print. After printing this document and the registration form you don't need it anymore on your system. You can compress it, or copy it to a diskette, and then delete it from your hard disk.
2. !!!!MEGA.DOT. This is the template that holds all MegaWord macros, toolbars, key and menu assignments. Install this file as described below.
3. FILEINFO.DLL. This Dynamic Link Library must be copied to your Windows directory.
4. RENDIR.PIF. This Program Information File is used by MegaWord Fast Path and must be copied to your Windows directory. Requires MS-DOS 6.0 or higher.
5. DELTREE.PIF. This Program Information File is used by MegaWord Fast Path and must be copied to your Windows directory. Requires MS-DOS 6.0 or higher.

## Removing MegaWord from your system

If you decide not to use MegaWord, remove the above files from the directories where you installed them, and remove the MEGAWORD.INI file from your Windows directory.

## Installing and Uninstalling MegaWord

There are basically three ways to install MegaWord. From a practical point of view, the first method described below is the most recommended one.

1. **Add !!!!MEGA.DOT as a permanent global template.**  
Copy the !!!!MEGA.DOT file to the Startup subdirectory of your WinWord directory. This will automatically load !!!!MEGA.DOT as a global template each time you start Word.  
To uninstall MegaWord, remove the !!!!MEGA.DOT file from your Startup directory..
2. **Add !!!!MEGA.DOT as a temporary global template.**  
Choose **Templates** from the **File** menu. In the dialog box, choose the **Add** button and select !!!!MEGA.DOT in the directory/file list. Make sure that the checkbox in front of !!!!MEGA.DOT is checked. Then choose **OK**. All default MegaWord toolbars and menu/hotkey assignments will immediately be operational. Each time you restart Word for Windows you must re-open the **Templates** dialog box and check the box in front of the !!!!MEGA.DOT entry.  
To disable MegaWord at any given moment, uncheck the box.
3. **Copy the !!!!MEGA.DOT macros to your NORMAL template.**  
Choose **Templates** from the **File** menu. In the dialog box, choose the **Organizer** button. Select !!!!MEGA.DOT in one list and NORMAL.DOT in the other list. Select in the !!!!MEGA.DOT list the macros you want to copy, and choose the **Copy** button to confirm your choices. Copying the macros from !!!!

MEGA.DOT to NORMAL.DOT does *not* copy the menu and hotkey assignments. To assign macros to the keyboard or menus, choose **Customize** from the **Tools** menu and make your assignments, as discussed in the Word User's Guide.

To uninstall MegaWord macros, choose **Templates** from the **File** menu. In the dialog box, choose the **Organizer** button. In the NORMAL.DOT list, select the macros you want to uninstall and choose the **Delete** button.

### The MEGAWORD.INI file

MegaWord uses a dedicated file to store important information. The name of the file is MEGAWORD.INI which is saved in your Windows directory. It is not recommended to make manual edits to MEGAWORD.INI. Do *not* remove or rename this file, unless you want to remove the entire MegaWord package from your system.

### Speeding up MegaWord tools

Many macros in the MegaWord package use information that's stored in an INI file, or retrieve a large number of file names from your disk. Each time you run these macro, this information has to be collected which, depending on the amount of data and the speed of your system, can take a second or two.

Most of these macros have an innovative **Fast Load** feature, which lets you speed up their operation considerably. With this option activated Word will keep the data in memory after it has been loaded from your disk, and the macro will display the information at the highest possible speed during the remainder of your Word session. A speed increase of more than 300% is possible. Each of these macros will remember your preference and will use the Fast Load method each time you run Word.

If you discover that this method causes problems on your system (which is very unlikely), uncheck the **Allow Fast Load** box to return to the default method.

### Using MegaWord Help

The shareware version of MegaWord comes without online Help. That's an extra reason to register right now! MegaWord's online Help system is probably the best in the business. Fully context-sensitive and interactive.

# The MegaWord Toolbar

MegaWord comes with a dedicated toolbar that lets you quickly run each of the MegaWord tools.



## Displaying the MegaWord Toolbar

To display the MegaWord toolbar, choose **MegaWord Toolbar** from the **Mega** menu, or choose **Toolbars** from the **View** menu and check the box in front of the “MegaWord” entry. Then choose the **OK** button to confirm your choice.

## Adding MegaWord tools to other toolbars

If you don't want to display the full MegaWord toolbar, but you would like to add some of the MegaWord toolbar buttons to an existing toolbar, display both the MegaWord toolbar and the toolbar to which you want to add MegaWord tools. Then choose **Toolbars** from the **View** menu, and choose the **Customize** button. While the Customize dialog box is displayed, hold down the CTRL key and drag the MegaWord tool to the target toolbar. When you're done, choose the **Close** button in the Customize dialog box.

## Toolbar Description

The following table lists the MegaWord toolbar buttons and the MegaWord Application they are associated with.

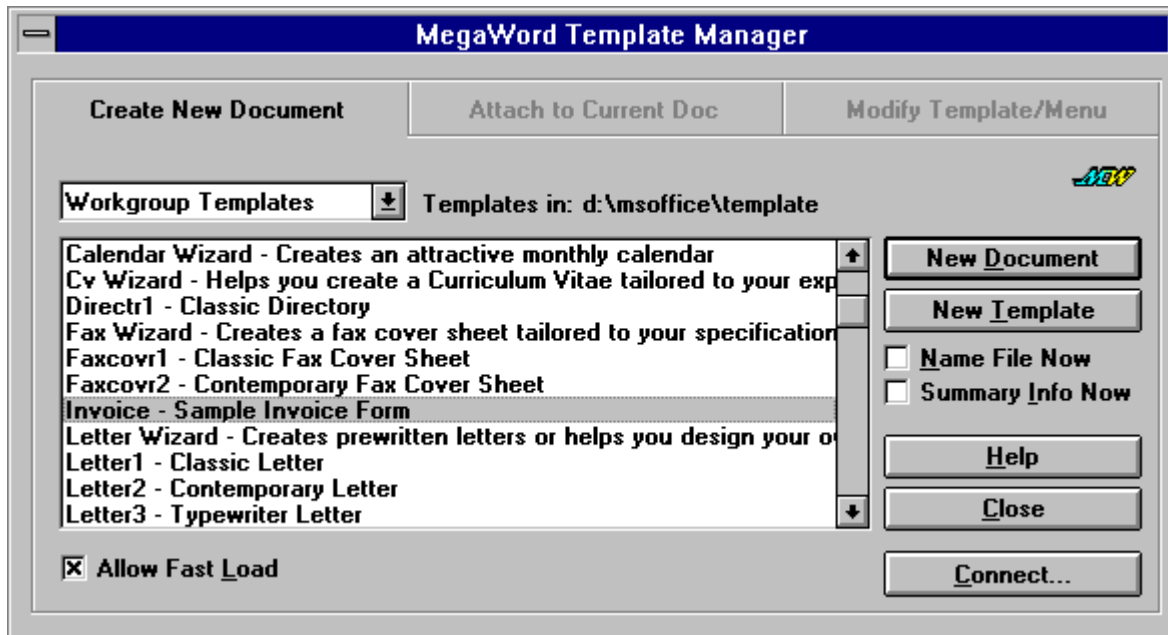


- |                                |                         |                        |
|--------------------------------|-------------------------|------------------------|
| 1. Fast Path                   | 10. Application Manager | 20. True name          |
| 2. Template Manager (File New) | 11. FastProof           | 21. Date Calculator    |
| 3. Document Recall             | 12. Special Characters  | 22. Date and Time      |
| 4. MultiFile                   | 13. Compose Character   | 23. Calendar           |
| 5. Project Manager             | 14. Table 3D Effects    | 24. Character Analyzer |
| 6. MultiPrint (File Print)     | 15. View Manager        | 25. Insert Number      |
| 7. File Exit                   | 16. Doc Browser         | 26. Word Count         |
| 8. Lock Windows                | 17. Zoom Up             | 27. BioRhythm          |
| 9. Window Manager              | 18. Zoom Down           | 28. CD Player          |
|                                | 19. Doc Split           |                        |

# Template Manager (File New)



MegaWord Template Manager is designed to replace Word's built-in File New command. It adds many features you won't find in the original dialog box, and makes it significantly easier to find the right template for your new document. Template Manager lists all your templates and wizards together with their description, so all you have to do is point, click and start working. You can change template descriptions on the fly. If you want, you can open a new document and name it immediately after it has been created, so you won't have to do it later. If you've specified a dedicated directory for Workgroup Templates, the macro will let you select a template from two *separate* lists. In addition, Template Manager lets you easily replace the template that's attached to the current document, or copy the styles from any template to the current document.



## Running Template Manager

The macro name of MegaWord Template Manager is **FileNew**, which is the same as the original Word command macro. If the !!!MEGA.DOT template is loaded, Template Manager attaches itself automatically to the File menu, replacing the original Word command.

There are four ways to run Template Manager:

1. To display the Template Manager dialog box, choose New from the File menu, or click the Template Manager button on the MegaWord Toolbar.
2. To display the original Word dialog box, hold down SHIFT while you choose New from the File menu, or while you click the Template Manager button on the MegaWord Toolbar.
3. To bypass any dialog boxes and open a new document **based on the Normal template**, hold down CTRL while you choose New from the File menu, or while you click the Template Manager button on the MegaWord Toolbar.
4. To bypass any dialog boxes and open a new document **based on the same template as the active document**, hold down CTRL+SHIFT while you choose New from the File menu, or while you click the Template Manager button on the MegaWord Toolbar.



## Setting up Template Manager

The first time you run Template Manager the list of templates is empty, and the dialog box displays the "Modify Template/Menu" tab. To build the database of templates and their descriptions, choose the **Recreate Menu** button. Template Manager will then scan all your templates and build its template database. Depending on the number of templates and your computer's speed, this can take one or more minutes. If you have specified a dedicated directory for Workgroup Templates, you must repeat the process to create the secondary template list. After you've initialized the database, the list of templates is immediately displayed each time you run Template Manager.

## Choosing your Template List

If Template Manager detects a Workgroup Templates path, you can quickly toggle between your User Templates list and the Workgroup Templates list by selecting the appropriate option at the top of the dialog box. If no Workgroup Templates path is specified in the [Microsoft Word] section of the WINWORD6.INI file, you can't select a secondary template list.

## Setting up a secondary Template List

You can choose to have a second template list in addition to the default template list. If you're connected to a network, you'll probably use a network path as a secondary template location. But even without a network it can be handy to have an alternative template list. For example, with two lists you can separate your templates from your wizards, or create a location for templates that you don't use very often, reducing the list of the ones you use every day.

To set up a secondary template list, choose **Options** from the **Tools** menu and select the **File Locations** tab. Select the "Workgroup Templates" entry and choose the **Modify** button. Browse until you've located the secondary template directory, then choose the **OK** button.

After you've assigned your secondary template location, run Template Manager again and create the "Workgroup Templates" list as described above.

## Making a Network Connection

Choose the **Connect** button on the "Create New Document" or "Attach to Current Doc" tab to display Word's Connect to Network Drive dialog box. From here you can easily make any required network connection. (This option is not available if no network is installed.)

## Creating a new Document or new Template

To create a new document or template, choose the "Create New Document" tab. Select the template on which you want to base the document or template, and choose the **New Document** or **New Template** button.

If you know upfront which name you want to give to the new file, check the **Name File Now** box. This will display Word's Save As dialog box as soon as the new document is created. If you leave the box unchecked Word will open an unnamed document or template, which you can name and save later.

You can also check the **Summary Info Now** box. This will display the Summary Info dialog box immediately after the file has been created, allowing you to provide the Title, Subject and other key information for the document.

## Attaching a Template or copying its Styles to the current Document.

Select the "Attach to Current Doc" tab to make important changes to the current document. (This tab is not available if you're editing a macro.) Here you have the following options:

- Choose the **Attach to Document** button to replace the template on which the document is based with the selected template. The effect is that all AutoText entries, Styles, Toolbars, Menus, Keyboard shortcuts and Macros of the selected template will be attached to the current document. Select the **Update Styles** box if you want to permanently link the document with the styles of the selected template. This means that the styles from the selected template will automatically be copied to the document each time the document is opened.

- Choose the **Copy Styles to Doc** button if you only want to copy the styles from the selected template to the current document while leaving the document attached to its *current* template. If you want to see how the document will actually look with the styles from the selected template attached, select the **Preview** option. This will open Word's Style Gallery, from where you can make your decision, or cancel the action.

### **Attaching a Template or copying its Styles to the current Document.**

Choose the "Modify Template/Menu" tab to make direct changes to a template, or to recreate the Template Manager menus. Here you have the following options:

#### **Modifying a Template**

If you want to modify a template, you can select the template in the list and choose the **Open Template** button. This will display the template, ready for editing. If you save the template under its original name, you don't have to recreate the database. If, however, you save the modified template under a new name, you must choose the **Recreate Menu** button to update the template list.

#### **Changing a Template Description**

You can quickly change a template description from Template Manager without loading the template itself. While you select a template from the list, its title is also displayed in the Title box. To change the title, type the new description in the Title box and click the **Change Title** button. The template will then be opened in the background and saved with its new description, and the Template Manager list will automatically be updated. It is *not* necessary to recreate the database if you've changed the title.

#### **Updating the Template List**

Each time you create a new template or delete an existing one you must choose the **Recreate Menu** button to update the list of templates and their descriptions. After you've recreated the database the updated list of templates is immediately displayed each time you run Template Manager.

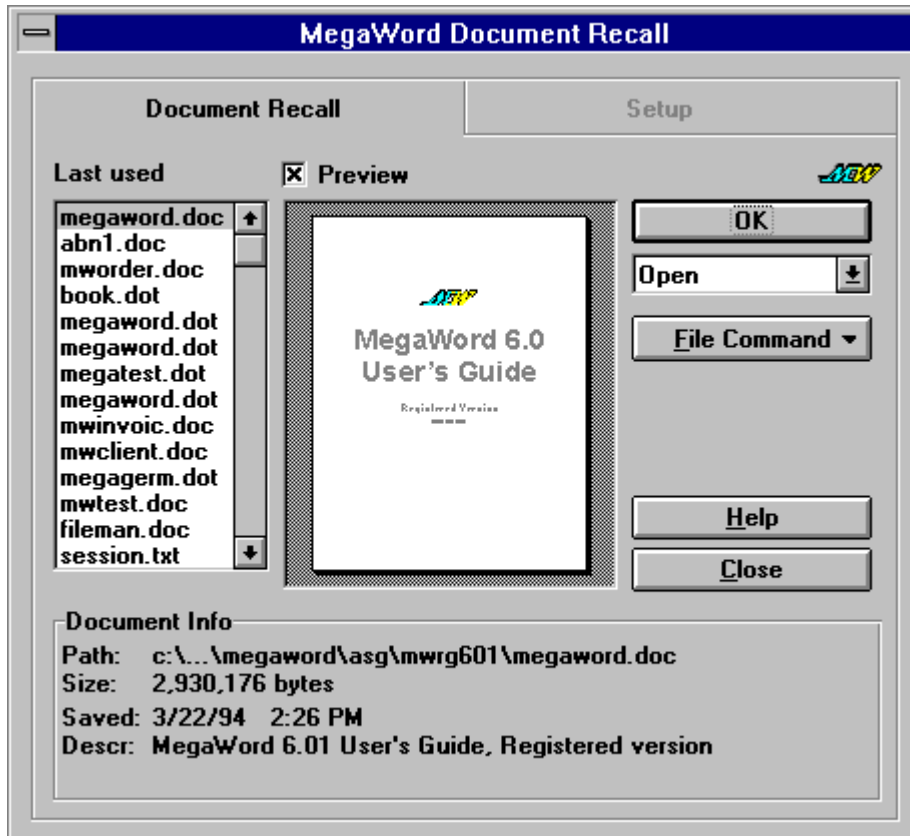
#### **Speeding up Template Manager**

The first time you run Template Manager during a Word session, the macro loads the templates database from your disk. Depending on the number of templates and the speed of your system this can take a second or two. You can speed up the process considerably by checking the **Allow Fast Load** box. With this box checked Word will keep the list of templates in memory after it has loaded it from the database, and Template Manager will display the list at the highest possible speed during the remainder of your Word session. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to disable this feature.

# Document Recall



MegaWord Document Recall is the tool that remembers on which documents you've been working, and lets you reload, print or delete each of them quickly and easily, without the need to browse through multiple directories. Document Recall does a lot more than showing a list of recent files (like the one in the File menu); it lets you preview each file before you load it, and displays complete information about each document: the full path, the size of the file, the date and time it was saved, and the description as specified in the Summary Info box of the document. In addition, Document Recall gives you immediate access to a number of associated commands.



## Running Document Recall

To run Document Recall, choose **Document Recall** from the **File** menu, or click the Document Recall button on the MegaWord toolbar. The first time you run the macro, the file list will be empty. But as you close documents during your Word sessions, the list will grow, up to the number you've specified in the Document Recall Setup tab (see below). The files are listed in chronological order; the most recent file is always at the top. You can point to any name in the list, and verify the data in the Document Info box at the bottom of the dialog box. Check the Preview box to see the first page of the document. Previewing the document can take some time, so you may want to disable the Preview option while you scroll through the list, and turn it on only if you want to see the Preview. You can instruct Document Recall to come up with or without Preview active; see "Setting up Document Recall" below.

Once you've found the document you're looking for, you can select one of four options in the File Action list and click OK. The options are the following:

- **Open.** Choose this option to load the document in Word
- **Print.** Choose this option to print the document without opening it.

- **Remove.** Choose this option to remove any document from the list. This does *not* delete the file from your disk; the name only disappears from the list, creating room for other files to be added.
- **Delete.** Choose this option to delete the file from your disk. If the file can be deleted, it is also automatically removed from the list.

## Running Related Commands

If the file you want to open is not listed in the Document Recall database, you can immediately run a related command. Choose the **File Command** button to open a list from which you can access Word's Find File command, or the MegaWord Fast Open, MultiFile, or Project Manager tools. To close the list, choose the **File Command** button again.

## Setting up Document Recall

Choose the Setup tab to set a number of options which decide how Document Recall behaves. Here you have the following options:

### Setting the Database Size

By default, Document Recall builds a list of up to 20 recent files. When you've reached the limit, each new file you add to the top will remove the file that's at the bottom of the list. From the Setup tab you can change the Document Recall database size. Setting a higher number than 20 is allowed, but will obviously slow down operation.

### Other Setup Options

The **Allow Fast Load** option lets you speed up Document Recall considerably. With this box checked Word will keep the list of files in memory after it has been loaded from the database, and Document Recall will display the list at the highest possible speed during the remainder of your Word session. Document Recall will remember your preference and will use the Fast Load method each time you run the macro. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to return to the default method.

The **Prompt for adding File to the Database** option lets you choose between two modes. With the box checked, Document Recall will ask you each time you close a document if you want to add it to the database. This gives you the option to exclude files from showing up in the Document Recall list. Leaving the box blank will automatically add each file you close to the database.

The **Hide Word's File List** option lets you clean up your File menu by removing the list of recently used files from the menu. This can be useful if you work on a 640x480 VGA screen, with an overcrowded File menu. Since Document Recall makes it a lot easier to re-load recent files, you may decide that you don't need the file list anymore.

The **Preview on at Start** option lets you determine whether the Preview box is checked or unchecked when you run Document Recall. Turn this option off if you have a relatively slow computer.

Choose the **Confirm** button to confirm your preferences. Choose the Document Recall tab to return to the opening screen, choose the **Close** button to close the dialog box.

## Adding documents to the Document Recall database

To add the current document to the Document Recall database, hold down the SHIFT key while you choose **Document Recall** from the **File** menu, or while you click the Document Recall button on the MegaWord toolbar.

You can also automate this process by creating a global AutoClose macro which holds the following instruction:

```
DocumentRecall1.AddCurrentDoc
```

If your global NORMAL.DOT template already has an AutoClose macro you can open it from the Tools Macro dialog box, and add the above instruction. Otherwise you can create a new global AutoClose macro from the Tools Macro dialog box and add the instruction. (**Note:** make sure that there's no space before or after the period in the middle in the command.)

If you close a document that's attached to a template which has its own AutoClose macro, the document will *not* automatically be added to the Document Recall database. In that case you must add the instruction shown above to the AutoClose macro of each template that you use.

### **Creating document descriptions**

The description which is displayed in the Document Info pane of the Document Recall dialog box, is in fact the *title* of the document, as it appears in the File Summary Info dialog box. This information is stored in the Document Recall database when you close a document. If you haven't specified a title, Document Recall will read up to 100 characters of the document, and store these as the description.

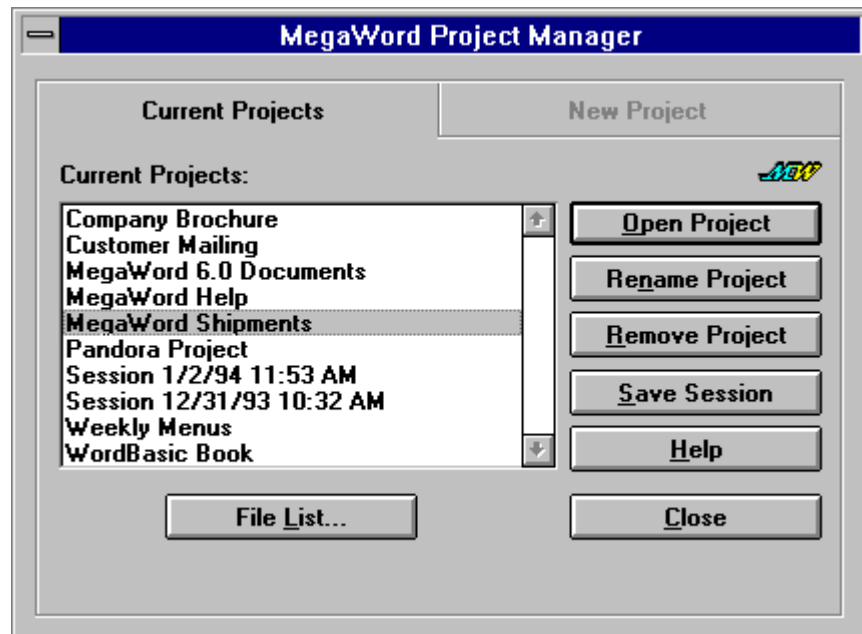
### **Non-existing Files**

If the Document Recall database holds files that have been deleted or moved since they were added to the database, Document Recall will list them as blank entries. The File Info box will still show the original path name of the file, but the Document description will tell you that the file doesn't exist anymore. To remove the document from the list, select the blank entry and choose the **Remove** button.

# Project Manager



MegaWord Project Manager lets you save related documents as a Project, and reload the entire Project with just one command. A project can consist of any number of documents, in any format recognized by Word, scattered over any number of directories. You can also store any number of macros as a Project, even if they are stored in more than one template. You can even save a single document as a project and give it a meaningful name, so that you don't have to remember the actual file name. Project Manager also offers you the opportunity to quickly save your current Word session as a project, and restart your next session with the same documents.



## Running Project Manager

To run Project Manager choose **Project Manager** from the File menu, or click the Project Manager button on the MegaWord toolbar. The Current Projects list will show all your current projects. Select the project you want to open and choose the **Open Project** button. All documents and/or macros included in the project will immediately be loaded. If the list holds a project starting with the name "Session" followed by a date and time, you can select this project and re-open all documents that were open when that Session project was created.

## Viewing the Project Contents and opening individual Project Documents

Before you open a project you can quickly preview the list of project files. Choose the **File List** button to see the list of associated file names. From this list you can also quickly open one or more project documents or macros by selecting the name and choosing the **Open File** button. Choose the **Project List** button to go back to the list of projects and access any of the other options.

## Project Maintenance

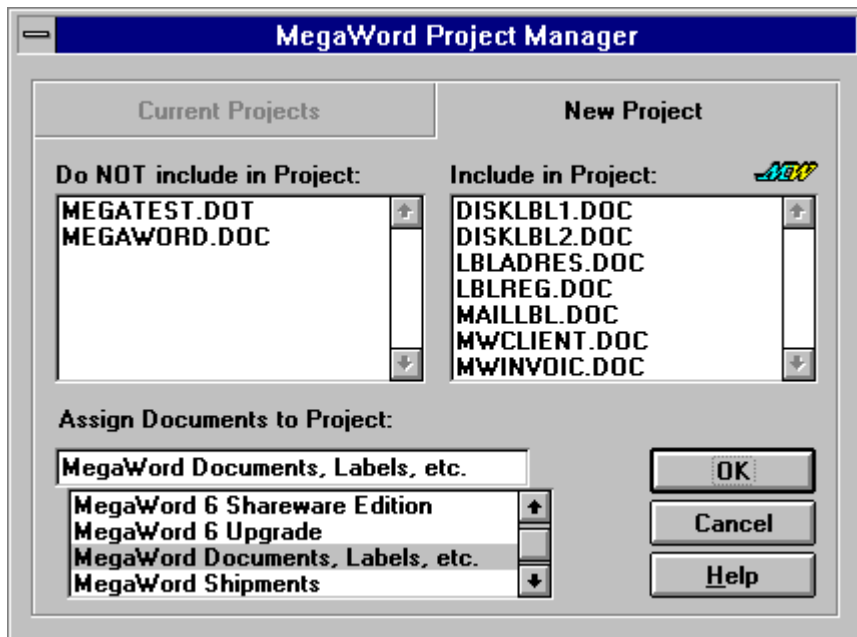
- You can easily change the name of any project by choosing the **Rename Project** button. You will then be prompted to specify a new name. When you specify a project name, don't use the square bracket characters "[ " and " ]", or the equal sign "=".
- To remove a project from the list, choose the **Remove Project** button. This will *not* delete the files from your disk; only the project name will be removed from the list.

## Creating a Project

There are two ways to create a project.

To save *all currently open documents (including macros)* as a single project which you can re-open the next time you use Word, choose the **Save Session** button. This will create a project with the name “Session”, followed by the current date and time. This way you can save and re-open any number of previous Word sessions. Choose the **Delete** button to remove redundant “Session” projects from the list, choose the **Rename** button to give a more meaningful name to the project. You can also save your current session automatically by choosing **Exit** from the **File** menu. See **System Exit** in this manual.

To save a *selected number of open documents* as a project, choose the **New Project** tab:



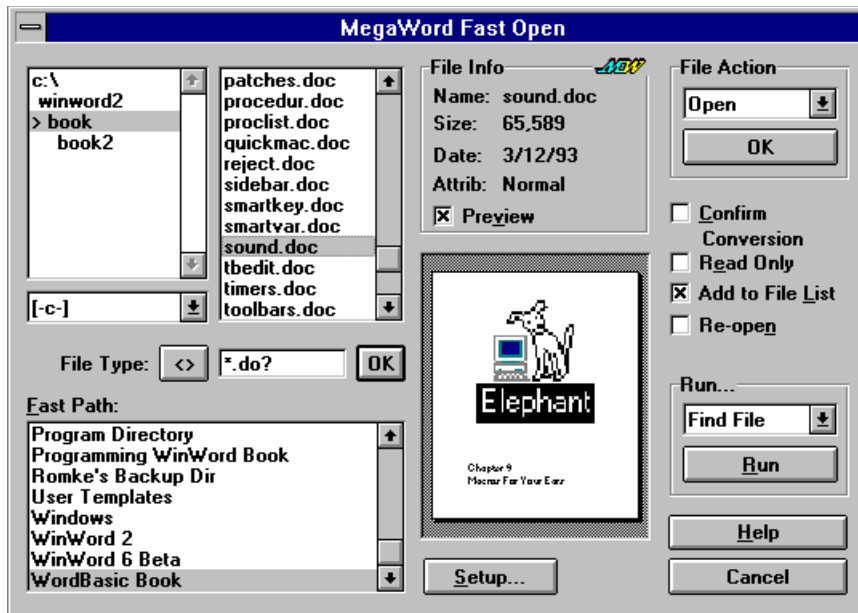
The list on the left shows all currently open documents, the list on the right will hold the documents you want to include in the project. Click on a document name to move it from one list to the other. To move all documents, hold down **SHIFT** and click on any file in the list. When you’ve shortlisted the documents you want to save as a project, type a project name in the list at the bottom of the dialog box and choose the **OK** button. To redefine an existing project, select the project name in the list, and choose **OK**.

When you specify a project name, don’t use the square bracket characters “[” and “]”, or the equal sign “=”.

# Fast Open (File Open)



MegaWord Fast Open is designed to replace Word's own File Open command and dialog box. The MegaWord version offers many more features than Word's original, including WYSIWYO (What You See Is What You Open), complete information about each file, the option to print, rename, delete, insert, copy or move a document, immediate access to the Fast Paths you've defined with the MegaWord Fast Path application, plus direct access to Word's Find File command, and MegaWord Project Manager, Document Recall, Template Manager and MultiFile.



## Running Fast Open

The macro name of MegaWord Fast Open is **FileOpen**, which is the same as the original Word command macro. If the !!!MEGA.DOT template is loaded, Fast Open attaches itself automatically to the File menu, replacing the original Word Open command. There are two ways to run Fast Open:

- To run Fast Open, choose Open from the File menu, or click the Open button on the standard Word toolbar.
- To display the original Word Open dialog box, hold down SHIFT while you choose Open from the File menu, or while you click the Open button on the standard Word toolbar.
- To open all files listed at the bottom of the File menu, hold down CTRL while you choose Open from the File menu, or while you click the Open button on the standard Word toolbar.

## Choosing a Drive and Directory

In the Fast Open dialog box you can select any local or network drive and directory currently available on your system. There's no need to double-click: simply place your mouse pointer on the drive or directory and click once to make your choice. The list of files is automatically updated and shows all files in the selected directory, matching the file specification in the "File Type:" box at the bottom of the list. You can change the file type by typing a file specification, using DOS wildcards (\* and ?) where needed. You can also click the button labeled "<>" to toggle between a number of preset file types. The default file types are \*.\* , \*.DOC , \*.DOT , \*.RTF , and \*.TXT , but (unlike Word's File Open command) Fast Open lets you specify different default file types - see "Setting up Fast Path" later in this section. Hold down SHIFT and



click the “<>” button to toggle backwards. Click the OK button to confirm the specified file type and update the list of files.

## Accessing Fast Paths

If you've used MegaWord **Fast Path** to define Fast Path aliases for your most used directories, you can select any of the Fast Paths in the list. The drive and directory list will immediately be updated. If a default file specification for the Fast Path was defined, the file list shows the files matching that specification.

## File Information

The File Info box displays information about the file that's highlighted in the file list. The size of the file is shown in bytes, the date refers to the date the file was last saved, the attribute refers to the DOS file attribute set for the selected file. The attribute code can be one or more of the following:

Attribute	Meaning
n	Normal: no attributes have been set for the file
r	Read-Only: the file can't be changed, deleted or overwritten.
a	Archive: the file has changed since it was last backed up.
h	Hidden: the file has the Hidden attribute; it's not recommended to delete or rename this type of files
s	System: the file is a MS-DOS system file; it's not recommended to delete or rename this type of files

## Preview

You can get a preview of the selected file by checking the Preview box. Fast Open lets you preview both documents and graphics files. If you have a fast computer you can leave the Preview box checked while you select files, but in most cases Fast Open works a lot faster if Preview is disabled. You can configure Fast Open to have the Preview option on or off when the dialog box is displayed - see “Setting up Fast Open” later in this section

## File Actions

Fast Open lets you do a lot more with the selected document than just open it. From the same dialog box you can *open, print, rename, delete, insert, copy or move* the selected file. The default option is **Open**; all other options become available when you open the File Action list. Select your File Action, then choose the **OK** button.

## Opening a Document

Choose the **Open** button to load the selected document into Word. There are four check boxes which determine what happens when you open the document.

- *Confirm Conversion.* Check this box if you want Word to ask your permission to convert a file that's not in the Word format. Leave the box blank to allow automatic conversion.
- *Read Only.* Check this box to open the document in Read-only mode. This mode lets you read the document, but not modify it. Leave the box blank if you want to be able to edit the document.
- *Add to File List.* This box is checked when you run Fast Open. The effect is that Word will add the document to the list of last used files in the File menu. Blanking the box lets you open the file but won't add the file name to the list of recent files.
- *Re-open.* Check this box if you want to re-open the last saved version of a document that's already open. The effect is that all unsaved edits to the currently open document will be discarded, and that the file will be opened as it was the last time it was saved.

**Shortcut:** hold down SHIFT and click on a document name in the list to open the selected document without choosing the **OK** button.

## Printing a Document

Select the **Print** option in the File Action list to print the selected document without loading it in Word. The file will be printed according to the current settings in the File Print dialog box.

## Renaming a File

Select the **Rename** option to change the name of the selected file. An inputbox will prompt you to provide a new name. If the name is valid and the file is not in use by an application, the file will be renamed.

## Deleting a File

Select the **Delete** option to delete the selected file from the disk. If the file is not in use by an application it will be deleted.

## Inserting a Document or Graphic

Select the **Insert** option to insert the selected file at the current insertion point in the active document. If the file is a graphics file recognized by Word, it will be inserted as a picture; otherwise it will be inserted as a file. In either case the dialog box offers the following two options:

- *Confirm Conversion.* Check this box if you want Word to ask your permission to convert a file that's not in the Word format. Leave the box blank to allow automatic conversion. This option has no relevance if you want to insert a picture.
- *Link to File.* Check this box if you want Word to insert an INCLUDETEXT field (for a File) or INCLUDEPICTURE field (for a Picture) instead of the contents of the file itself.

## Copying or Moving a File

Choose the **Copy** option to make a copy of the selected file in another directory or on another drive. Choose the **Move** option to copy the file to a new location, and delete the original file after a successful copy. In either case most dialog box controls will be disabled, except the Fast Path list and the directory/drive list. In addition, a **Create Directory** button is displayed. Choose this button if you want to copy/move a file to a directory that doesn't exist yet. After you've selected or created the target directory for the file, choose the **OK** button again. If you've chosen the **Move** option, but the file is currently in use by an application it will be copied, but not deleted.

## Running Related Commands

The "Run" list lets you choose a number of related Word and MegaWord file commands: Find File, Project Manager, Document Recall, Fast Path, MultiFile, and File New. Select the command you want to run and choose the **Run** button.

## Setting up Fast Open

Fast Open offers you four ways to influence its operation. Choose the **Setup** button to open the Setup panel. Here you have the following options:

- The **Allow Fast Load** option lets you speed up Fast Open considerably. With this box checked Word will keep the list of Fast Paths in memory after it has been loaded from the database, and Fast Open will display the list at the highest possible speed during the remainder of your Word session. Fast Open will remember your preference and will use the Fast Load method each time you run the macro. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to return to the default method.
- The **Preview on at Start** option determines whether Fast Open will immediately display a preview of the first file in the file list. Leave this box blank if you don't have a fast computer.
- The **Stay open until Cancelled** option lets you decide whether the dialog box must stay open after you've chosen a File Action. This has the advantage that you can open, print, rename, delete,

insert, copy or move more than one file, without re-opening the Fast Open dialog box each time.

Leave the box blank if you prefer the Fast Open dialog box to close after each File Action.

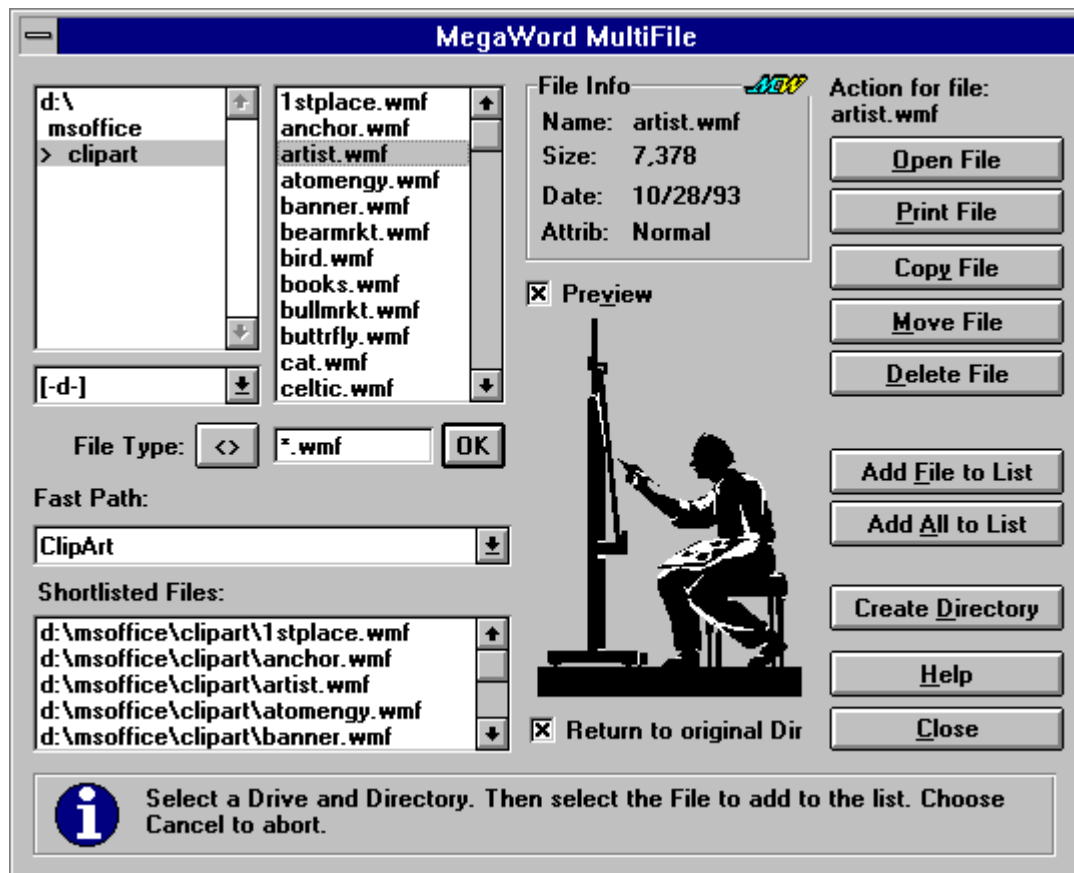
- The **Default File Specifications** option lets you determine between which five file specifications you can toggle when you click the "<>" button. You can use any valid DOS wildcard. The example shows a number of valid file specifications. Other suggestions are the specifications \*.LTR (for letters), \*.RPT (reports), \*.INV (invoices) and \*.CHP (chapter).

After you've selected your preferences, choose the **Confirm** button to store the settings for future use. To close the Setup panel without setting any options, choose the **Setup** button again.

# MultiFile



MegaWord MultiFile is the multifunctional file manager that beats Word's FileFind command and the Windows File Manager on many fronts. Finally, right from within Word you can now copy, move and delete files anywhere on your system. MultiFile lets you open or print a single document or a group of documents from different directories in one single operation. MultiFile also provides information about the size, save date and attribute of any file on your disk and gives a completely new dimension to the word "Preview". Select a document or graphic and MultiFile displays it, select a screen saver and MultiFile runs it, select a sound file and MultiFile plays it.



## Running MultiFile

To run MegaWord MultiFile choose **MultiFile** from the **File** menu, or click the MultiFile button on the MegaWord toolbar. The dialog box will open with a list of drives and directories in which the current directory is highlighted, and a list of \*.DOC files in which the first file (if any) is highlighted. The File Info box always displays information about the highlighted file.

## MultiFile Basics

MultiFile can operate in two modes: *File Mode* and *List Mode*.

- In *File Mode* you work with a **single file** that you've selected in the files list next to the directory list. When you operate on single files, the buttons show the labels **Open File**, **Print File**, etc. The caption above the buttons tells you on which file the buttons will operate when you choose one of

them. You are automatically in File Mode when the dialog box is first displayed. When you're in List Mode, you can go back to File Mode by simply clicking on any file in the list of files next to the directory list.

- In *List Mode* you work on **groups of files** which you've added to the shortlist, labeled "Shortlisted Files". When you operate on groups of files, the buttons show the labels **Open List**, **Print List**, etc. The caption above the buttons has the text "Action for Shortlisted Files". You can only operate in List Mode if you've shortlisted at least one file. To move from File Mode to List Mode simply click on any file in the shortlist.

## File Information

The File Info box displays information about the file that's highlighted in the files list or in the shortlist. The size of the file is shown in bytes, the date refers to the date the file was last saved, the attribute refers to the DOS file attribute set for the selected file. The attribute can be one or more of the following:

### Attribute    Meaning

n	Normal: no attributes have been set for the file
r	Read-Only: the file can't be changed, deleted or overwritten.
a	Archive: the file has changed since it was last backed up.
h	Hidden: the file has the Hidden attribute; it's not recommended to delete or rename this type of files
s	System: the file is a MS-DOS system file; it's not recommended to delete or rename this type of files

If a file has the Read-Only attribute, MultiFile will not be able to delete or move the file. If you choose to move a Read-Only file, the file will be copied, but won't be removed from its original location.

## Preview

You can get a preview of the selected file by checking the Preview box. If you have a fast computer you can leave the Preview box checked while you select files, but in most cases MultiFile works a lot faster if Preview is disabled. Here's what happens:

- If the file is a **graphics file** recognized by Word, the picture will be displayed.
- If the file is a waveform or Midi **sound file** (with the extension .WAV or .MID) MultiFile will play the file through your sound card, if installed. While the sound is being played a **Stop that Sound** button pops up. Clicking that button will immediately stop the music.  
If you don't have a sound card, but you have the Microsoft Speaker Driver installed, MultiFile will play a .WAV file over your computer's speaker, but you won't be able to interrupt playing the sound file. Midi files can *not* be played over your computer's speaker.
- If the file is a **screen saver** (with the extension .SCR), MultiFile will run the screen saver. Just move your mouse to make the screen saver disappear. If the screen saver has a password option you may have to type the password to let the screen saver disappear.
- In all other cases MultiFile will attempt to display a thumb nail preview of the file. If the file format is recognized by Word, you will see the first page of the file. If the file is created by an other word-processing application Word may take some time to convert the file before it can be previewed. If Word can't convert the file the preview box will show unreadable information.

## Working in File Mode

When MultiFile is in File Mode, you can select any drive and directory currently available on your system. There's no need to double-click: simply place your mouse pointer on the drive or directory and click once to make your choice. The list of files is automatically updated and shows all files in the selected directory, matching the file specification in the "File Type:" box at the bottom of the list. You can change the file type by typing a file specification, using DOS wildcards (\* and ?) where needed. You can also click the button labeled "<>" to toggle between a number of preset file types (\*.\*, \*.DOC, \*.DOT, \*.RTF, and \*.TXT). Hold down SHIFT and click the "<>" button to toggle backwards. Click the **OK** button to confirm the specified file type and update the list of files.

## Options in File Mode

In File Mode you can select a file, and then open, print or delete it, or copy or move it to another location on your system by choosing the appropriate button. If you choose the **Copy File** or **Move File** button, you'll hear a short beep. All other action buttons and the file lists will be grayed out, and you're prompted to select the target drive and/or directory for the file. Then click the **Copy File** or **Move File** button again to continue the operation. If you've chosen the **Move File** button, the original file will be deleted after a successful copy. If the original file can't be deleted because it's in use by another application, or because it has the Read-Only attribute you will be told why the file couldn't be deleted.

In File Mode you can choose the **Add File to List** button to add the selected file to the Shortlist, or choose the **Add All to List** button to copy all listed files to the Shortlist. You can continue adding files from any drive or directory to the shortlist as long as you want. By adding files to the Shortlist you prepare a pool of files that you want to open, print, delete, move or copy in one single batch process. Once you've shortlisted all files you want to process, you can switch to List Mode, simply by moving the cursor to the Shortlist and click on any file in the Shortlist.

## Options in List Mode

In List Mode you can open, print, delete, copy or move all shortlisted files with a single click on the appropriate button. If you choose the **Delete List** button, you'll be asked if you want to confirm each deletion or if you want to delete all shortlisted files without further prompt.

If you choose the **Copy List** or **Move List** button, you'll hear a short beep. All other action buttons and the file lists will be grayed out, and you're prompted to select the target drive and/or directory for the file. Then click the **Copy List** or **Move List** button again to continue the operation. If you've chosen the **Move List** button, the original file will be deleted after a successful copy. If the original file can't be deleted because it's in use by another application, or because it has the Read-Only attribute you will be told why the file couldn't be deleted.

In List Mode you can select a file and choose the **Remove Selected** button to remove the file from the Shortlist, or choose the **Clear List** button to remove all listed files from the Shortlist.

## Accessing Fast Paths

If you've used MegaWord **Fast Path** to define Fast Path aliases for your most used directories, you can select any of the Fast Paths in the list. The drive and directory list will immediately be updated. If a default file specification for the Fast Path was defined, the file list shows the files matching that specification. You can select a Fast Path during any MultiFile operation.

## Creating a Directory

Both in File Mode and in List Mode you can quickly create a new subdirectory under an existing directory. This can be handy if you're in the process of copying or moving files and you suddenly decide that the files should be copied to a directory that doesn't exist yet. Choose the **Create Directory** button to add a new directory. An inputbox will ask you to provide a directory name. If the name is valid, and the directory can be created, the new directory will automatically become the active directory. *(For more sophisticated directory management tasks: see MegaWord Fast Path.)*

## Return to original Dir

This box is by default checked, indicating that the directory which was active when you started MultiFile will still be the active directory when you close the dialog box. If you want the last directory you selected in the dialog box to become the active directory, you must uncheck the checkbox before you exit MultiFile.

## Copying an open Word document

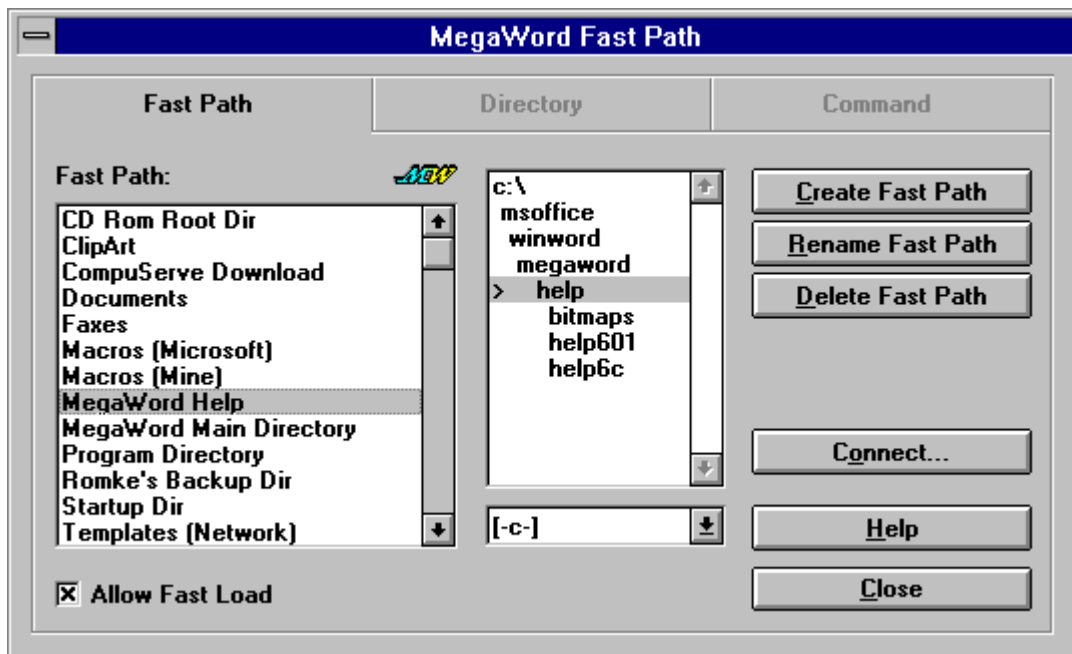
One of the advantages of MultiFile compared with the Windows File Manager or other third-party file managers is that MultiFile lets you copy a file even if it's currently in use by Word. Note however that

*moving* an open document is not possible. If you choose to move a file that's currently in use by Word, it will be copied, but the original file will not be deleted.

# Fast Path



MegaWord Fast Path gives you the most complete directory management tool you've probably ever seen. Now, from within WinWord, you can create, remove, flush and rename directories, even delete complete directory trees. To switch directories even faster you can give any directory a Fast Path alias (which you can also use with MegaWord Fast Open and MultiFile), and run the most important File commands from the directory where your files are, without going back to Word's File menu.



## Running Fast Path

To run MegaWord Fast Path, choose **Fast Path** from the **File** menu, or click the Fast Path button on the MegaWord toolbar. The dialog box displays an alphabetically sorted list of Fast Paths (which are in fact aliases for DOS path names) and a combined Drive/Directory list.

The Drive/Directory list always displays the current path. The current directory is highlighted and displayed with a > character in front of it. You can quickly set the active directory by pointing and clicking at the required directory name (a single click will do). To activate a Fast Path, just point and single-click on the Fast Path name; the Drive/Directory list will immediately be updated.

## Creating, Renaming and Deleting a Fast Path

To create, rename or delete a Fast Path select the Fast Path tab. (This tab is the first one to be active when you run the macro).

- To add a new Fast Path alias to the Fast Path list, select the drive and directory for which you want to create an alias, then choose the **Create Fast Path** button, and choose **OK**. An input panel will prompt you to provide a Fast Path name. Choose the **OK** button to add the new Fast Path to the list. There's no limit to the number of Fast Paths you can define. When you specify a Fast Path name, don't use the square bracket characters "[ " and " ]", or the equal sign "=". (The first time you run Fast Path aliases are automatically created for your document, template and program directory.)
- To rename a Fast Path alias, select the Fast Path name from the list and choose the **Modify Fast Path** button. You will be prompted you to provide a new Fast Path name and/or default file



specification. Choose the **OK** button to add the new Fast Path to the list. Don't use the square bracket characters “[” and “]”, or the equal sign “=” in a Fast Path name.

- *To assign a new directory to an existing Fast Path alias*, select the Fast Path name from the list and choose the **Modify Fast Path** button. Then select the appropriate drive and directory. Choose the **OK** button to add the modified Fast Path to the list. Don't use the square bracket characters “[” and “]”, or the equal sign “=” in a Fast Path name.
- *To delete a Fast Path alias*, select the Fast Path name and choose the **Delete** button. Then confirm your decision.

## Managing Directories

MegaWord Fast Path offers many ways to manage your directories. All options are available from the Directory tab.

- *To create a new directory*, select the directory under which you want to add a subdirectory and choose the **Create Directory** button. The dialog box will expand, and you are prompted to provide a directory name. If the name is valid, and the directory can be created, the new directory will automatically become the active directory.
- *To remove a directory*, select the directory you want to remove and choose the **Remove Directory** button. If the directory is empty, it will be removed, and the parent directory will be activated. The operation will fail if the directory holds files or other subdirectories. This option is not available if the current directory is a root directory.
- *To delete all files in a directory*, select the directory you want to flush and choose the **Flush Directory** button. After your confirmation all files in that directory will be deleted. Files that are in use by other applications cannot be deleted. This option is not available if the current directory is a root directory.
- *To change the name of a directory*, select the directory you want to rename and choose the **Rename Directory** button. An inputbox will prompt you to provide a new directory name. If the name is valid, and the directory can be created, the renamed directory will be the active directory. *This option is only available if you're running MS-DOS 6.0 or higher.* This option is not available if the current directory is a root directory. See also “Fast Path Setup”.
- *To delete an entire directory tree*, select the directory you want to delete (including all its subdirectories and files) and choose the **Delete Tree** button. After your confirmation the selected directory and all its subdirectories will be deleted. *This option is only available if you're running MS-DOS 6.0 or higher.* This option is not available if the current directory is a root directory. See also “Fast Path Setup”.

## Running a File command from the FastPath dialog box

MegaWord Fast Path lets you run the most common File commands immediately from the Fast Path dialog box. In fact, running Fast Path is in many ways the *recommended method* to run Word's **Open**, **New**, **Save As**, **Insert File**, and **Insert Picture** commands, because you're immediately in the directory where you want to open or save a file. If you're working on a portable computer, with an overcrowded File menu, you could even consider removing the Open and Save As commands.

To run a File command or the MegaWord MultiFile application, select the Command tab, and choose one of the action buttons. The associated Word dialog box will immediately be displayed, with the selected Fast Path as the default directory. Especially the option to run Fast Path before you want to save a new file in a directory that doesn't exist yet, is useful. Now you can create the directory and then choose the “Save As” button, all from within the Fast Path dialog box.

## Making a Network Connection

Choose the **Connect** button on the “Fast Path” or “Directory” tab to display Word's Connect to Network Drive dialog box. From here you can easily make any required network connection. (This option is not available if no network is installed.)

## Returning to the original Directory

Check the "Return to original Directory" box on the Commands tab if you want that the directory from which you started Fast Path will still be the active directory when you quit Fast Path.

## Fast Path Settings

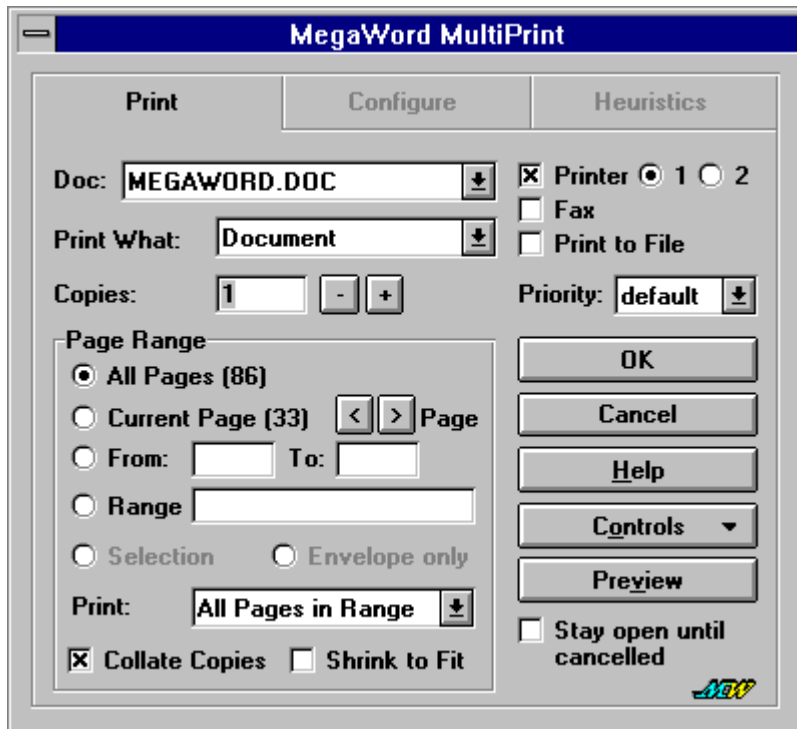
**Allow Fast Load.** This option (available on the Fast Path tab) lets you speed up Fast Path considerably. With this box checked Word will keep the list of Fast Paths in memory after it has been loaded from the database, and Fast Path will display the list at the highest possible speed during the remainder of your Word session. Fast Path will remember your preference and will use the Fast Load method each time you run the macro. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to return to the default method.

**Remove Rename Directory and Delete Tree options.** This option (available on the Directory tab) lets you remove the **Rename Directory** and **Delete Tree** options from the Directory Command list. Since there are no commands in Word that let you rename a directory or delete a directory tree from a macro, Fast Path uses two .PIF's (Program Information Files) to call the MS-DOS 6 MOVE.EXE and DELTREE.EXE programs to perform these tasks. Some computers (especially relatively slow PCs) can have problems running these PIF's. If that's the case in your situation, check this option to disable these features.

# MultiPrint (File Print)



MegaWord MultiPrint is designed to replace Word's built-in File Print command and gives you total control over your print jobs. The macro is especially useful if a fax-modem is installed in your system, because MultiPrint lets you print, fax or both print *and* fax a document without manually changing and resetting printer drivers. Set the priority of your print job and get that urgent document on paper at the highest speed. Finally print white text on a black background. Shrink a document to fit on one fewer pages, change the settings for each of three(!) installed printer drivers, add or remove printers, and control the Windows Print Manager right from within WinWord. MultiPrint also brings back those handy From: and To: settings from "good old" WinWord 2, and lets you print one or all of your open documents or print individual pages from any active document.



## Running MultiPrint

The macro name of MegaWord MultiPrint is **FilePrint**, which is the same as the original Word command macro. If the MEGAWORD.DOT template is loaded, MultiPrint attaches itself automatically to the File menu, replacing the original Word command. There are three ways to run MultiPrint:

- To run MultiPrint, choose Print from the File menu, or click the Print button on the MegaWord toolbar.
- To display the original Word Print dialog box, hold down SHIFT while you choose Print from the File menu, or while you click the Print button on the MegaWord toolbar.
- To bypass any dialog boxes and print the current document using the current printer settings, hold down CTRL while you choose Print from the File menu, or while you click the Print button on the MegaWord toolbar.

## Initializing MultiPrint

Before you can work with MultiPrint you must specify the printer drivers you want to use to print and fax your documents. Choose the **Configure** tab to open the Configuration Panel. Here you can select one or two printer drivers and your fax driver from the three lists. If you don't have access to a second printer,

select [None] in the second list. If you don't have a fax-modem, select [None] in the third list. If you want to make changes to the printer driver settings, choose the appropriate button and select the available options. All selected options are immediately active.

To install new printer drivers, or remove current drivers, choose the **Add/Remove Printers** button.

### Setting Print Priorities

From the Configuration tab you can quickly make the settings that determine how fast your print jobs are done. Select one of the three Print Manager Priority settings. Select "High" to let Windows Print Manager work at his highest speed, select "Low" to slow down printing and speed up your applications, select "Medium" to share your processor speed equally between print jobs and application tasks. If you need a document to be printed at its highest speed, you can temporarily uncheck the "Enable Print Manager" box. In that case your document is immediately sent to your printer port. (Don't forget to enable Print Manager after the print job is finished!). All settings you make in the Configuration tab are *permanent*. The Print Manager Priority settings will apply to all Windows applications.

After you've chosen your settings you won't have to open the Configuration panel again, unless you want to change printer drivers or change printer driver settings.

### Selecting your Print Target

Before you choose the **OK** button in the Print tab, select the target for your print job. The "Printer" option is the default. If you have installed two printers, you can select Printer 1 (the default Windows printer) or Printer 2 (which can be a network printer or a secondary local printer). To send the document by fax, check only the "Fax" box. If you want to send a fax and also keep a hard copy of the document, select both the "Print" and "Fax" box.

Check the "Print To File" box to print the document to a new file instead of routing it directly to a printer. Choose this option to print from a computer that does not have Word for Windows installed, or if you want to print to a printer other than the one for which you originally created the document. When you choose the OK button, Word displays a dialog in which you can select a target drive and directory, and type a new filename.

### Temporary Priority Setting

The Priority listbox offers three options to influence the speed at which the document is printed. The "default" setting uses the current Print Manager priority settings and Word's current Background printing settings. Choose "high" to set Print Manager at its highest speed and disable background printing. This option is especially handy if you have a large print job and you don't need your computer for a while. Choose "low" to set Print Manager at its lowest speed and enable background printing. After you close the dialog box the original Print Manager priority setting and Word's Background printing setting are restored.

### Printing and Faxing a document

To print the *entire current document*, choose the *All Pages* and *All Pages in Range* options in the Page Range group. The total number of pages is listed between brackets after the *All* option. (Note: in order to make sure that the page count is accurate, use background pagination.)

To print only a part of the document, make your selections in the Page Range group.

- To print only the *selected page* or the page containing the insertion point, choose the "Current Page" option. While the dialog box is on your screen, you can browse through your document and select individual pages you want to print, by choosing the < and > buttons. The current page number is listed in front of these buttons.
- To print only the *selected text, object or graphic*, choose the "Selection" option
- To print a *contiguous range of pages*, choose the start and end page in the *From:* and *To:* boxes. If you want to print a range from the first page to a specified page, you only have to fill in the *To:*

box. If you want to print a range from a specified page to the last page, you only have to fill in the *From:* box.

- To print a *non-contiguous range of pages*, type in the *Range:* box the page numbers separated by commas, or a range of pages with a hyphen between the page numbers. For example, to print pages 2, 4, 5, 6, and 8, type 2,4-6,8. To print an envelope that is attached to the beginning of a document, include 0 (zero) as one of the pages in the range.
- To print only the *odd-numbered pages*, choose Odd Pages in the *Print:* listbox
- To print only the *even-numbered pages*, choose Even Pages in the *Print:* listbox
- To print only the *envelope* included in the document, choose the “Envelope only” option. Choosing this option has the same effect as specifying 0 (zero) in the *Range:* box. If the document doesn't contain an envelope (which must be created with Word's envelope feature), this option is not available.

To print more than one copy of the document, specify the number of copies in the *Copies:* box. You can also click the plus and minus buttons to increment or decrement the number of copies to print.

### Other Options

- *Collate Copies.* Check this option to let Word print a complete copy of the first document before it begins to print the first page of the second document.
- *Shrink to Fit.* Check this option to save paper if the last page contains only a few lines of text. Word will then try to decrease the font size of the text just enough to fit the active document on one fewer pages. If Word is unable to perform the operation, a message box is displayed.

To print anything else than the current document, choose one of the options from the *Print What:* list.

1. *Summary Info:* Prints only the summary information for the document.
2. *Annotations:* Prints only the annotations in the document.
3. *Styles:* Prints only the descriptions for any styles in the document.
4. *AutoText Entries:* Prints AutoText entries for the current template and any AutoText entries that are assigned to all templates.
5. *Key Assignments:* Prints the names of macros, the keys to which they are assigned, and their descriptions for the current template. Prints shortcut keys you created for the current template by using the Customize command from the Tools menu.

### Previewing the file

Choose the **Preview** button to switch to Preview mode. If you are already in Preview mode, the button is labeled **Close Preview**. Choosing this button will switch back to normal editing view. Note: if you are in Preview mode, you have two options to print the document. If you choose the Print icon on the toolbar, Word's original Print dialog box is displayed. If you want to use MultiPrint, choose **Print** from the **File** menu.

### Controls

Click the **Controls** button to open a list that offers the following six options:

- *Print Options.* Lets you choose additional printing options, such as draft output and reverse printing order.
- *Paper Size.* Displays Word's Paper Size dialog box, offering you the options to change the paper size or printing orientation.
- *Paper Source.* Displays Word's Margins dialog box, letting you specify the tray for the first and remaining pages of the print job.
- *Margins.* Displays Word's Margins dialog box, allowing you to make changes to the margins of the document before you print it.
-

## Printing more than one Document

The topmost listbox displays the name of the current document. If you have more than one document open, you can open the listbox and select any other active document or macro. There's also an "All Open Documents" option. Select this option to print all currently open documents in one go.

## Influencing Printer Behavior

Choose the **Heuristics** tab to specify a number of advanced settings ("*heuristics*") that influence the way your documents are printed. Usually, printer behavior is controlled by your printer driver or by Word, but this behavior can be overridden by making the appropriate selections from this tab.

The Driver list shows all drivers installed on your system. You can specify different heuristics for each driver. This is especially important in the case of Background Printing. While you may prefer Word to print in the background, some fax drivers don't work properly when Word prints in background mode. By setting the appropriate heuristics for each driver you can force Word to disable background printing if your fax driver is active, and use the default background setting for any other print job.

Choose the **Default** button to select predefined printer heuristics. In case of doubt about the optimal settings contact Microsoft Tech Support or the Printer Manufacturer. Choose the **Confirm** button when you've selected the printer override settings. The information will be stored in your WINWORD6.INI file.

Check the "TrueType as Graphics for White text on black" box to force Word to use TrueType fonts as graphics for *printing white text on a black background*. This setting is recommended for most printers that use the HPPCL or PCL4 language.

Check the "TrueType as Graphics for Clipping around Drawings" box to force Word to use TrueType fonts as graphics for *printing text in combination with pictures or drawings*. This setting is recommended for most printers that use the HPPCL or PCL4 language.

Check the "Simulate smart quotes and em-dashes in non-scaled fonts" box if you experience problems printing *"smart quotes" or em-dashes*. This setting is recommended for printers using the HPPCL5A driver.

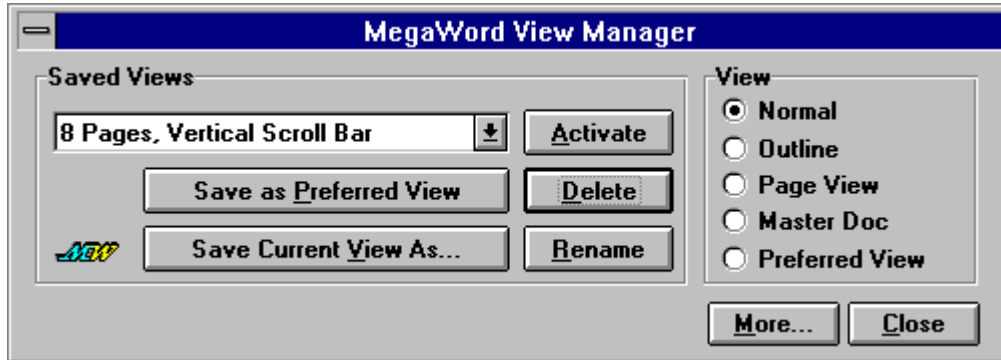
Check the "Disable Paper Size and Tray Handling" box to *disable paper size and tray handling* by Word. This setting is recommended for printers using certain Toshiba drivers.

Check the "Disable Background Printing" box to *disable background printing*, regardless of the settings in Word's Tools Options Print dialog box. This setting is recommended for most *fax printers* and for printers using the DESKJETC or HPPCL5E driver.

# View Manager



MegaWord View Manager brings IntelliSense™ where Microsoft left it out: in the options to set your workspace and document views. Where Word has scattered its viewing options over lots of menus and dialogs, View Manager brings them all together in a single dialog box. But there's more. View Manager lets you save any view under a meaningful name. Create as many named views as you want, then just pick the view you want to apply, and View Manager remodels your workspace exactly the way you've defined it. And, in addition to Word's four standard views, MegaWord gives you one new hotkey-accessible view: your Preferred View.



## Running View Manager

To run MegaWord View Manager, do one of the following:

- Choose **View Manager** from the **View** menu
- Click the ViewManager button on the MegaWord toolbar
- Press the F10 key.

## Shortcuts

- To display the expanded View Manager dialog box with all view options immediately when you run View Manager, hold down the SHIFT key while you choose **View Manager** from the **View** menu, or while you click the ViewManager button on the MegaWord toolbar.
- To activate your Preferred View without displaying the View Manager dialog box, hold down the CTRL key while you choose **View Manager** from the **View** menu, or while you click the ViewManager button on the MegaWord toolbar.

## View Manager Options

If you run View Manager in default mode, the dialog box shown above is displayed. In this dialog box you can quickly select one of the five main views (Normal, Outline, Page View, Master Doc and Preferred View), or activate or modify one of the named views you've saved before. In addition, you can quickly save the current view under an appropriate name. (Activating and saving Views is discussed in detail below.) Choose the **More** button to expand the dialog box and use all Word's options to set the current view.

## Setting a View

The expanded View Manager dialog box shows all available view settings and their current status. Grayed-out options refer to settings that are not available in the current view. Most options are the same as the ones you can find in the View, Tools and Table menu, and speak for themselves. You can select

or deselect any setting and see the effect immediately without closing the dialog box. Choose the **Zoom** button to display Word's Zoom dialog box.

### **Saving a View**

You can save any current view under a meaningful name and reactivate the associated view settings with just one button click anytime in the future. To add a named view to the list, first select your view settings in the dialog box, then choose the **Save View As** button. Accept the default name presented in the inputbox, or type a new name. View names can be up to 50 characters long. When you specify a View name, don't use the square bracket characters “[” and “]”, or the equal sign “=”. Choose OK in the inputbox to add the new view to the list. Here are a few suggestions for view names:

- 8 Pages, Vertical Scroll Bar
- All Visible - 100% Zoom
- Clean Screen - Full Page
- Clean Screen - Max Page Width
- Outline, Draft, Wrap to Window
- Normal, .75 Inch Style Area
- Normal, Show all Non Printing Chars
- Standard View (Normal, 100%)
- Two Pages

### **Activating a View**

To activate a saved view, open the “Saved Views” list, select a view name from the list and choose the **Activate** button. All view settings associated with that view will be applied. The dialog box will stay on your screen so that you can still fine-tune the view afterwards. If you apply a named view that can't be fully activated (for instance: Page Layout View while the current document is a macro), View manager will only be able to apply part of the view settings. Choose the **Close** button to close the dialog box.

### **Redefining a Saved View**

To modify the settings of a saved view, first select the view you want to redefine from the list and choose the **Activate** button to apply the saved view settings. Then make the necessary changes in the dialog box, and choose the **Save View As** button. An inputbox will present the current view as the default view name. To save the new settings under the existing view name, just click the **OK** button in the inputbox.

### **Renaming a Saved View**

To change the name of a saved view, select the name you want to change from the list and choose the **Rename** button. Type the new name in the inputbox and click **OK**. The new name will be added to the list, the old name will be removed. When you specify a View name, don't use the square bracket characters “[” and “]”, or the equal sign “=”.

### **Deleting a Saved View**

To remove a saved view from the list, select the name you want to remove, then click the **Delete** button. After your confirmation the view name will be removed from the list.

### **Defining a Preferred View**

You can select one of your saved Views and choose the **Save as Preferred View** button to save it as your Preferred View. To activate your preferred view, choose the *Preferred View* option from the dialog box, or use the key combination discussed under "Shortcuts" above.

### **Running View Manager in a split window**

You can split your document view in two panes, and apply different views to each pane. If the document is currently *not* split, choose the **Split** button in the “Panels” group to create two equally sized panes.



Then select “Top” or “Bottom” to activate the pane in which you want to set the view. All settings you choose in the dialog box (except the settings in the “Window” group) will now affect only the view of the Active Pane.

If the document is currently split, the button in the “Panels” group is labeled **Close Top Pane** or **Close Bottom Pane**. Choosing this button will close the pane that does *not* hold the insertion point. If the bottom pane is a Footnote or Annotation Pane, you can only close the bottom pane.

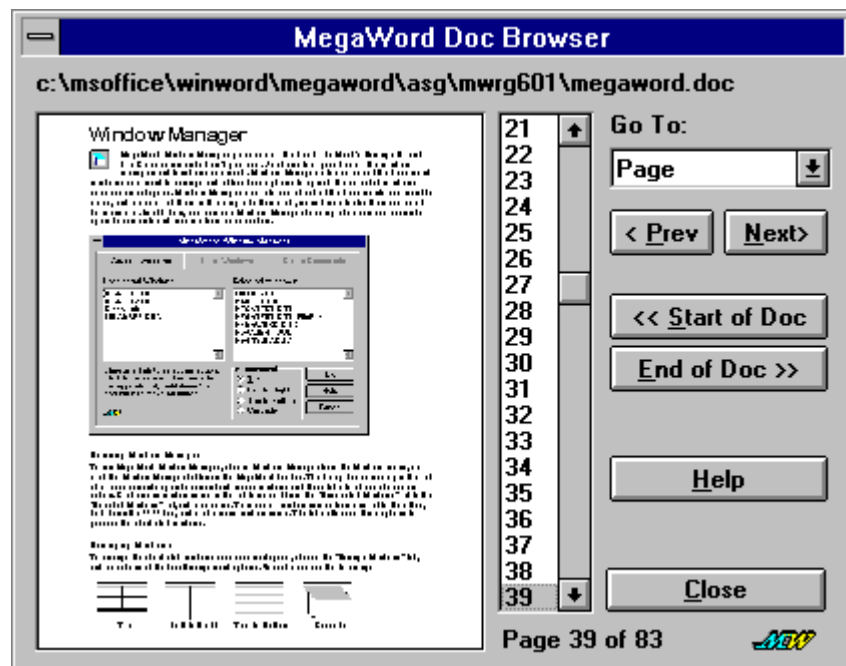
### **Speeding up View Manager**

The first time you run View Manager during a Word session, the macro loads the saved views from your disk. Depending on the number of views and the speed of your system this can take a second or two. You can speed up the process considerably by checking the **Allow Fast Load** box. With this box checked Word will keep the list of saved views in memory after it has loaded it from the database, and View Manager will display the list at the highest possible speed during the remainder of your Word session. View Manager will remember your preference and will use the Fast Load method each time you run Word. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to return to the default load-from-disk method.

# Doc Browser



MegaWord Doc Browser is a handy utility that lets you quickly move to any part of your document. Doc Browser is fully wysiwyg (What You See Is Where You Go), which makes it a lot more intuitive than Word's Edit GoTo command. You'll probably appreciate Doc Browser most if you want to find your way in a long document.



## Running Doc Browser

To run MegaWord Doc Browser, choose **Doc Browser** from the **View** menu, or click the Doc Browser button on the MegaWord Toolbar.

## How to move to a page when the Doc Browser dialog box is displayed

- Select any page by clicking on the appropriate number in the Page Gauge.
- Choose the **Start of Doc** or **End of Doc** button to quickly move to the edges of your document.
- Click the **Prev** or **Next** button to jump to the previous or next occurrence of the selected item in the Go To list. Your options are: Page (default), Section, Annotation, Footnote, Endnote, Field, Table, Graphic, Equation, and Object.
- When you choose the **Close** button the page you've last selected becomes the active page

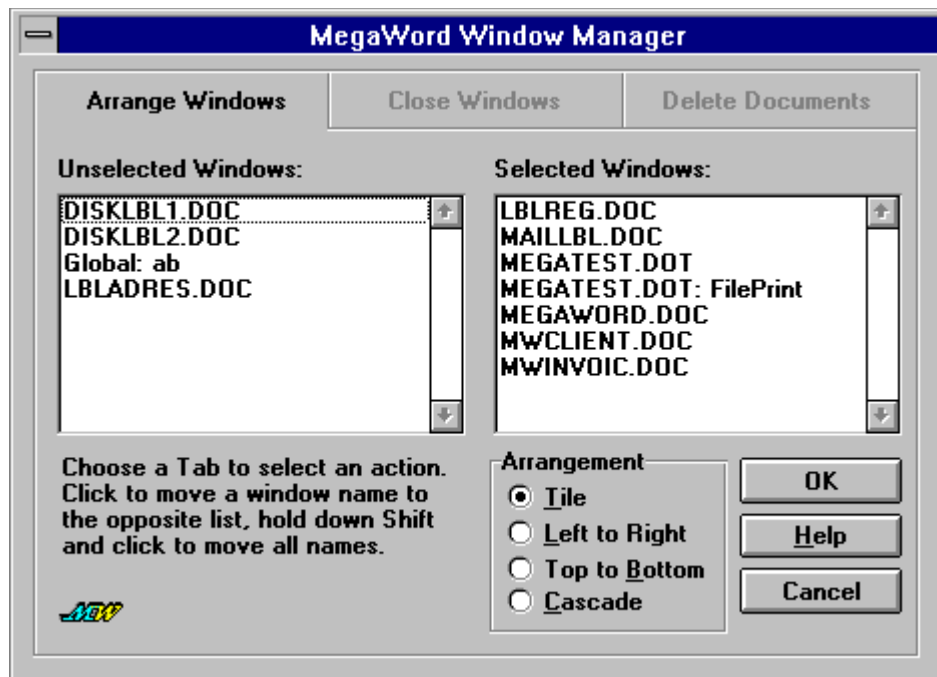
## Notes

- Doc Browser works only when you're in Normal view or Page Layout view and if a document holds text. In other words: not in Outline, Master Document, or Macro view.
- The Preview box doesn't show an exact representation of the selected page. Especially pages that have little text will look different in the Preview box.
- Doc Browser jumps on a page by page basis. If a page holds multiple instances of the selected Go To item (e.g. more than one field or section), choosing the **Prev** or **Next** button will jump to the previous or next occurrence of that item on a different page than the one shown in the Preview box.
- If the Preview doesn't display a new page when you choose a button, this means that there are no more occurrences of the selected Go To item in the document.
- If Doc Browser shows grayed out buttons, you can't jump in that direction.

# Window Manager



MegaWord Window Manager gives you all the flexibility Word's Arrange All and File Close commands don't give you. Just one tool provides all the window management functions you need. Window Manager lets you select the document windows you want to arrange and offers four options to spread the selected windows over your workspace. Window Manager also lets you shortlist the documents you want to close, and close all of them with a single button click, many times faster than you could do manually. In addition, you can use Window Manager to completely delete currently open documents and macros from your system.



## Running Window Manager

To run MegaWord Window Manager, choose **Window Manager** from the **Window** menu, or click the Window Manager button on the MegaWord toolbar. The dialog box comes up with a list of all your currently open document and macro windows and three tabs to let you choose an action. Click on any window name in the list to move it from the “Unselected Windows” list to the “Selected Windows” list, and vice versa. To move all window names from one list to the other, hold down the **SHIFT** key, and click on any window name. The tabs offer you three options to process the shortlisted windows.

## Arranging Windows

To arrange the shortlisted windows over your workspace, choose the “Arrange Windows” tab, and select one of the four Arrangement options. Click the **OK** button to confirm your choices. Window Manager will arrange the selected windows the way you've specified. The dialog box stays on your screen so that you can change your options, and choose **OK** again to make them effective. In some cases you'll discover that the arranged windows either don't fit in the workspace, or are displayed smaller than necessary. If that's the case, click **OK** again to rearrange the windows.

## Closing Document Windows

To close the shortlisted windows, choose the “Close Windows” tab. Your options are the following:

- “Confirm Each” will prompt you to save each document if it wasn't saved after the last edit.
- “Save Always” will automatically save each document if it wasn't saved after the last edit.

- “Don’t Save” will close each document without saving it.

### **Deleting Documents and Macros**

Choose the "Delete Documents" tab to permanently delete the selected files and macros from your system. *This is a dangerous command*, but this option is extremely handy if you want to get rid of temporary documents and scrap macros. Selected unsaved documents will be closed without saving, selected saved and named documents will be closed and deleted from your disk, selected macros will be removed from the template where they belong. Before the macro removes these files you'll be asked to confirm the action.

### **Shortcuts**

You can quickly arrange all open document windows without displaying the dialog box, by holding down the SHIFT and/or CTRL key while you choose **Window Manager** from the **Window** menu, or while you click the Window Manager button on the MegaWord toolbar. This is the effect:

- SHIFT key down: all current windows are arranged in Cascade formation
- CTRL key down: all current windows are arranged in Top to Bottom formation
- CTRL+SHIFT key down: all current windows are arranged in Left to Right formation

(Note: to arrange all current windows in Tile formation, choose Word's **Arrange** command from the **Window** menu.

# Toolbar Picker

MegaWord Toolbar Picker gives you the easiest and fastest method to modify or add new buttons to your toolbars. The “All Buttons” toolbar displays all 312 toolbar buttons Word lets you choose from. All you have to do to change an existing toolbar button is to copy a button image from the All Buttons bar and paste it to another toolbar. Two mouse clicks and you’re done!



## Running Toolbar Picker

If you want to replace a toolbar button with another one, make sure that both the toolbar you want to change and the All Buttons toolbar are displayed. Here are the steps to follow:

1. To display the All Buttons toolbar, choose **Toolbars** from the **View** menu, check the box in front of the All Buttons entry, then click **OK**.
2. Click with the right mouse button on any toolbar button and choose **Customize**. This displays the Customize dialog box.
3. Move the Customize dialog box as far out of your workspace as possible, to create enough room to make both toolbars visible.
4. In the All Buttons toolbar, click with the right mouse button on the toolbar button you want to copy.
5. Choose **Copy Button Image** from the menu.
6. Move the mouse pointer to the button in the toolbar you want to change and click with the right mouse button.
7. Choose **Paste Button Image** from the menu.
8. Repeat steps 4 through 7 for each button you want to change
9. Move the Customize dialog box back into your workspace and choose the **Close** button.

## Editing toolbar buttons

If you want to modify the toolbar button you’ve just copied, change the steps described above as follows:

8. Click again with the right mouse button on the toolbar button you’ve just copied
9. Choose **Edit Button Image** from the menu. This displays Word’s Button Editor.
10. Make the changes to the button image, then click the **OK** button
11. Repeat steps 4 through 10 for each button you want to change
12. Move the Customize dialog box back into your workspace and choose the **Close** button.

**Note:**

All buttons on the All Buttons toolbar have been assigned to the Arial character. This has no further significance; the only purpose of this toolbar is to provide a “cut and paste” palette for editing other toolbars. Close the All Buttons toolbar as soon as you don’t need it anymore.

# True Name



MegaWord TrueName brings back from WinWord 2 what Microsoft left out in WinWord 6: the full pathname of a file on the titlebar. This is especially useful if you're working on two files with the same name, but located in different directories, or if you're comparing macros from two templates with the same name. TrueName also gives you the opportunity to quickly read or change the Title of the active document, or the Description of the active macro, and insert the name or title of the file in your document.



Default short file name



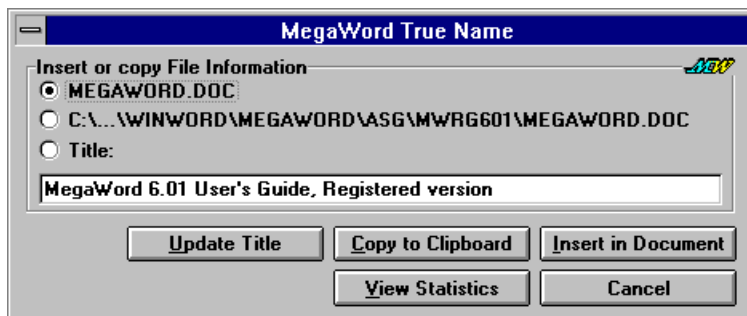
Full path name



Title / Description

## Running True Name

- To display the *full path name* of a document on the titlebar, choose **True Name** from the **Window** menu, or click the True Name button on the MegaWord toolbar. Choose the same command to restore the short window name. Note that the full path name doesn't "stick" on the titlebar. When you change to another window, the default short filename will replace the long name.
- To read the *title* of the active document or the *description* of the active macro, hold down the SHIFT key and choose **True Name** from the **Window** menu, or click the True Name button on the MegaWord toolbar. If no title or description is available the titlebar will show the text [No Title]. Hold down SHIFT and choose the same command to restore the original window name.
- Hold down the CTRL key and choose **True Name** from the **Window** menu, or click the True Name button on the MegaWord toolbar to display the following dialog box: (This option is not available if the document hasn't been saved yet.)



In this dialog box you have the following options:

- The "Title:" inputbox displays the current title of the document, or the description of the macro. The box is empty if no title exists. If you want to create or change the title, type the new title in the text box and choose the **Update Title** button.
- Select one of the three options to insert a) the name of the document, b) its full path, or c) its description in your document. Choose the **Insert in Document** button to insert the item at the current insertion point; choose the **Copy to Clipboard** button to copy the item to the Clipboard from where you can insert it anywhere in your document.
- Choose the **View Statistics** button to display the Statistics dialog box for the active document.

# Quick Zoom Up, Quick Zoom Down



MegaWord Quick Zoom Up and Quick Zoom Down give you a keyboard interface to Word's zoom feature. The macros let you quickly zoom in and out in 20% increments. You may find this hotkey option even more effective than setting the magnification via Word's toolbar or the Zoom dialog box.

## Running Quick Zoom Up and Quick Zoom Down

- To *increase* the current zoom factor with 20% hold down the ALT key and press the PLUS key on your numeric keypad, or click the Zoom Up button on the MegaWord toolbar.
- To *decrease* the current zoom factor with 20% hold down the ALT key and press the MINUS key on your numeric keypad, or click the Zoom Down button on the MegaWord toolbar.

## More Options from the Quick Zoom Up and Quick Zoom Down Toolbar Buttons

The following Quick Zoom options are available when you hold down one or more keys while you click the Zoom Up or Zoom Down button on the MegaWord Toolbar:

SHIFT + Zoom Up	Zoom to 200% magnification
CTRL + Zoom Up	Zoom to full Page Width
CTRL + SHIFT + Zoom Up	Zoom to 100% magnification
SHIFT + Zoom Down	Zoom to 75% magnification
CTRL + Zoom Down	Zoom to full Page View
CTRL + SHIFT + Zoom Down	Zoom to 100% magnification

# Quick Split



MegaWord Quick Split is an enhanced version of Word's built-in document splitting feature. It not only gives you a fast keyboard controlled document splitter, Quick Split is also IntelliSense™-able enough to know which pane to close if you run the command when the document is already split.

## Running Quick Split

To run Quick Split, do one of the following:

- Choose **Split** from the **Window** menu,
- Click the Split button on the MegaWord toolbar
- Hold down the ALT key and press the slash key (/).

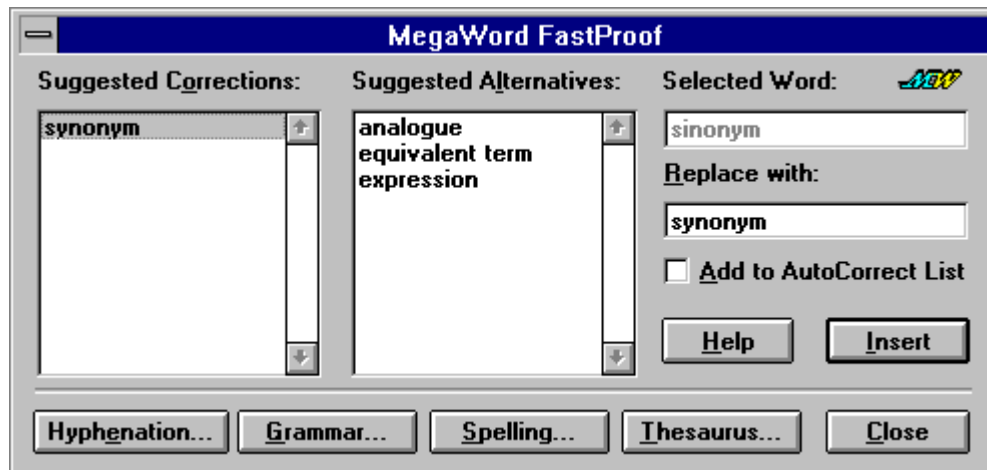
If the window is already split, place the insertion point in the window pane that you do *not* want to close and run **Remove Split** from the Window menu, or click the Split button on the MegaWord toolbar, or hold down the ALT key and press the slash key.



# FastProof



MegaWord FastProof lets you instantly check and correct the spelling of any word in your document (optionally adding it to your AutoCorrect list), or replace a selected word with a synonym. In addition, FastProof gives you immediate access to Word's built-in proofing tools.



## Running FastProof

To run **FastProof**, place your insertion point in or after the word of which you want to check the spelling and click the right button of your mouse, or click the **FastProof** button on the MegaWord toolbar. If the current selection spans more than one word, **FastProof** only looks at the first word in the selection. While the macro runs, the selection is temporarily moved to the top of the window so that it's not obscured by the dialog box. After the dialog box is closed your original selection and window layout is automatically restored.

## The FastProof Dialog Box

The **FastProof** dialog box displays two lists. If the selected word is misspelled, the first list shows suggestions for corrections. If the spelling was correct, the list shows the text [no suggestions]. The second list displays alternative words (synonyms, antonyms or related words) for each word in the first list. If no alternative words are available, the list shows the text [no suggestions].

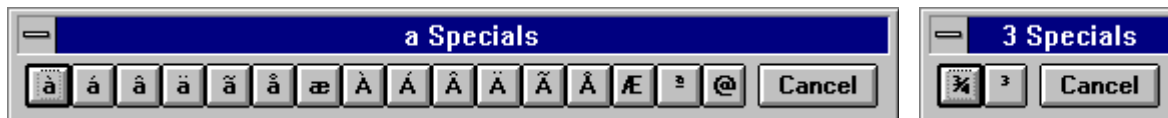
You can click on any word in either list to copy it to the "Replace with" textbox. Then choose the **Insert** button to replace the original word with the correctly spelled word or the selected synonym. If the word you typed is one of your common spelling errors, check the "Add to AutoCorrect List" box before you choose the **Insert** button. FastProof will add an entry to your current AutoCorrect list, so that the next time you make the same spelling mistake, the correct word is automatically inserted instead.

**FastProof** also gives you quick access to Word's Proofing Tools. Click the appropriate button to display the associated Word dialog boxes.

# Special Characters



MegaWord Special Characters lets you insert any special character without the need to learn and remember ANSI codes or complicated shortcut keys, such as CTRL+ALT+C and CTRL+`,`. With Special Characters you just type the character that looks like the one you want to insert and press the single hotkey you have to remember. Immediately a dialog box pops up, displaying all available characters. Point, click, done!



## Running Special Characters

**Special Characters** is a macro that responds to the character at the left of the insertion point, and offers a number of alternative characters from a mini toolbar. To run Special Characters, type a character for which you need an accented version or look-alike, then choose **Special Character** from the **Insert** menu, or click the Special Characters button on the MegaWord toolbar, or press ALT+F3. If the macro knows alternatives for the character at the left of the insertion point, you'll see a toolbar at the top of your screen. Select the character you want to insert, and click with your mouse. The selected character is immediately inserted in your document, replacing the original character.

If Special Characters doesn't have alternative characters, Word's **Symbol** dialog box is displayed, from where you can select any other character or symbol.

## Available characters

The following table lists all characters that Special Characters can handle. The "Trigger" column shows the characters that can trigger the macro, the "Toolbar" column lists the characters that will be displayed on the toolbar when you type a trigger character and run the macro.

Trigger	Toolbar	Trigger	Toolbar
A a	à á â ã ä å æ À Á Â Ã Ä Å Æ ª @	.	... •
E e	è é ê ë Ë Ê Ë Ì	+	† ‡ ±
I i	ì í î ï Ì Í Î Ï	-	— — ◊ ÷ ±
O o	ò ó ô õ ö ø œ Ò Ó Ô Õ Ö Ø Æ °	%	‰
U u	ù ú û ü Ù Ú Û Ü	1	½ ¼ <sup>1</sup> / <sub>4</sub>
C c ç ©	ç Ç ç ©	2	½ <sup>2</sup> / <sub>2</sub>
f F	f	3	<sup>3</sup> / <sub>4</sub>
N n ñ Ñ	ñ Ñ	4	¼ <sup>3</sup> / <sub>4</sub>
R r	®	/	¼ ½ <sup>3</sup> / <sub>4</sub>
S s	ß š Š	\$ £	£ \$ ¥ ¢
T t	™	< >	« »
Y y ý Ÿ Ý ¥	ý Ÿ Ý ¥	*	© ® ™ « » † ‡ ° ´ ‚ § ¶ ¯
D d ð Ð	ð Ð	?	¿
m M	µ	!	¡
.	... •	" ' „ ”	„ ' „ ”

<sup>1</sup> Watch out for some of Word's shortcuts. Typing ctrl+`,` will insert the à character in your document, but reversing the two characters (ctrl+a,`) will delete your entire document! Using MegaWord Special Characters is a lot safer...

# Compose Character



MegaWord Compose Character offers an alternative way to create special characters and also performs a few tricks that Word's AutoCorrect and AutoText can't do. The idea behind Compose Character is that any combination of two characters can represent another character or even an entire string. Compose Character is fully configurable. You can teach Compose Character to change the character combination "cc" into the © character and "14" into the ¼ character, or to replace the letters "zz" into Zabadeus Zacharias, and "OK" into "This Is The Best Thing I've Ever Seen And I Want It Now!". MegaWord Compose Character is even capable of creating and inserting characters that don't exist at all.

## Running ComposeCharacter

MegaWord Compose Character responds to the last two characters you typed, or to the two characters at the left of the insertion point. (*Note that Word's AutoText and AutoCorrect features only work with single words, followed by a space; MegaWord Compose Character works with any combination of two characters, even in the middle of a word.*)

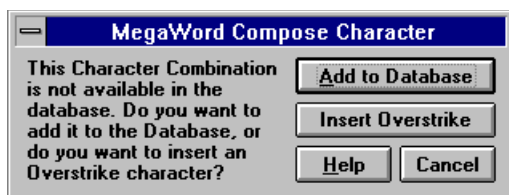
The macro selects those two characters and then looks in its database whether an associated character string is available. If that's the case, the new character or string is immediately pasted in your document, replacing the two characters that triggered it. If, for example the two characters at the left of the insertion point are "oe", Compose Character will replace them with the single character "œ".

If at least one of the two characters is in *uppercase*, the resulting composed character will also be in uppercase. (*Word's AutoText and AutoCorrect aren't that smart.*) If, for example the two characters at the left of the insertion point are "OE", "Oe" or "oE", Compose Character will replace them with the single character "Œ".

To run Compose Character, place the insertion point behind the two characters you want to change into a single character or string and do one of the following:

- Press ALT+F8
- Select **Compose Character** from the **Insert** menu
- Click the Compose Character button on the MegaWord toolbar

If the two characters are regular alphanumeric characters (in other words: not field characters or other control codes), but don't have a matching value in the database, the following dialog box pops up:

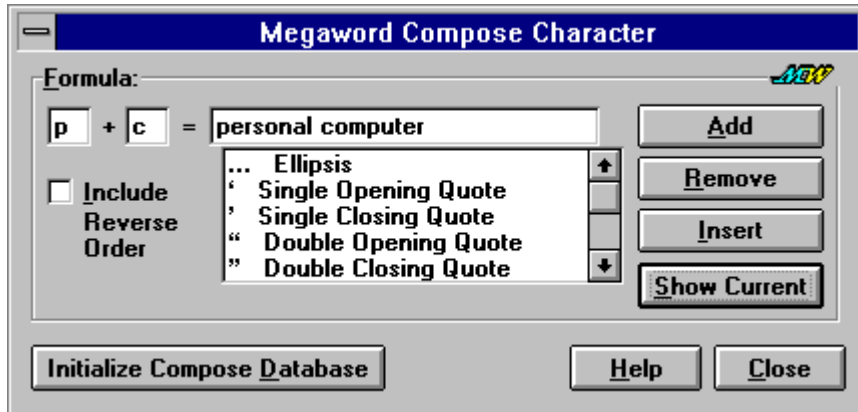


Now you have two options. If you want to print the two characters *on top of each other*, "overstrike" in word-processing jargon, choose "Insert Overstrike". (If you're working in a macro editing window, the Overstrike option isn't available.) The macro then merges the two characters into one single character. In most cases you'll see the effect immediately on your screen; in all case it'll be printed the way you want it. You can overstrike nearly every combination of two characters; you can even overstrike characters that have been overstruck before. Here are some examples of overstruck characters:

## Adding a Composition to the Database

If you want to associate the two selected characters with another character or string, you can choose the **Add to Database** button. If, for instance, the two characters at the left of the insertion point were "p" and

"c", and you want this character pair to be your shortcut for the string "personal computer", the following dialog box is displayed.



The macro has already filled in the two "trigger" characters. All you have to do is type the associated character or string (in this case the string "personal computer") in the third inputbox. If the string is too long to fit in the box, it'll scroll from right to left while you type. If you want to check if there's already a string associated with the two characters, choose the **Show Current** button. If there is no current definition, the dialog box shows the text [Not Defined]. If you want to associate the two characters with a special character or symbol you'll probably find it in the list. Scroll down the list, and select the character if you find it. Then click the **Add** button to add the composition to the Compose Character database. You can also insert the selected character or string immediately in your text by choosing the **Insert** button.

### Include Reverse Order

Optionally, you can check the "Include Reverse Order" checkbox. For example, if you want to associate both the character combination "L-" and "-L" with the £ character, you only have to type the characters "L" and "-" in the "Formula" boxes. With the "Include Reverse Order" box checked both combinations will be associated with the composition, which means that from now on you can type the two characters in any order to have them replaced with their associated character or string.

### Limitations

Compose Character stores all character compositions in the MEGAWORD.INI file. Due to the syntax of INI file entries, you can't use the square bracket characters "[" and "]" or the equal sign "=" as trigger characters.

### Initializing Compose Character

If you want to define a range of character compositions, type "\*" (two asterisks) in your document and hit ALT+F8. This brings immediately the main Compose Character dialog box on your screen. Choose the **Initialize Compose Database** button to create a database which holds more than 150 ready-to-use compositions. The following table gives a complete overview of standard character compositions. The two characters at the left of the equal sign are the characters you must type, the character or string at the right of the equal sign is the string that replaces the two trigger characters when you run Compose Character.

f- = f	++ = ‡	`" = `"	-m = -	/c = ¢	ox = ¤
-f = f	%0 = %	"" = ""	m- = -	c/ = ¢	y- = ¥
ff = f	0% = %	'" = '"	-- = -	l- = £	-y = ¥
'' = "	`\` = `\"	n- = -	tm = ™	-l = £	co = ©
.. = ...	'\` = '\`	-n = -	!! = ¡	xo = ¤	oc = ©

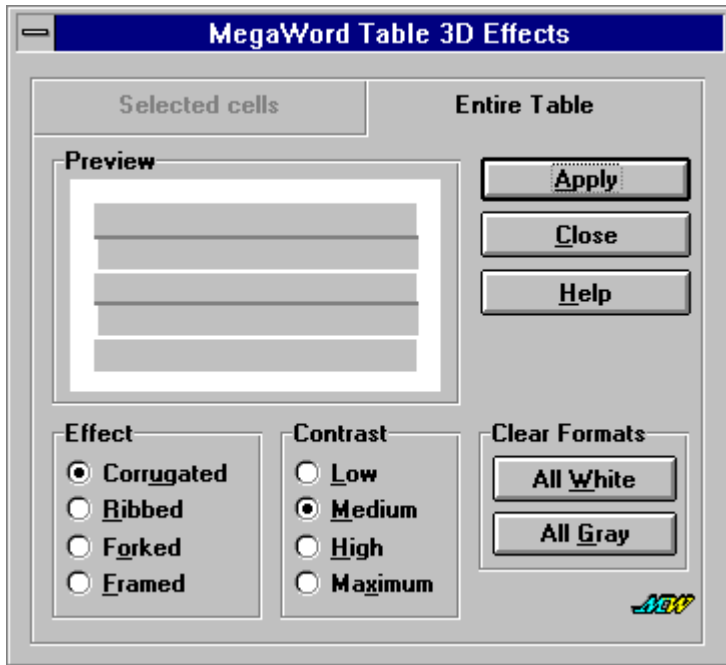
aa = a	12 = ½	,c = ç	i' = ì	'o = ó	'u = ú
<< = «	34 = ¾	c, = ç	'i = í	o' = ó	u' = ú
ro = ®	?? = ¿	d- = ð	i' = í	^o = ô	^u = û
or = ®	`a = à	-d = ð	'i = í	o^ = ô	u^ = û
+ - = ±	`a = à	`e = è	i' = í	~o = õ	"u = ü
- + = ±	a` = â	e` = è	^i = î	o~ = õ	u" = ü
22 = ²	a' = á	`e = è	i^ = î	"o = ö	u: = ü
^2 = ²	'a = á	e' = é	"i = ï	o" = ö	:u = ü
2^ = ²	a' = á	e' = é	i" = ï	o: = ö	'y = ý
33 = ³	'a = á	'e = é	i: = ï	:o = ö	y' = ý
^3 = ³	a' = á	e' = é	:i = ï	/o = ø	y" = ý
3^ = ³	^a = â	'e = é	~n = ñ	o/ = ø	"y = ý
mu = µ	a^ = â	^e = ê	n~ = ñ	s^ = š	:y = ý
11 = ¹	~a = ã	e^ = ê	xx = x	^s = š	y: = ý
^1 = ¹	a~ = ã	"e = ë	oe = œ	ss = ß	ij = ý
1^ = ¹	a" = ä	e" = ë	`o = ò	`u = ù	p- = þ
00 = °	"a = ä	e: = ë	o` = ò	u` = ù	-p = þ
^0 = °	a: = ä	:e = ë	`o = ò	`u = ù	-: = ÷
0^ = °	:a = ä	`i = ì	o` = ò	u` = ù	: - = ÷
>> = »	ao = å	i` = ì	'o = ó	'u = ú	
14 = ¼	ae = æ	`i = ì	o' = ó	u' = ú	

pc = personal computer  
uk = United Kingdom  
us = United States  
ww = Word for Windows

# Table 3D Effects



MegaWord Table 3D takes your tables to a new dimension: the third. Even more than with Word's Table AutoFormat you can now add spectacular 3-dimensional effects to your tables or to selected cells in a table.



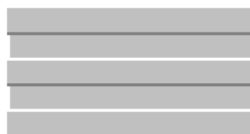
## Running Table 3D

To run MegaWord Table 3D Effects choose **3D Effects** from the **Table** menu or from any of the right-mouse-click Table shortcut menus.

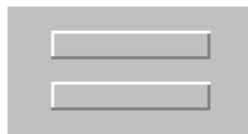
- To apply 3D effects to *selected cells* you must select the cells before you run the macro.
- To apply 3D effects to an *entire table*, you only have to place the insertion point somewhere inside the table.

## Applying 3D Effects to an Entire Table

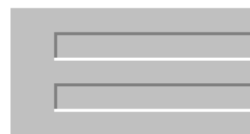
If you want to apply 3D effects to an entire table, select the "Entire Table" tab. Choose the desired Effect and Contrast, then choose the **Apply** button. The table will immediately take the chosen 3D effect. To remove the effect, choose the **All White** button to remove all borders and background effects, or **All Gray** to remove all borders and leave the table entirely gray. These are the available effects (each of them is available in four levels of contrast):



**Corrugated**



**Ribbed**



**Forked**



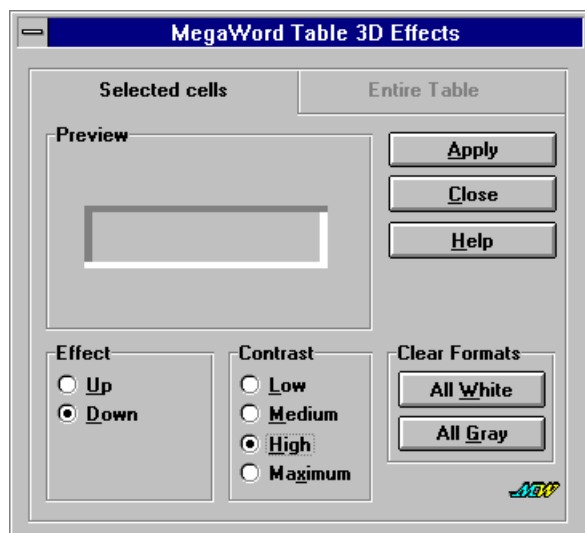
**Framed**

The following table demonstrates the effect you can obtain:

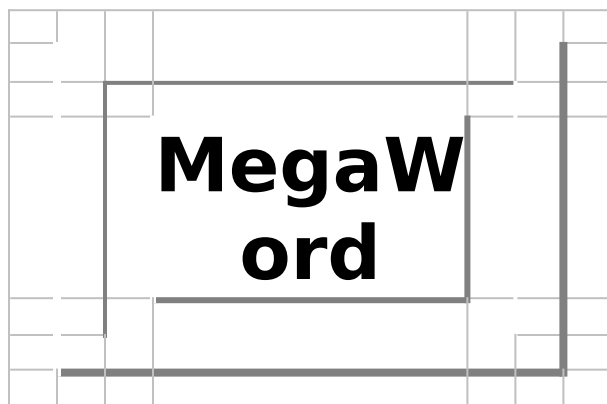
December 1994						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Applying 3D Effects to Selected Cells

Applying 3D effects to selected cells is a two-step process. First apply the **All Gray** effect to the entire table. If the table doesn't become entirely gray, choose first **All White**, then **All Gray**. Now close the dialog box, and select the cells to which you want to give a 3D effect. The dialog box then offers the following options:



Select the desired Effect and Contrast, then choose the **Apply** button. The selected cells will immediately take the chosen 3D effect. To remove the effect, choose the **All White** button to remove all borders and background effects from the selected cells, or **All Gray** to remove all borders and leave the selected cells entirely gray. The following table demonstrates the effect you can obtain:

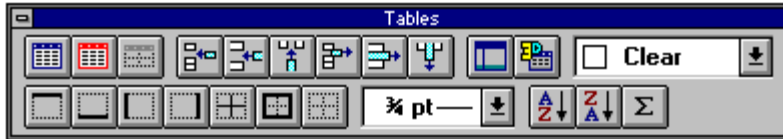


# Table Toolbar



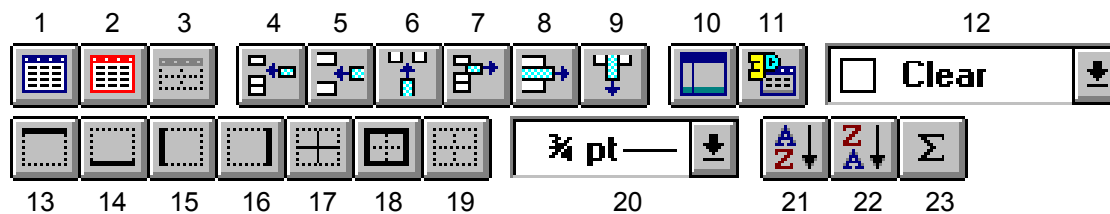
MegaWord brings you the toolbar Microsoft forgot. The MegaWord Table toolbar lets you add and remove cells, add borders and shading, sort your tables and make table calculations, all with a click on a button. And of course you can also run MegaWord

Table 3D from the same toolbar.



## Displaying the Table Toolbar

To toggle the Table Toolbar on and off, choose **Table Toolbar** from the **Table** menu, or select the Table Toolbar in the **View Toolbars** dialog box. The Table Toolbar offers the following options:



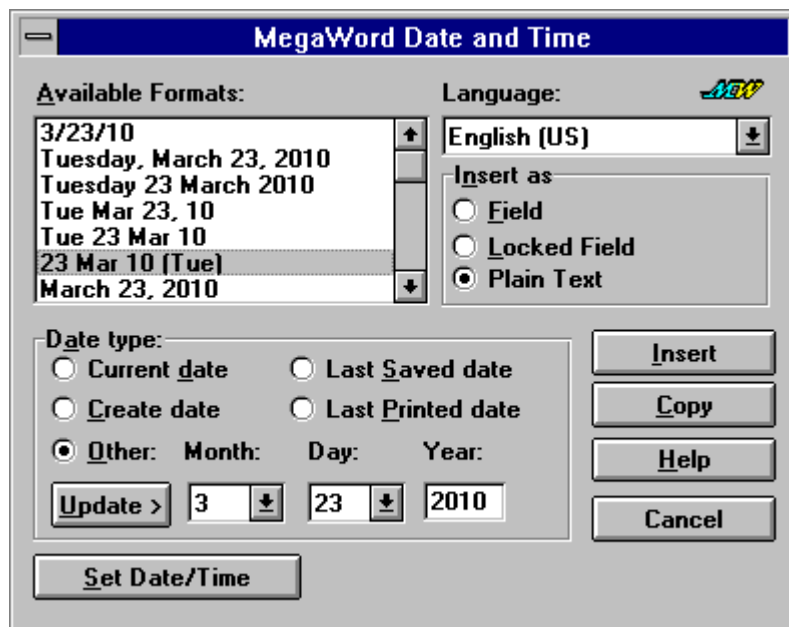
- |                    |                       |                     |
|--------------------|-----------------------|---------------------|
| 1. Insert Table    | 9. Delete Columns     | 17. Inside Border   |
| 2. Select Table    | 10. Table Auto Format | 18. Outside Border  |
| 3. Table Gridlines | 11. Table 3D Effects  | 19. No Border       |
| 4. Insert Cells    | 12. Shading           | 20. Line Style      |
| 5. Insert Rows     | 13. Top Border        | 21. Sort Ascending  |
| 6. Insert Columns  | 14. Bottom Border     | 22. Sort Descending |
| 7. Delete Cells    | 15. Left Border       | 23. AutoSum         |
| 8. Delete Rows     | 16. Right Border      |                     |



# Date and Time



MegaWord Date and Time is designed to replace Word's built-in Date and Time command. The enhanced MegaWord version may be a bit slower, but offers you more date types, more date formats and a truly international approach: MegaWord lets you insert *any* date/time in *any* language supported by Word. And if the date and time aren't right, you can now at last set them from within Word, without going to the Control Panel.



## Running Date and Time

The macro name of MegaWord Date and Time is **InsertDateTime**, which is the same as the original Word command macro. If the !!!MEGA.DOT template is loaded, MegaWord Date and Time attaches itself automatically to the Insert menu, replacing the original Word command. There are three ways to run Insert Date and Time:

- To run Date and Time, choose Date and Time from the Insert menu, or click the Date/Time button on the MegaWord toolbar.
- To display the original Word dialog box, hold down SHIFT while you choose Date and Time from the Insert menu, or while you click the Date/Time button on the MegaWord toolbar.
- To bypass any dialog boxes and insert the **current date** in your document, hold down CTRL while you choose Date and Time from the Insert menu, or while you click the Date/Time button on the MegaWord toolbar.
- To bypass any dialog boxes and insert the **current time** in your document, hold down CTRL+SHIFT while you choose Date and Time from the Insert menu, or while you click the Date/Time button on the MegaWord toolbar.

## Dialog Box options

- You can select from four *preset date types*: the current date, and the date the document was created, last saved or last printed. The fifth option lets you specify any date in the past or future, as long as it's after December 31, 1899 or before January 1, 4096.
- You can select from 31 *date formats* (compared to 13 in Word's own version), including many international date formats, such as French, German and Scandinavian formats.

- You can choose from 21 *languages*. The languages for which the document is set up, appears as the default in the Language list.
- You can choose from 3 ways to insert the date. The “Plain Text” option is the default and inserts the date/time as text. The “Field” option inserts the date/time as a field that can be updated anytime by selecting the field and pressing the F9 key. The “Locked Field” option (which is not available in Word’s dialog box), inserts the date/time as a field but locks the field contents which can then only be unlocked by pressing CTRL+SHIFT+F11.
- Unlike Word's dialog box, MegaWord lets you also insert the date and time in a macro document, or copy the date/time to the Clipboard, from where you can paste it anywhere you want.

### Date/Time Preview

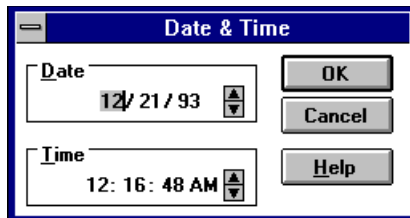
If you choose an other date than the current date, you must choose the **Update** button to get a preview of the formatted date.

### Inserting the Date/Time

- Choose the **Insert** button to insert the highlighted date/time in your document.
- Choose the **Copy** button to copy the highlighted date/time to the Clipboard. After that you can paste the date/time anywhere in your document.

### Setting the Date and Time

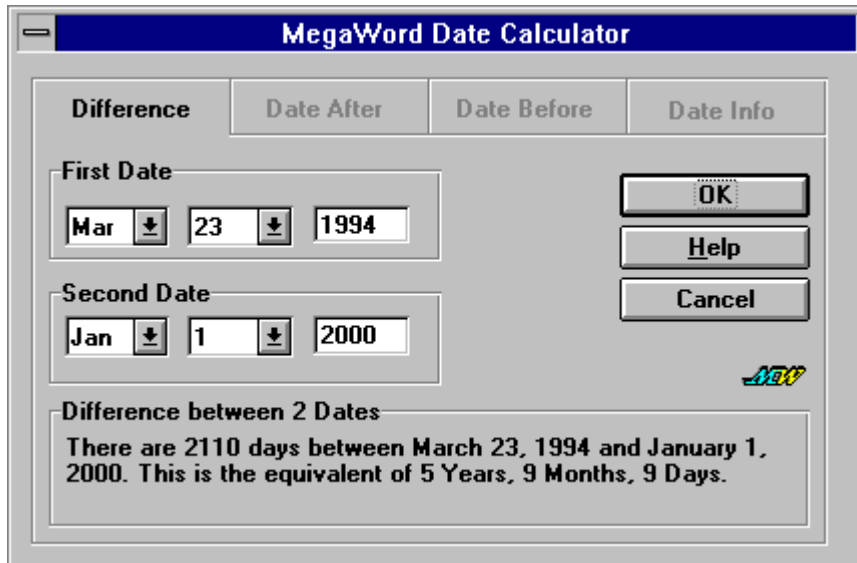
Choose the **Set Date/Time** button to change the current system date and/or time. This will activate the Control Panel Date and Time dialog box, in which you can make the necessary adjustments:



# Date Calculator



MegaWord Date Calculator performs any kind of date calculation you can imagine. Date Calculator gives you the difference between two dates, finds any date in the past or future, and provides comprehensive information about any date between the year zero and eternity.



## Running Date Calculator

To run MegaWord Date Calculator, choose **Date Calculator** from the **Mega** menu, or click the Date Calculator button on the MegaWord toolbar. In the dialog box, select the tab corresponding to the type of date calculation you want to perform. Then provide the required information and choose the **OK** button. The result is immediately displayed.

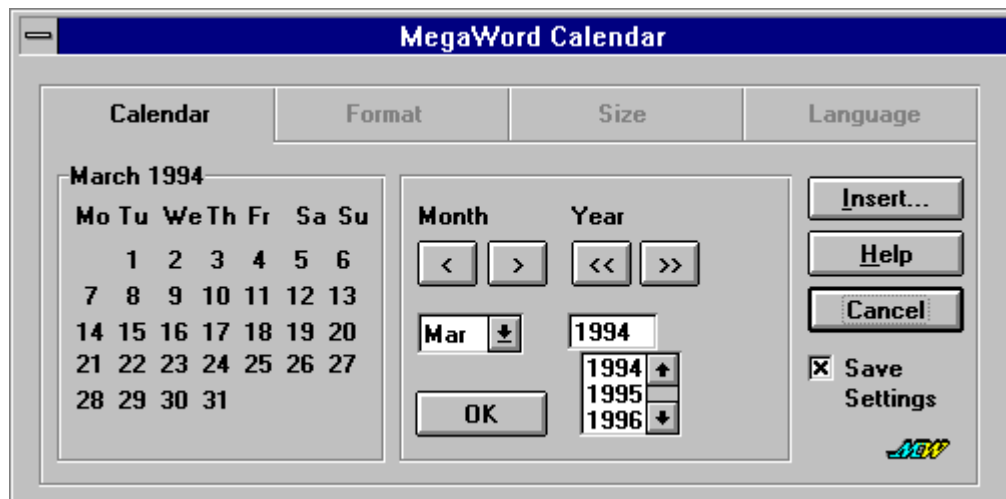
## No Limitations

Although Word's built-in date functions are limited to dates between December 31, 1899 and December 31, 4096, MegaWord Date Calculator is not limited at all. You can perform date calculations on any past or future date. But remember that the current Gregorian Calendar wasn't introduced until October 1583 (1752 in the UK, 1927 in Russia), so date calculations involving pre-Gregorian years may not return reliable results.

# Calendar



MegaWord Calendar makes it easier than ever to take a quick look at the calendar of any month in any past or future year, and to paste the calendar of your choice in any size into your document. MegaWord Calendar is truly international: you can choose any language, and pick either the USA or European calendar format.



## Running Calendar

To run MegaWord Calendar, choose **Calendar** from the **Mega** menu, or click the Calendar button on the MegaWord toolbar. Initially the Calendar tab is displayed. Here you can select any calendar you want to see. Choose the < and > buttons to move one month back or forward, choose the << and >> buttons to move one year back or forward. To pick a calendar in the past or future, select the month and the year, then choose the **OK** button.

## Inserting a Calendar in your Document

Choose the **Insert** button if you want to insert the calendar in your document. (The Insert button is not available if the insertion point is inside a macro window or inside a table.) The calendar will be inserted according to the settings specified in the Format, Size and Language tabs.

## Format Tab

From the Format tab you can make the following settings:

- **Fonts.** Select the font you want to use for the title (the name of the month and the year), and the calendar font (for the weekday names and the dates).
- **Border.** Check the “Apply Default Border” box to add a simple border to the calendar. Check the “Display Border Toolbar” box if you want to create fancy borders and shading effects to your calendar, using the options on the Border toolbar.

## Size tab

From the Size tab you can define how large the inserted calendar will be. Select the maximum width for the calendar. Specify a value and choose the unit. You can go to great precision; decimals are allowed. Choose the **Auto** option to insert the calendar in the largest possible size. In most cases this will create a calendar over the full page width. If the document is formatted in columns, the calendar will be created to fit the column width. Note however, that the calendar will never be smaller than 84 pt (approx. 1.2 inch or 3 cm) wide.

## Language Tab

From the Language tab you can specify two types of international settings:

- **Language.** Select a language from 21 supported options. The calendar will immediately be translated.
- **First Weekday.** The calendar can be displayed in two formats. The default calendar is in the USA format, with Sunday listed as the first weekday, but you can easily switch to the European format, with Monday as the first weekday.

After you've made your choices, click the **Insert** button again to paste the calendar into your document. To re-use all current settings (format, size and language) the next time you want to insert a calendar, leave the "Save Settings" box checked when you choose the **Close** button.

The following illustrations demonstrate how you can format your calendar with the Border toolbar. See "Table 3D Effects" how you can use MegaWord Table 3D to add even more spectacular formatting effects to a calendar.

December 1993						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

janeiro 2000						
seg	ter	qua	qui	sex	sáb	dom
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## No Limitations

Although Word's built-in date functions are limited to dates between December 31, 1899 and December 31, 4096, MegaWord Calendar is not limited at all. You can display calendars of any past or future month/date combination. But remember that the current Gregorian Calendar wasn't introduced until October 1583 (1752 in the UK, 1927 in Russia), so calendars involving pre-Gregorian years may not be reliable.

## Hints

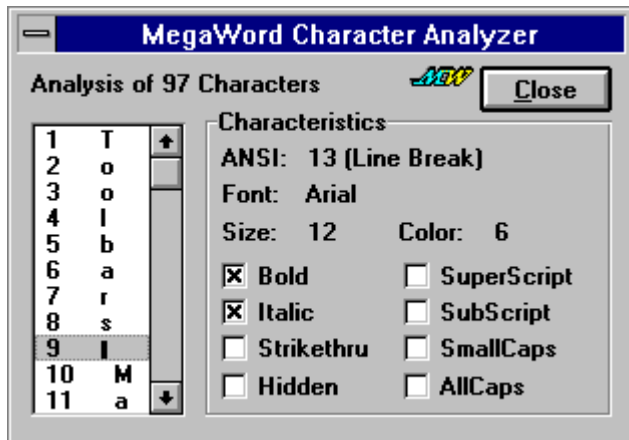
1. If you've created and formatted a calendar that you want to insert more often, save the calendar as an AutoText entry. Choose **Select Table** from the **Table** menu, then choose **AutoText** from the **Edit** menu. The name of the month and year are automatically proposed as the AutoText name. Choose the **Add** button to confirm the action. From now on you can paste the calendar quickly and easily from the AutoText dialog box into any document.
2. To create a large calendar that you can hang on the wall, create a new document and set it up in landscape mode. Choose the smallest left and right margins your printer can handle (e.g. 0.4 inch). Then run MegaWord Calendar and select the Auto option in the Size box.



# Character Analyzer



MegaWord Character Analyzer lets you quickly scan selected text, and see what's exactly there. Character Analyzer tells you which ANSI value is used to create each character and which pointsize, font and formats are used.



## Running Character Analyzer

Before you run Character Analyzer, select the part of the document you want to analyze. If the selection holds more than 100 characters, only the first 100 will be analyzed. To run Character Analyzer, choose **Character Analyzer** from the **View** menu, or click the Analyzer button on the MegaWord toolbar. If the selection you want to analyze holds any fields, the macro will ask your confirmation to display the field contents and include them also in the analysis. Character Analyzer takes a few seconds to scan your selected text and then displays the dialog box shown above.

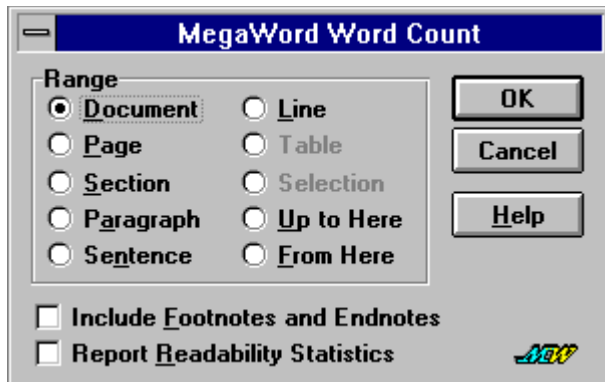
Character Analyzer tells you how many characters were selected and gives you a full analysis of each selected character. You can browse through the list to see the analysis of each character, or pick one character that interests you. If the selection holds special control characters Character Analyzer tells you what their meaning is.

# Word Count



MegaWord Word Count is designed to replace Word's original Word Count command. The MegaWord version offers more options than the original. Unlike Word's command, MegaWord Word Count lets you count the words in *any specified part* of your document (without having to select the text), and can optionally report Readability Statistics about that selected part. Now you can even quickly check the grammar of a single sentence...

If you run MegaWord Word Count on an entire document, the Readability Statistics can automatically be added as an endnote to your document.



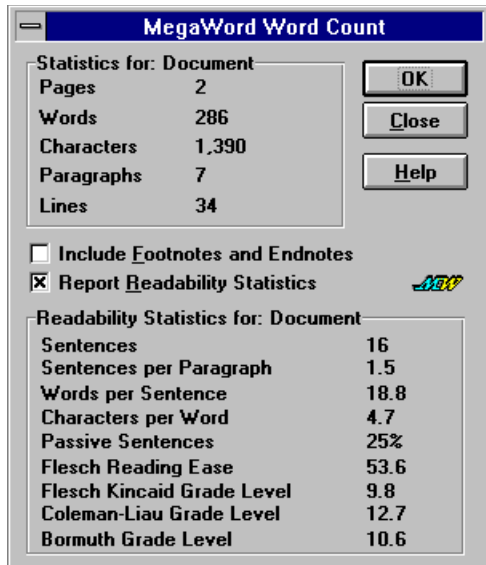
## Running Word Count

Since MegaWord WordCount replaces the original Word Count command, you can run it by choosing **Word Count** from the **Tools** menu. Alternatively, you can click the WordCount button on the MegaWord toolbar. To run Word's original command, hold down the SHIFT key while you choose the menu command or click the toolbar button.

In the dialog box, select the Range in which you to count the words. Only the currently available options can be selected; unavailable options are grayed out. If the document holds footnotes and endnotes you can check the "Include Footnotes and Endnotes" box to include them in the count. If you want a full report on the readability of the selected document range, including a sentence count, check the "Report Readability Statistics" box.

Choose the **OK** button to start the wordcount. If you've chosen to get a full Readability Report, it may take a few seconds before the macro is ready. Once the count is done, the following dialog box is displayed. (If you didn't want the Readability Statistics only the upper part of the dialog box is displayed.)





If you've chosen to get Readability Statistics on the complete document, a message box will ask you if you want to include the report as an endnote to your document. Choose **Yes** to add the endnote, choose **No** to cancel this option.

The Readability Endnote takes the following form:

---

Readability Statistics Report - Created December 29, 1993 - 18:32

Counts:

Words 19,633  
 Characters 93,909  
 Paragraphs 1,291  
 Sentences 999

Averages:

Sentences per Paragraph 0.8  
 Words per Sentence 19.7  
 Characters per Word 4.5

Readability:

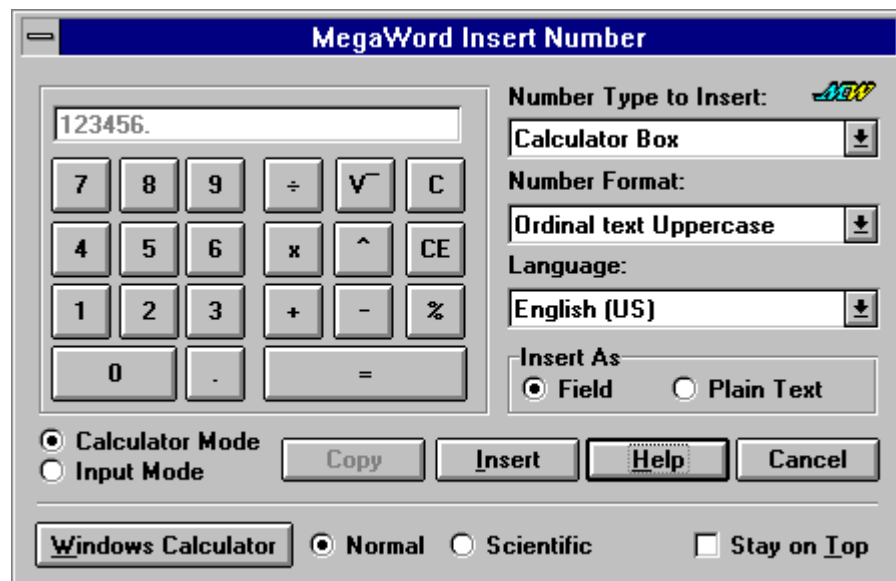
Passive Sentences 18%  
 Flesch Reading Ease 61.1  
 Flesch Kincaid Grade Level 8.7  
 Coleman-Liau Grade Level 14.2  
 Bormuth Grade Level 10.9

---

# Insert Number



MegaWord Insert Number macro takes all the tedium out of your number formatting activities and also doubles as a sophisticated calculator that even outperforms the Windows Calculator<sup>1</sup>. Better still: it's probably the first calculator that speaks 21 languages!



## Running Insert Number

To run MegaWord Insert Number choose **Number** from the **Insert** menu, or click the Insert Number button on the MegaWord Toolbar. If you've made a selection in your document, Insert Number will analyze the selection. If the selection is a number, it will be displayed as the start value in the dialog box. If the selection is a calculation, e.g. "125\*5%", Insert Number will perform the calculation and use the result (in this case 6.25) as the start value in the dialog box. If the selection isn't recognized as a numeric value, the dialog box starts with a zero value.

## Inserting a Number

Choose the **Insert** button to insert the formatted number in your document. If you've selected "Calculator Box" from the "Number to Insert" list and "Full Number" from the "Number Format" list, you can choose the **Copy** button to copy the number to the Clipboard, from where you can paste it anywhere in your document. In all other cases the Copy button is unavailable.

## Calculator Mode and Input Mode

The Insert Number dialog box can operate in two modes: Calculator Mode and Input Mode.

- The initial mode is *Calculator Mode*. You can use the calculator like any other calculator, except that you *must* use your mouse to operate it. The calculator display shows the numbers *dimmed*; this is done to prevent you from accidentally changing the display contents while you're operating the calculator.
- If you choose the *Input Mode* option, all calculator buttons will be disabled, but you can freely type any number or calculation in the calculator display. You can include the following operators: + (Addition), - (Substraction), \* (Multiplication), / (Division), % (Percentage),  $\sqrt{\quad}$  (Roots), and ^

<sup>1</sup> Are you in for a laugh? Run the Windows Calculator and subtract 2.1 from 2.11. And yes, believe it or not, the same blunder also occurs if you're running the 32 bits Calculator in Windows NT...

(Powers). Use brackets to change precedence. The following are examples of valid entries:

123\*56/(34-12) returns: 313.0909090909  
4566.56\*6.7%\*(12+8/9) returns: 3943.4782577778

You can at any time toggle between Calculator Mode and Input Mode. For example, you can make a calculation in Calculator Mode, then switch to Input Mode to make changes in the calculator display, and go back to Calculator Mode to make further calculations on the number you've just modified.

## Other Number types

In addition to a number that you type in the calculator display, or the result of a calculation, Insert Number can also insert the following types of numbers in your document.

- Page number
- No. of Pages
- No. of Characters
- No. of Words
- Day
- Month
- Year
- Hour (1-12)
- Hour (0-23)
- Minute

These options may not look very exciting at first, but they become interesting when you want to format them in an unconventional way, as explained later in this section.

## Formatting the number

The **Available Formats box** offers the following ways to format the number or the result of the expression shown in the calculator display. (Examples are shown between brackets.)

- Full number (12.345678)
- Integer (12)
- Two decimals (1234.56)
- Percent (1234.56%)
- Thousand sep., 2 decimals (1,234.56)
- Thousand sep., no decimals (1,234)
- Dollar (\$123.45)
- *Ordinal number (12th)*
- *Ordinal text Lowercase (twelfth)*
- *Ordinal text Uppercase (TWELFTH)*
- *Text Lowercase (twelve)*
- *Text Uppercase (TWELVE)1*
- *Text with fraction (Twelve and 33/100)*
- Roman Uppercase (XII)
- Roman Lowercase (xii)
- Alphabetic Lowercase (q)
- Alphabetic Uppercase (Q)
- Hexadecimal (C1)

## Choosing a Language

The Language list automatically comes up with the language of the current document. Initially the Language list is grayed out, but if you choose a format that expresses the number in literal text (printed in *Italic* in the above list), the number can be inserted in any of the 21 languages supported by Word.

Just in case you were wondering: "yksituhatta yhdeksänsataayhdeksänkymmentäneljä" is 1994 in Finnish...

## Insert As

The **Insert As** group lets you choose between two ways to insert the formatted number in your document. "Field" means that the date is inserted as a field that can be updated. The "Plain Text" option converts the field contents into plain text, which can't be updated.

## Examples

### Literal page numbers

To insert page numbers in the following format in your document: *twelfth page of sixteen*, do the following:

1. Choose "Ordinal text Lowercase" in the "Available Formats" box

2. Choose "Page number" in the "Number Type" box
3. Choose "Field" in the "Insert As" box
4. Click "Insert"
5. Type " page of "
6. Choose "Text Lowercase" in the "Available Formats" box
7. Choose "No. of Pages" in the "Number Type" box
8. Choose "Field" in the "Insert As" box
9. Click "Insert"

### A Fancy Date Format

To create the following date format: *Thursday, July 15th, 1993*, and to store it for use at any moment in the future do the following (you only have to do this once):

1. Run **MegaWord Date and Time**
2. Choose the option that shows the current weekday in the "Available Formats" box
3. Don't change the defaults in the other boxes
4. Click "Insert"
5. Type ", " (a comma and a space)
6. Run **MegaWord Date and Time** again
7. Choose the option that shows the current month name in the "Available Formats" box
8. Don't change the defaults in the other boxes
9. Click "Insert"
10. Type a space
11. Run **MegaWord Insert Number**
12. Choose "Ordinal number" in the "Available Formats" box
13. Choose "Day" in the "Number Type" box
14. Choose the first option in the "Insert As" box
15. Choose the **Insert** button
16. Type ", " (a comma and a space)
17. Run **MegaWord Date and Time**
18. Choose the option that shows the current year in the "Available Formats" box
19. Don't change the defaults in the other boxes
20. Click "Insert"
21. Select the four fields and the text between the fields
22. Choose **Edit AutoText**, type "MyDateFormat" in the "Name" box
23. Click the Add button

From now on you never have to go through this sequence anymore. Just choose **Edit AutoText**, select "MyDateFormat", and click "Insert". This inserts your fancy date format in your text. Place the selection point somewhere in the date and hit F9 to update the contents. Done!

### Format Limitations

Although the macro lets you combine any format with any Number Type, some combinations don't make sense, like a dollar format for your wordcount, or a hexadecimal representation of the current month value. The macro doesn't warn you if you choose one of these odd combinations and obediently formats the value the way you want it.

It's also good to know that some formats can only be applied to numbers within a limited range. For example, Roman numbers can't be used for negative values and have a ceiling of 3999 (MMMCMXCIX). Cardinal text has an upper limit of 999999 (Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine). If you go beyond the limits, Insert Number will give you a warning.

## Shortcuts

To immediately insert the result of a calculation in your document, take the following steps:

1. Type the calculation in your document (e.g. "100/81")
2. Select the calculation
3. Hold down the **SHIFT** key and choose **Number** from the **Insert** menu, or click the Insert Number button on the MegaWord Toolbar.
4. The original selection will be replaced with the result of the calculation.

**To format a number or calculation in dollar format** (e.g. 4378557 into \$4,378,557.00), select the number or calculation in your document, then hold down **CTRL** and choose **Number** from the **Insert** menu, or click the Insert Number button on the MegaWord Toolbar.

**To format a number or calculation as cardinal text** (e.g. 123 into "one hundred twenty-three"), select the number or calculation in your document, then hold down **CTRL+SHIFT** and choose **Number** from the **Insert** menu, or click the Insert Number button on the MegaWord Toolbar. Note that Cardinal text has an upper limit of 999999 (Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety-Nine).

## Running the Windows Calculator

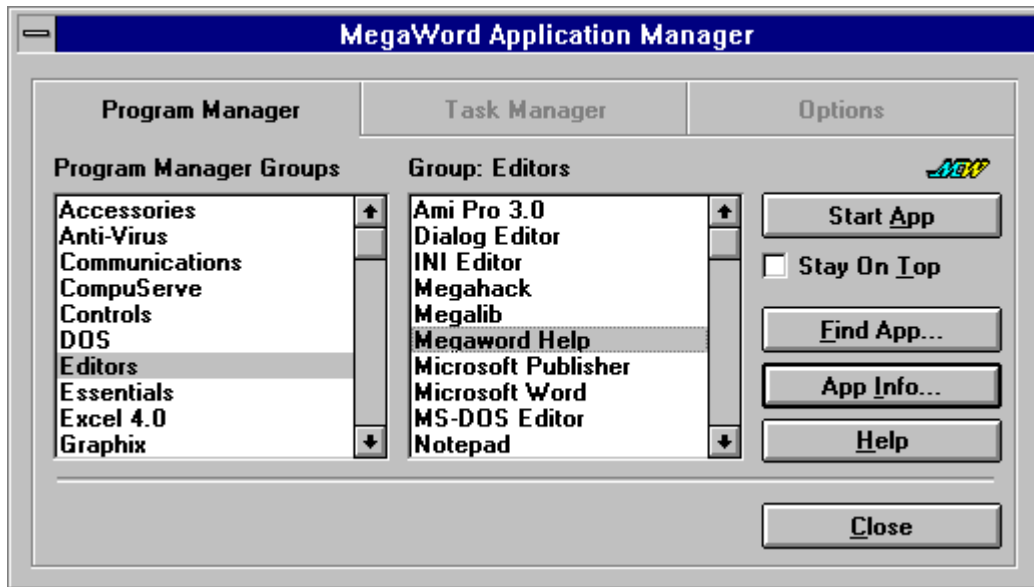
If you need to perform more advanced calculations, choose the **Windows Calculator** button. This will start the standard Windows Calculator application. Select the "Normal" or "Scientific" option to specify the mode in which you want to run the Windows Calculator. Check the "Stay on Top" option if you want the Windows Calculator to stay on top of other applications (including Word).

# Application Manager



MegaWord Application Manager makes your favorite wordprocessor the center of your operating environment. Now you never have to back to the Windows Program Manager to start an application, or run the Windows Task Manager to switch to another application.

Application Manager lets you run and switch applications any way you like. And without a single line of programming you can automatically add your favorite applications to a *point-and-shoot* Application Launcher toolbar or menu.



## Running Application Manager

MegaWord Application Manager is designed to work with the Windows Program Manager. If you don't use Program Manager as your Windows shell, you won't be able to use this macro.

To run MegaWord Application Manager, choose **App Manager** from the **Mega** menu, or click the Application Manager button on the MegaWord toolbar. The dialog box comes up with the **Program Manager** tab active, and two lists. The list on the left shows all your Program Manager Groups, the list on the right shows the program items in each group. To select a group, you only have to single-click on the group name; the list of group items is immediately updated. Then select the application from the list on the right and choose the **Start App** button. Optionally, you can check the Stay on Top box. This has the effect that the application you start will always be on top of other applications (including Word). An application that's on top of other applications can be manipulated in any way you find useful. You can size it, move it, reduce it to an icon, but it's recommended not to maximize it to full screen mode, because it will then obscure all other running applications.

## Finding an Application

Click the **Find App** button on the **Program Manager** tab if you want to start an application that's somewhere in a Program Manager group, but you don't know where. You can specify any substring, e.g. "Win", or "Edit", etc. Application Manager will then scan all your Program Manager groups and create a list of items that have a matching title.

## Getting Information about an Application

If you want to be sure that you're selecting the right application from the list, you can choose the **App Info** button. This will display a window with detailed information about the application's command line and working directory. You can then start the application immediately from the information window.

## Activating and terminating a running Application

Choose the **Task Manager** tab to see a list of currently running applications. Here you can choose the **Show Task** button to make the selected application active. When you choose **Show Task** you have the option to give the selected task a “Stay on Top” status. This has the effect that the application will stay on top of other applications (including Word). You can size it, move it, reduce it to an icon, but it’s recommended not to maximize it to full screen mode, because it would then obscure all other running applications. To remove the “Stay on Top” status, simply select the same task again from the list, and leave the “Stay on Top” box unchecked.

Choose the **End Task** button to close the selected application.

## Other Options

Select the Options tab to get the following options:

### Displaying the Main Applications Toolbar and Control Panel Toolbar

Check or uncheck the appropriate boxes to show or hide these toolbars, supplied with MegaWord. For a description of these toolbars see the next chapter in this User’s Guide.

### Running an Unlisted Application

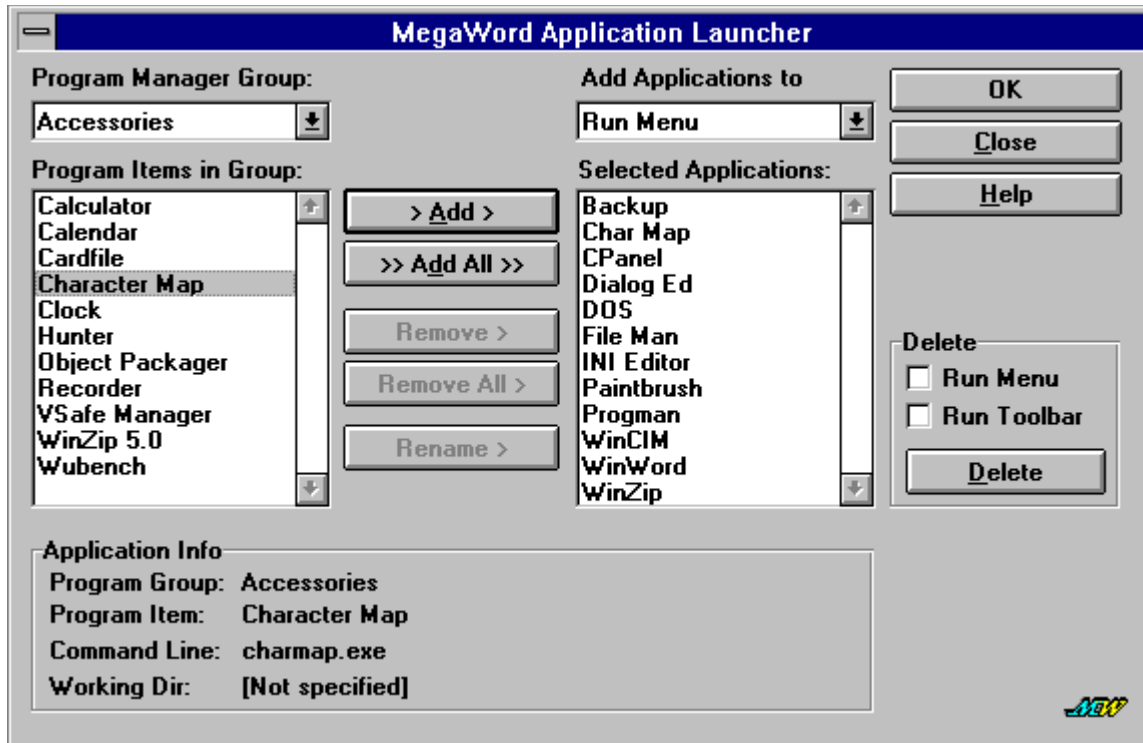
To run a program that’s not in one of your Program Manager groups, type the name and path of the application (e.g. A:\SETUP) in the “Run” box and choose the **Run** button.

### Running Program Manager or Task Manager

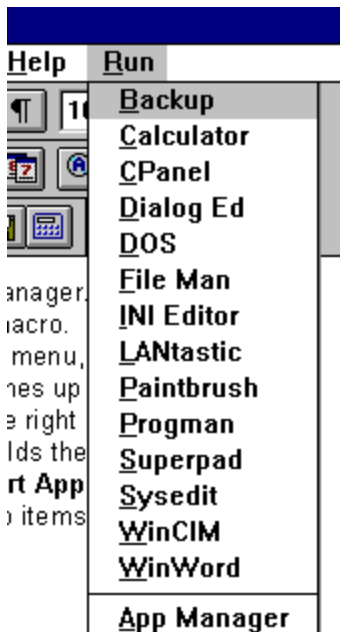
Choose the **Win Prog Man** button to immediately run Windows Program Manager from within Application Manager. Choose the **Win Task Man** button to display the Windows Task List.

### Starting Application Launcher

Choose the **App Launcher** button to start a powerful associated MegaWord application. The following dialog box is displayed:



## Application Launcher Basics



a toolbar or  
toolbar, and

MegaWord Application Launcher lets you create a menu and/or toolbar that can each hold up to 20 applications. This lets you start any of your favorite applications by simply clicking a button, or selecting a menu item. You can assign different applications to the toolbar and the menu; the only restrictions are



that the applications you select must be in your Program Manager groups, and that you can't assign more than 20 applications to the toolbar, and 20 applications to the menu.

### Creating a Run Menu or Run Toolbar

To create a "Run" menu, select Run Menu in the "Add Application to" droplistbox (on top of the second list). To create a "Run" toolbar, select Run Toolbar in the same droplistbox. If you've previously created a Run menu or toolbar, the list will show your current application assignments in the "Selected Applications" list.

The lists at the left of the dialog box let you display the contents of any Program Manager group, just as with MegaWord Application Manager. The five buttons between the two list groups let you add and remove items to and from your Run menu and Run toolbar.

### Adding Applications

You can add any Program Item from the left list to the Selected Applications list by selecting it, and choosing the **Add** button. Choose the **Add All** button to add the entire list to the Selected Applications list. To add items from different Program Manager groups, select the appropriate groups from the Program Manager Groups list, and continue adding items to the Selected Applications list. When you've added 20 items, a message box warns you that you've reached the maximum.

### Removing Applications

To remove an item from the Selected Applications list, click on the appropriate item and choose the **Remove** button. To clear the entire list, choose the **Remove All** button.

### Renaming Applications

When you add items to the Selected Applications list, they will appear with the same description as they are listed in Program Manager. To change the way these items appear on the Run menu or Run toolbar, choose the **Rename** button. An inputbox will then let you specify a different (and probably shorter) name.

### Knowing what you select

The Application Info box at the bottom of the dialog box always provides additional information about the application you've selected. This allows you to verify the application and its command line and working directory before you add or remove it.

### Creating the Run menu or Run toolbar

Choose the **OK** button to confirm the contents of your Run menu/toolbar. Application Launcher will then (re)create the menu or toolbar, and write the necessary application details to the MEGAWORD.INI file. From that moment on you can quickly and easily start any of the selected applications with the click of a button.

### Removing the Run Menu or Run Toolbar

If you don't want to use the Run menu or Run toolbar anymore, you can select the appropriate box in the Delete group and choose the **Delete** button. This will *not* delete the information in the MEGAWORD.INI file, so you can always easily recreate the same menu or toolbar later on.

### Shortcut

To access the **Application Launcher** immediately, bypassing the opening **Application Manager** dialog box, hold down the **SHIFT** key while you select the Application Manager toolbar or the App Manager option from the Mega menu.

# Main Applications Toolbar, Control Panel Toolbar

MegaWord adds two toolbars to WinWord which give you fast access to the main Windows applications and the main sections of the Windows Control panel.



## Displaying the Main Applications and Control Panel toolbars

To display these toolbars, check the appropriate options in the MegaWord **Application Manager** dialog box or in Word's **View Toolbars** dialog box.

### Main Applications toolbar

The Main Applications toolbar lets you run the following Windows applications:



- |                    |                     |                           |
|--------------------|---------------------|---------------------------|
| 1. Program Manager | 5. Clipboard Viewer | 9. PaintBrush             |
| 2. Task Manager    | 6. Control Panel    | 10. Calculator            |
| 3. File Manager    | 7. NotePad          | 11. MS-DOS Prompt         |
| 4. Print Manager   | 8. SysEdit          | 12. MS System Information |

### Control Panel toolbar

The Control Panel toolbar lets you directly access the following Control Panel options:



- |                       |                   |                              |
|-----------------------|-------------------|------------------------------|
| 1. Control Panel Main | 7. International  | 13. 386 Enhanced             |
| 2. Desktop            | 8. Colors         | 14. MegaWord Lock<br>Windows |
| 3. Mouse              | 9. Fonts          |                              |
| 4. Keyboard           | 10. Date and Time |                              |
| 5. Printer            | 11. Drivers       |                              |
| 6. Ports              | 12. Sound         |                              |

# System Monitor



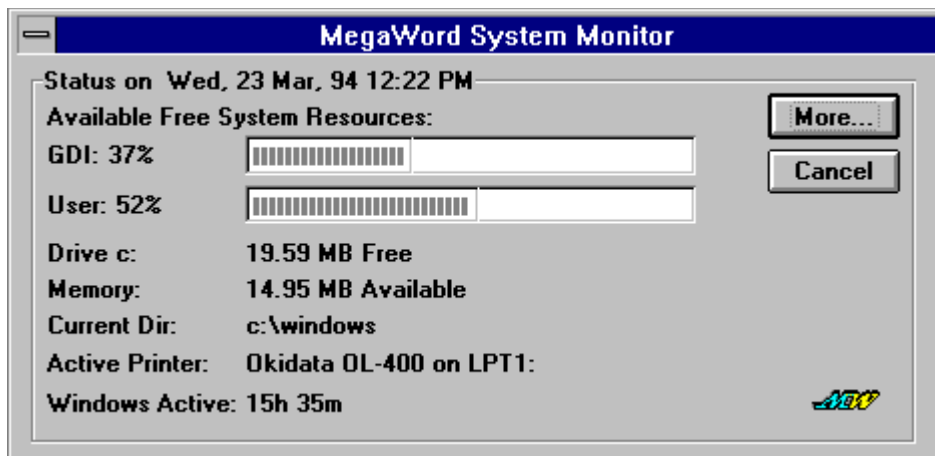
MegaWord System Monitor lets you stay up to date with important status information about your system. A "live" one-button-toolbar continuously displays your Free System Resources, and gives immediate access to the most comprehensive system information you can ever hope to get.

## Running System Monitor

To display the System Monitor dialog box, choose **Sys Monitor** from the **Mega** menu. To display the Sys Monitor toolbar, choose **Toolbars** from the **View** menu, check the box in front of the Sys Monitor entry, and click the **OK** button. When the Sys Monitor toolbar is displayed you can move it anywhere on your screen. A good suggestion is to move the toolbar in front of, or just after, an existing toolbar. The first thing you must do to start System Monitor, is click the button on the Sys Monitor toolbar. This will display the dialog box shown below. To bypass the dialog box, and immediately start System Monitor, hold down the **SHIFT** key and click the button on the Sys Monitor toolbar.

After you've started MegaWord System Monitor the button will automatically show the FSR (Free System Resources) value and update the information each minute.

Each time you click the Sys Monitor button, the following dialog box is displayed:



From top to bottom the dialog box lists:

- *Free System Resources.* The percentage of memory not used by the Graphical Device Interface (GDI) resources and the User resources. If any of these two values drops below 30%, you're advised to save all your work and close any applications that you don't use anymore. (The Sys Monitor toolbar button always displays the lower of these two values.)
- *Disk space.* The amount of free space, in Megabytes, on the current drive.
- *Memory.* The amount of memory available for Windows, in Megabytes. This value includes "virtual memory", which is the additional memory simulated by Windows on your hard disk.
- *Current Directory.* The drive and directory that are currently active.
- *Active Printer.* The printer that's currently active, and the port to which it is connected.
- *Windows Time.* The time elapsed since Windows was started.

Choose the **More** button to run the Microsoft System Information application. This has the same effect as choosing the **System Info** button from the Help About dialogbox.

To access Microsoft System Information directly from the Sys Monitor toolbar, hold down the **CTRL** key while you click the toolbar button.

## Stopping System Monitor

To stop System Monitor, simply close the Sys Monitor toolbar.

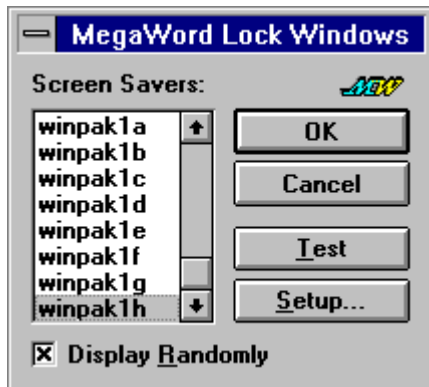
### Remarks

- MegaWord System Monitor uses the WordBasic **OnTime** function to update the toolbar button each minute. Since only one **OnTime** event can be active at a time, you may have to disable any other timed macro that runs automatically.
- Sometimes you will discover that System Monitor has stopped updating the Sys Monitor button for unknown reasons. In that case you can restart the macro by holding down the `SHIFT` key while you click the button.
- Since System Monitor changes the appearance of the Sys Monitor toolbar, Word will ask you if you want to save changes to the `!!!MEGA.DOT` template when you exit Word. If you haven't made any manual changes to the template, answer "No".

# Lock Windows



MegaWord Lock Windows activates a Windows screen saver, keeping prying eyes away from your confidential document. If you select a password protected screen saver, you can leave your desk and rest assured that you're the only one who can bring Windows back to life.



## Running Lock Windows

To run Lock Windows choose **Lock Windows** from the **Mega** menu, or press CTRL+ALT+SPACEBAR. This will immediately activate the Windows screen saver you've selected in the Lock Windows setup dialog box (shown above). If you've selected a screen saver that's password protected you can only reactivate Windows by typing the correct password. In all other cases a single key press or mouse movement removes the screen saver and redisplay your document. The first time you run Lock Windows the standard Windows screen saver will be activated. If you haven't defined a Windows screen saver yet, you'll see the Lock Windows dialog box.

## Setting up Lock Windows

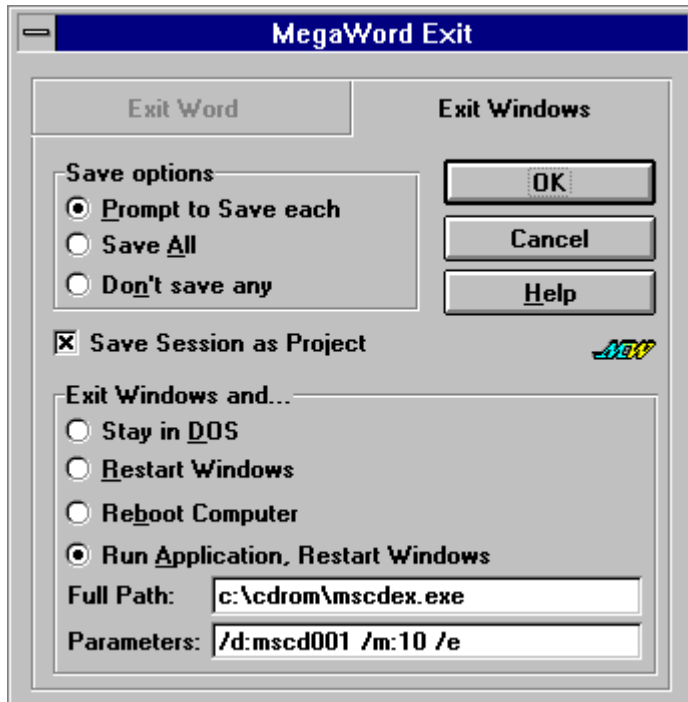
You can change the Lock Windows settings anytime by holding down the SHIFT key while selecting **Lock** from the **File** menu. The Lock Windows dialog box offers the following options:

- The **Screen Savers** list displays all files with the .SCR extension in your Windows directory. The last screen saver you've activated is always highlighted. In the list, select the screen saver you want to use. Note: your choice does *not* affect the standard Windows screen saver settings.
- Click the **Display Random Screen Savers** checkbox if you want to use screen savers at random. In that case it's always a surprise to see which screen saver will appear when you run Lock Windows
- Choose **OK** to confirm your choices in the dialog box. This stores the Lock Windows settings in the MEGAWORD.INI file for future use.
- Choose **Test** to test run the selected screen saver.
- Choose **Setup** to display the Setup dialog box for the selected screen saver. This dialog box is different for most screen savers. Most of them let you set a password, many of them also let you make other personal settings.

# System Exit



MegaWord System Exit is designed to replace Word's built-in Exit command and lets you shut down Word or Windows, optionally saving any open documents. When you choose to leave Windows, you also have the option to reboot your computer or to automatically restart Windows.



## Running MegaWord Exit

To run MegaWord Exit, choose **Exit** from the **File** menu or press the File Exit button on the MegaWord toolbar. The dialog box offers the option to close down Word, or to exit Windows. Choose the "Exit Word" tab if you only want to leave Word; choose the "Exit Windows" tab if you want all options shown above.

In either case you can choose to be prompted to save any unsaved documents, to save all unsaved documents automatically, or to discard any changes and close all documents without saving them. If you choose to exit Windows, you have the option to stay in DOS, to restart Windows immediately after closing it down, or to reboot your computer. In addition you can exit Windows, run an application, and restart Windows immediately after the application has terminated.

The option to restart Windows can be useful if you've noticed that your System Resources are running out, or if your system becomes unstable. Restarting Windows will then let you restart with a clean slate.

The option to reboot your computer can be useful if you've many TSR programs (memory resident programs, such as drivers or network software) installed, and you want to start a new session without loading those TSRs. After rebooting your computer Windows is *not* automatically restarted.

## Running a DOS Application and restarting Windows

Using this option requires careful input. Type in the "Full Path" box the *full pathname* of the DOS application you want to run, even if the application is in your path or in the root of your system. Do *not* include any command parameters on this line. The DOS application must be a valid .EXE or .COM file; batch files can *not* be used. If any parameters are required they must be typed in the "Parameters" box. If you specify an invalid path name, your computer may reboot and not restart Windows automatically.

## Save Session

Check this option to store all currently open documents as a Project. MegaWord **Project Manager** will save your current session under the name "Session", followed by the current date and time. At the start of your next Word session, you can run Project Manager to load all documents in a single command.

## Shortcuts

- *To exit Word*, hold down SHIFT while you choose **Exit** from the **File** menu or press the File Exit button on the MegaWord toolbar.
- *To exit Windows*, hold down CTRL while you choose **Exit** from the **File** menu or press the File Exit button on the MegaWord toolbar.
- *To reboot your computer*, hold down CTRL+SHIFT while you choose **Exit** from the **File** menu or press the File Exit button on the MegaWord toolbar.

In all cases your unsaved documents will automatically be saved.

# BioRhythm



MegaWord BioRhythm is an implementation of the BioRhythm theory which states that three internal cycles influence each of us from birth to death: a 23-day *physical* cycle, a 28-day *emotional* cycle, and a 33-day *intellectual* cycle. Each of these cycles goes through a *positive* phase and a *negative* phase. During the transition from one phase to another there's a very short *critical phase*.

MegaWord BioRhythm calculates the cycles for any combination of birth date and reference date and tells you what your current physical, emotional and intellectual state is. You can look back to see why things went wrong in the past, or look ahead to plan future actions.

If you believe in the biorhythm theory you can use this macro to guide you through your activities. If you're skeptical, you can use this macro to prove that the theory is absolute nonsense. And if you're just curious, this macro will give lots of fun!

**MegaWord BioRhythm**

BioRhythm    Compatibility    Statistics

BioRhythm for Mon, 27 Dec, 93

- ☹ Physical Cycle is Low
- 😊 Emotional Cycle is High
- ☠ Intellectual Cycle is Critical

Concentrate on making this a good day. Let your positive Emotional rhythm help you through this day. Beware of accidents.

Reference Date <sup>NEW</sup>

Dec 27 1993

< > Skip day

Birth Date

Nov 26 1948

Make Default

OK    Help    Cancel

## Running BioRhythm

To run MegaWord BioRhythm, choose **BioRhythm** from the **Mega** menu, or click the BioRhythm button on the MegaWord toolbar. The first time you use this macro January 1, 1900 is shown as the birthdate. To set your own birthdate, choose the month and day, fill in the year and choose the **Make Default** button to confirm the birth date. Then click the **OK** button to get your biorhythm for the current date. After this your birthdate will always come up as the default. The current date will always come up as the Reference Date.

## The BioRhythm Option

Select the **BioRhythm** tab to get the physical, emotional and intellectual state for the selected combination of birthdate and reference date. For each combination of these three states, the macro gives you some advice to take at heart.

## The Compatibility Option

Select the **Compatibility** tab to find out the physical, emotional and intellectual compatibility between two persons. Set the birthdate for the first person in the Birth Date group, and the birthdate for the second



person in the Reference Date group before you click the button. The macro will report how much time the two persons are in tune with each other.

### **The Statistics Option**

Select the **Statistics** tab to get statistical date information about the person whose birth date is selected. The macro will tell you (among others) on what day this person was born, and how many days are ahead until his/her next birthdate. Oh yes, don't forget to choose this button on your birthday!

### **Changing Dates**

You can change the Birthdate and Reference Date whenever you want. Select the month and day, fill in the year, and click the **OK** button to update the biorhythm, compatibility or statistics information. If you quickly want to check the Biorhythm for the days ahead, or the days behind you, choose the < and > buttons. This will change the reference date in one-day increments. You can also temporarily change the Birth Date to get the information for another person. As long as you don't choose the **Make Default** button, selecting a different birthdate doesn't affect the standard settings.

# CD Player



MegaWord CD Player lets you control your computer's CD-ROM player and play your music CDs right from within WinWord. (This option is only available if your CD-ROM is capable of playing audio CDs.) The MegaWord CD Player dialog box provides comprehensive information about the CD you're playing and lets you pick any track. The CD Player toolbar lets you control the CD Player while you're doing other things in Word.



## Running CD Player

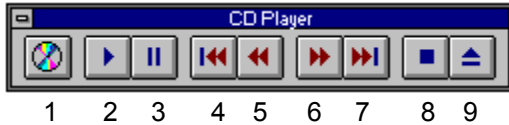
To run MegaWord CD Player choose **CD Player** from the **Mega** menu, or click the CD button on the MegaWord toolbar. If your CD-ROM player contains a music CD the dialog box will come up with information about the number of tracks and the total length of the CD.

The list with a scroll bar next to it can display either a list of all track numbers of the CD, or a scale which lists the duration in minutes of the CD. To start playing the CD from a certain track, select the "Tracks" option and click on the track number of your choice. To start playing the CD from a certain minute, select the "Minute" option and click on the starting minute of your choice.

- To start playing the CD from track 1, choose the **Play** button. To start from a different track, just click on the number in the Track list. Choose the **Pause** button to halt playing the CD; choose the **Play** button to resume playing from where you halted.
- The two **Scan** buttons let you scan the current track in 15-second increments.
- The two **Skip** buttons let you move to the start of the previous and next track.
- Choose the **Stop** button to stop playing the CD and close the dialog box.
- Choose the **Eject** button to stop playing the CD, open the CD tray (if possible), and close the dialog box.
- Finally, choosing the **Close** button closes the dialog box, but will not stop the CD Player. Use the CD Player toolbar to control the CD-ROM player while you work.

## Displaying the CD Player toolbar

Check the "Display CD Player Toolbar" box in the dialog box to get the CD Player toolbar on your screen. While the toolbar is displayed you can control your CD Player without interrupting your word-processing activities. The toolbar offers the following options:



1. Displays the CD Player dialog box
2. Starts playing the CD, or resumes playing after a Pause
3. Pauses the CD Player
4. Plays the previous track
5. Scans 15 seconds forward on the current track
6. Scans 15 seconds back on the current track
7. Plays the next track
8. Stops the CD Player
9. Opens the CD Player door (if possible)

### Tip

If your CD Player doesn't have an Eject feature you can save one space on the CD Player toolbar by removing the last toolbar button. To do this, hold down the ALT key and drag the last button from the toolbar into your workspace.

### Caution

Don't try to run MegaWord CD Player with a non-music CD; your system may become unstable.

# Using MegaWord on more than one computer

To use MegaWord Tools in a commercial, educational or governmental organization on more than one computer, you **MUST** purchase a limited or unlimited **MULTIPLE USER LICENSE**.

## Limited License

A Limited Multiple User License allows the organization to use the software on up to the number of computers licensed. Multiple User License fees are based on the total number of computers that will use the software package. The Multiple User License includes one copy of the MegaWord Package, and allows the organization to install it for the number of computers licensed. Distributing, repackaging, or reselling of the software to third parties is not allowed. All licenses are prepaid. For use of MegaWord on more than 200 computers, an *unlimited* license is recommended.

## Unlimited Licensing

In case of Unlimited Licensing the licensee must own all the computers that are licensed under an unlimited license agreement. This license may cover an individual defined company but NOT associated firms or organizations within the group unless specifically stated on the license. Employees, using their own computers, but carrying out their work as employees of the licensed organization are also licensed. Employees are not licensed for private use and should seek their own single user license for private use.

If you are interested in a Multiple User License please fill in the "MegaWord Multiple License Order Form" shown on the following page.

# MegaWord Multiple License Order Form

Company: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
CompuServe: \_\_\_\_\_  
Disk Size:       3.5 inch    5.25 inch  
How and where did you get your copy of MegaWord? \_\_\_\_\_  
Today's Date: \_\_\_\_\_

## Multiple User License Fees for the use of MegaWord

### Limited Licensing

<i>Number of computers</i>	<i>Fee per user</i>	<i>Calculation</i>	<i>Total Fee</i>
2-9	\$37.50	___ x \$37.50	\$
10 to 24	\$30.00	___ x \$30.00	\$
25 to 49	\$22.50	___ x \$22.50	\$
50 to 99	\$15.00	___ x \$15.00	\$
100 to 199	\$7.50	___ x \$7.50	\$

### Unlimited Licensing

<i>Area</i>	<i>Fee</i>	<i>To be paid</i>
USA Unlimited Use	\$1750.00 one time fee	\$
EC Unlimited Use	\$1750.00 one time fee	\$
USA and EC Unlimited Use	\$3250.00 one time fee	\$
World Unlimited Use	\$5000.00 one time fee	\$

## PAYMENT

By US Dollar Check or equivalent European Currency check.

Order form and settlement to be sent to:

Merlot International  
1, Chemin des Moulines  
34230 St. Bazille de la Sylve  
FRANCE  
Phone/Fax (+33) 67.57.55.88  
CompuServe 100273,32