Wordware™ v4.0

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AMF Shareware Productions

Never Pay Full Retail for Great Software Again! ™

E-Mail: 74250.1700@compuserve.com
World Wide Web: http://www.execpc.com/~amfsoft/index.html

This document serves as a manual and program installer. Take a look at the table of contents below. For best viewing View in NORMAL mode at 100%.

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Double Click Your Choice

INTRODUCTION

What is Wordware?

Wordware is a collection of 55+ of the best macros and templates ever written. Wordware not only makes Word 6.0 for Windows easier to use, but greatly enhances its native capabilities. A full suite of personal productivity, project management, people management, and file management tools are included, as well as entertaining games and a full-function CD Player.

Ziff Davis Interactive calls Wordware "an intriguing set of macros for MS Word... which add workday productivity..."

To get started, read through this entire document.

WHAT'S NEW?

Wordware has undergone many changes thanks to your input!

Wordware 4.0 now supports:
- **A smart interface**
- **An easier installation**
- **An enhanced Personal Information Manager**
- **Greater ease of use for beginners**
- **Credit Card Registration**
- **Easier instructions for uninstallation**
- **File Management functions which use the current document as its default file**
- **FEWER REGISTRATION REMINDERS! (TWO PER *DAY*)**
- **& MUCH, MUCH MORE:**

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INSTALLATION INSTRUCTIONS

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To install a macro of your choice, simply double click the button that says Install It **next to the macro's name. When the installer comes up, select the macro that you wish to install.**

For installation purposes, please ensure that all files that were in the ZIP file remain in the same directory.

Before use, Wordware requires certain files to be put in certain places. **It is necessary** that you double click the button below to install the files that Wordware requires.

Click the button below to install the toolbars which contain Wordware's macros and programs.

Q: After installation, how do I get rid of the three toolbars?

A: Well, just click View, Toolbars, and take the check out of the Wordware toolbars you don't want showing. That's it.

Let's start installing! to go to the macros' usage and installation pages.

GENERAL MANUAL INSTALLATION (If Install Fails):

Copying the toolbars and macros can be done using Tools, Macro, Organizer:

- Start Organizer by selecting Tools | Macro from the menu and then by pressing the Organizer button.
- First, click on the Toolbars tab.
- In the left box, make sure that this template, WORDW4(.doc) is showing, and in the right, make sure that the template, NORMAL(.dot), is showing.
- In the WORDW4.DOC box, highlight the Wordware (#2) (or CD Player AMF) toolbar.
- Then choose copy. Copy the toolbars from this document to your global NORMAL.DOT.
- Macros can also be copied in the same manner (Just click on the Macros tab).
- Finally, click on Close at the bottom.
- Now create a new document.
- If the toolbar is not visible, choose View, Toolbars, and put an X in the check box in the toolbar labeled Wordware (#2) (or CD Player AMF).
- For more help, consult your manual.
- To add macros to menus, you can use Tools, Customize, and click on the Menus tab.

Please, DO NOT CHANGE ANY OF THE MACRO NAMES, OR ERRORS MAY RESULT.

Note: TO CHANGE DIRECTORIES IN THE MACROS, you must push the ->> button (you can also double-click the sub-directories).

Wordware works best when there is about 45%-60% free system resources.

ACTIVATING THE REGISTERED VERSION

After receiving your registration code, you can activate the registered version of Wordware by double-clicking the button below, or entering the code in one of the rare registration reminders: For registration information, .

Wordware Macro Descriptions, Usage and Installation

WWRemoveDirectory:
Removes Directories and optionally files contained within them. To use, select a directory you wish to remove and press the Del Dir... button. WWRemoveDirectory will confirms before removal and/or deletion files.

WWMakeDirectory:
Makes directories with a click of a button. Allows multiple directories to be made in the same directory at one time. Just enter into the directory that you wish to create a subdirectory in, enter the name of the subdirectory you want to create and click the Make Dir button. Repeat the process to create more subdirectories.

WWRenameFile:
Renames the file you select to a filename of your choice. Just select the file of your choice and click OK.

WWFileFindandRun:
Runs files like the Program Manager does, but first allows you to search for specific files to run. Also allows exiting to DOS, provided your computer has enough free memory. The find file button allows you to find a file using standard common dialogs and the proceed without finding a file allows you to enter a complete path and can control execution of the program.

WWCommandQuickRun:
Runs exactly like the Program Manger's Run.... Has a command line box, and a Browser to choose the file you wish to run. For more control over the program execution, try the WWFileFindandRun.

WWAlarm and WWAlarmer:
Alerts the user with a message and an associated sound or the default message. **DO NOT** run the WWAlarm macro, for it is the actual alarm mechanism. When installing, be sure to install both WWAlarm and WWAlarmer.

WWDeleteFile:
 Deletes the file you select. Select a file and click OK. WWDeleteFile confirms before deletion.

WWInstallMacro:
Installs Single Macros (or all) and optionally adds them to Menus and/or hotkeys. This macro is used to install all of the other macros and may be useful when installing macros from other utility packages.

WWMoveFile:
Moves the file that you select. First select the file you wish to move. Then click OK. Then, enter into the directory or sub-directory that you wish to move the file to. Then click the MOVE button. **(Note: If you move a file for security reasons, please note that the file is actually copied first and then deleted.)**

WWCopyFile:
Copies the file that you select. Select the file and click OK. Then, enter into the directory or sub-directory you wish to have the file copied to. Allows the selected file to be copied to multiple directories– just select the directories each time.

WWExitMaster:
Allows fast and easy exits of Word, Windows, and it also shells out to DOS as well. Also allows the restarting of Windows, and the rebooting of your computer. USE WITH CAUTION. Simply click on your choice.
** A reminder: Quick Exit Windows will NOT save changes.
** Close/Save All AND Exit Windows will save changes.

WWWordLock:
Used to lock Word from other users. Use this if you are working on a private document and step away from your desk or are suddenly surprised by another co-worker or peer.
To Lock Word:
Run the macro and enter a password. Click OK. Enter the same password and click confirm.
To Unlock:
Enter the password and click OK. Or Enter the Master Key Password, which comes with PLEASE NOTE: THE PASSWORDS ARE CASE SENSITIVE!
Are there ways to get around this? Yes. Although it is difficult, it is possible. You might have to use this program and another Windows based security program to stop hackers who know how to use MS's Share to run multiple copies of Word. Otherwise, this is the safest its going to get.
WWWordLock will report tried "break-ins" (if someone enters the wrong password) in written form in the current document.

WW French Dictionary:
Finally, a foreign language dictionary for use in Word. Easy to use, self-explanatory push button interface with menus. Simply select an option from the menu, type in a word, in ENGLISH or FRENCH, depending on the option you chose, and Word does the rest. It even pastes the word, accents and all, right into your document.
When installing, first install the macro, then run the install again and click the Install French Dictionary Files button.

WWPlayandRecordWaves:
Choose a file to play, or hit the record button to record a sound. You must have SOUNDREC.EXE in your WINDOWS directory in order to take full advantage of this macro. It works just like running a file.

WWPlayMultimedia:
The WWPlayMultimedia will play many types of multimedia files right from within Word 6.0. In fact, it'll play any file that you have drivers for. To use, select a file to play, or choose browse. It is assumed that you have the proper drivers and extensions installed to play the file you select. You must type the full path, name, and extension of the file you wish to play, or simply click on the BROWSE button. Use the on-line instructions for more detailed help. The

path may be excluded (but really shouldn't be) if the file is listed in a directory in the PATH= statement in your autoexec.bat.
NOTE: It may take some time for larger multimedia files (especially *.AVI) to load. Please wait while the files load.

WWAutoCorrectToggler:

Allows the user to turn on and off the Word 6.0 AutoCorrect Feature. This is useful when typing abbreviations and other types of phrases and words.

WWChicagoTitler:

Allows the user to display the file name and file size in BYTES of the currently open file, rather than the filename. Works like Windows 4.0, Windows 95 Chicago, will work. You'll see the title of the document you working with on the titlebar of the Word window.

WWClockandCalendarManager:

Now you can control the clock and calendar right from within Word. Just run this macro, and see how easy it can be. Simply click the button of the feature you wish to change or view.

WWControlManager:

Now it is easy to change Window's settings from within Word. Just run this macro, and you'll be on your way. Just click on a feature you wish to modify or view.

WWFileNew:

After running the one-time setup, this macro will become a favorite. Please wait while setup runs; it may take up to five minutes or more on older machines. Now creating new documents, templates, and Wizard-based Documents, is a one-button deal. Put a check in a box and make a new, normal document, Another click lets you choose a new document based on a list of templates. Running the Rebuild Description List will run like the one-time setup in the beginning, and may take a while.
Note: Normal documents and templates are based on NORMAL.DOT.

WWWordsPerMinuteEvaluation:

This macro will test your typing speed and accuracy. Four input boxes will be given. As soon as the input box is seen, start typing. You will be timed for each input box. Hit the OK button to stop the exercise. The exercise will then be checked. Hit the OK button on the message box to begin time on the next typing exercise. The words per minute you type is based on an average of each of the four exercises. In order to insure proper typing, you MUST type all words correctly, or if you don't you'll have to do it again.

WWFloppyFileNameLister:

This program/macro was designed for retrieving and printing on screen the files from a floppy disk. This program has been tested with the also included in this package.
To use, type only the floppy drive letter in the dialog box, and select a font size. Smaller fonts allow for more file names to fit on a smaller document. Choose: Search in subdirectories to search in all subdirectories on the selected disk drive. THIS PROGRAM WILL WORK FOR HARD DRIVES, but beware, the document could be quite long.

To use with 3.5" disk labeler (see template directions), create a new 35labw6 document and then position the cursor where you want the list, and run the macro. This macro will list only the full path and filename of each file.
Note: Mid to Large-Sized Hard Drives may take more than 15 minutes, with document lengths greater than 30 pages at 4 points font size.

WWTotalSystemInformation:
Simply run the macro, and a list with System Information will show up. It scrolls just like this Word Document does. Answer Yes to "Would you like the system information added to your current document?" if you want a print-out of your system statistics.

WWPhoneMasterDialer:
Did you ever need to dial a phone number, without the bulk of a PIM? Well here's the answer. Entering a number in the box at the top of the dialog box is all that is necessary. You may also optionally check certain options. The following is a list of what each option actually does:

>   Call Waiting Disable: *70,
>   Caller ID Disable/Enable: *67,
>   Dial 9 and wait: 9,
>   Dial 1: 1-

To add this number to the minidex, simply click on add. Any options will automatically be remembered.
To get a number, simply click on Get, and choose a number and hit OK. It will now be dialed. Choosing Delete Entry will remove the entry from the database. Choosing Cancel will return you to the original screen. To change a number, delete it, and then re-enter it. If no entries exist, you will be brought back to the main screen. Please note that if an option is selected from the main screen it is not transferred to the number at the get screen. This is to avoid errors. You can always delete an entry, choose an option, type the number again, and the options will be remembered. The About Button displays some information about the program. Dial dials the number. The port button allows you to change the COM port.

WWFilePrintSummaryInformation:
This will print the Summary Information for your document. Just run the macro by clicking on the toolbar button, and select a printer. Word prints the summary information quickly on one sheet of paper.

WWWinFax Pro 4:
Designed for the included template (FAX.DOT), this macro effortlessly sends any document, including those based on the FAX.DOT through WinFax Pro 4.0.

WWHangman:
This addictive little game will have you and you family guessing for hours. Easy to use and fun too. Make sure that the AFHNGMAN.INI file is in your WINDOWS directory (this can be accomplished by at the beginning of this document.). Also, please note that double clicking the buttons is considered another guess by the computer, and you will lose turns, therefore, it is to your advantage to click ALL buttons **ONCE,** as is normally done.

WWTicTacToe:

Go ahead! Try and beat the computer! Finally, the original Tic Tac Toe comes to Word for Windows. Easy to use, for hours of enjoyment. Also has a handicapper to make it somewhat possible to win.

WWLogoSetup and WWLogo:

Now you can create your own personal "splash screen" when Word 6.0 starts.
Run the WWLogoSetup first. This will allow you to choose the file and sound file you would like to hear upon startup. Simply follow the instructions given to you. You will be able to select a logo and a sound to be played. WWLogoSetup will add a line to your AutoExec macro which runs when Word starts. This line tells Word to show your logo and play your sound. If you run the WWLogoSetup multiple times, you will have to make sure of not having duplicates in your AutoExec Macro. If there are duplicates, then the logo will show up twice or more. Setup tries to determine, to the best of its ability, if there are duplicates. In most cases, setup is correct.
WWLogo is the actually Logo runner. Run it by itself, or have it run when Word starts up. You must run the Setup first.
Be sure to install both macros.

WWPersonalInformationManager: (P.I.M.)

If you wish to keep a log of your phone calls, you must copy the file PHONELOG.DOC to your WINWORD directory (this can be accomplished by at the beginning of this document.).

Finally, a Personal Information Manager comes to word, allowing all users to have their own address book and telephone directory.

When you first start the PIM, you will be prompted for directories in which to store the data files. Enter the full path and directory that has already been created. Enter it like the following: C:\DATA\BUSINESS with no extra spaces or carriage returns. Invalid data will cause errors.

If an incorrect path is entered, the PIM will act strangely, and the next time you run the PIM you will be prompted for another Path. Symptoms include: List of Entries NOT changing; No difference between the two address books, the PIM doesn't show accurate data, etc. When the PIM acts this way, just click Done, and run the PIM again.

Two settings files will be maintained in the directories you specify- one in each directory. The settings include all the settings that you select in Setup.

> **Dial Home #:** Dials the phone number of the highlighted person, if a number has been entered. Your modem MUST be on.

> **Dial Work #:** Dials the secondary or work number of the selected entry.

> **Information and Business Letters...** Shows ALL information on the highlighted person, and allows you to **Insert** that information as part of a business letter. **Insert Full Data** inserts all data as specified in Setup.

Create Report: Creates an alphabetic, full color report of ALL persons in the database, as specified in Setup.

New: Allows the user to add more people/businesses to his/her PIM. Checking **Just a Company; No Name Needed** will NOT read Title, First Name, Last   Name, and Occupational Status. Instead, the company name will be used as its "name." It is not necessary for you to enter a salutation, but if you would like a customized salutation for the particular entry enter one. If not, the default you specify in Setup will be used. Class simply means Business, Friend, Personal, etc., so that you know who you are dealing with.

Delete: Deletes the selected person, and his/her information.

Edit: Allows the modification of person/company information.

Envelopes and Labels: Adds the highlighted person's address information. Note that if no address information is supplied, just the name will appear on the envelope. The envelope will be added to the document, unless otherwise specified during setup. To insert a label, choose Use Word's Envelope Dialog during Setup, and simply click on the Labels Tab.

Setup: Allows the user to setup the P.I.M. to suit his/her needs.
COM port: select the COM port for use. Your modem is connected to your COM port.
Default salutation: a greeting, i.e. Dear, that the user may choose him/herself or leave blank.
Report style**:** Full reports style include everything, Brief report style reports name/address and other pertinent information.
Pulse or Tone and dialing prefix settings are used automatically and are dialed each time the phone is dialed with either the Dial # buttons or the Phone Dialer.
The Default Cardfile and Default Calendar File boxes allow you to enter the full path and filename of the Cardfile or Calendar file you wish to load every time you run them from WW PIM.
Tab before salutation determines whether the salutation will be flush against the left side, or indented.
Return to Word after faxing will allow the fax to be processed, and quick returning to your active Word document. This eliminates many extra clicks and saves time.
Log will log all calls' times and phone numbers to PHONELOG.DOC in your WINWORD directory. If it is not there, no log will be recorded.
Data File Directory specifies where the data file for the current address book will be stored. If this is changed, it must be a path that already exists. All data files must be moved to the new directory. Data files all have the .ini extension and have the filename xPIM.INI where x is a letter of the alphabet. WWPIM.INI must also be moved to the new directory.
Fast PIM: allows the exiting of the PIM after such actions as dialing the phone or inserting data.
WinCIM settings: Allow the user to specify a Closing, such as Sincerely or Regards, and the name to use such as Andy Freeman @ 74250.1700@compuseve.com.

Phone Dialer: Just press the numbers on the keypad, and choose

Send/Dial to dial the phone. The numbers you press will be on the top of the dialog. Clear All clears the number you have entered. << Back deletes the last number entered.
Note that the comma key "," is used for pauses, and that the * key is used just like the * key found on real telephones.
* As long as Num Lock is active, the numeric keypad can be used to dial the phone.

VMail Dialer: Just key in the number, the appropriate waiting times and hit send. Works just like the normal Phone Dialer. 1 s= 1 second delay, 2 s=2 second delay. Note that times may be different on different modems.

Cardfile: Launches the Cardfile Program. The default is Cardfile.exe and it must be in your WINDOWS directory. See the description of setup above.

Calendar: Launches the Calendar Program. The default is Calendar.exe and it must be in your WINDOWS directory. See the description of setup above.

Windows' Clock: Launches Windows' Clock Program. Clock.exe must be in your WINDOWS directory.

Windows' Calculator: Launches Windows' Calculator Program. Calc.exe must be in your WINDOWS directory.

Done: Ends the program.

About: Shows the bout box.

The Virtual Rolodex:
To access an "address book", simply click ONCE on the option button of the letter of the entry you desire to look up. All entries will be stored alphabetically according to the first letter of their last name, or if a company, by the first letter of the company name. **Double Clicking will execute the function of the highlighted button.**

Fax: Used only with Delrina WinFax Pro 4.0, this feature will fax the current document to the currently selected person/business. To cancel the fax, choose cancel from the Fax Initialization Screen. Only the recipient and fax number are sent to WinFax. WinFax is left running.

(Fax) Merge: This feature will allow you to use the currently open document as a base letter in which separate addresses and salutations will be inserted. A closing such as Sincerely, Andrew, will be inserted if you fill in the input box requesting the information. For each entry containing a fax number, a document will be faxed via WinFax with its own address, salutation and closing. The currently accessed address book will be used for the fax merge.

Import Data: This function will allow importation of records into Wordware PIM. Any database may be used as long as it conforms to ODBC standards, or has a filter which can be used to import the database. A few rules: 1) The database MUST have a First Name, Last Name, and Company field as well as an Address Field. Even if they are empty columns, they must be part of the database. 2) If the Last Name field is empty, the company name will be used. 3) Entries' data with the same name will be overwritten.

Steps for importing data:

1) Ensure that your database conforms to the format above and that you have the proper drivers/filters installed.
2) Start Wordware PIM. Press the Import Data via ODBC and Filters button.
3) Select a source database file.
4) Confirm the type of data file. Note that usually, the first selection in the dialog is the correct type.
5) Answer the questions about the fields.
6) Choose how you would like the salutation to be entered, if any. All entries will then have a personal salutation.
7) Wait until completed. On slower machines this could take a while.

**ODBC drivers can be installed using Word's setup, or Excel's setup.
NOTE: On occasion, owners of Access may experience problems importing their databases. If repeated errors occur, simply export your Access database as some other format or as text, and then try again to import into the PIM.

Export Data: Will export data from a single or both address books into character-delimited text. You may choose the standard tab-delimited text, or enter a character of your own choosing. Delimited means that the character you designate will be placed between data such as the entry's title, first name, etc. Programs like Microsoft's Excel 5.0 will be able to use these text files for advanced data manipulation.

Mail Merge: Although not an advanced Mail Merge, this feature will allow you to use the currently open document as a base letter in which separate addresses and salutations will be inserted. A closing such as Sincerely, Andrew, will be inserted if you fill in the input box requesting the information. One document will be created with page breaks between each entry. The currently accessed address book will be used for the mail merge. For advanced mail merge, export the data and use the database as your source for the mail merge.

Set Alarm: Click on this button and an alarm dialog box will come up. Enter the time, message, and select a .wav (wave) file or the default beep. The alarm will come up at the specified time, unless Wordware PIM is active, or Windows is busy.

Search: Choose the fields you wish to search in, or click the All fields button. Then select whether to search in the primary phonebook, or BOTH phonebooks. Enter a text or number string to search for, and Wordware PIM will return all entries with such a string. You can optionally have this data inserted into your document. You can also create a Mail Merge for each found entry by pressing the Mail Merge button, or you can do a Fax Merge by pressing the Fax Merge button.

Reset Modem: Allows the user to enter an initialization string or reset the modem, if necessary.

Create WinCIM Mail: Will allow the user to create mail using CompuServe's WinCIM® program and will optionally send the text of the current document. The user must select the address of the person to he wishes to send mail.
Make sure that you do not have the connect dialog showing!

Take The Check Out Of The Show at startup BOX, or this will NOT WORK.

Custom Insert: This feature will allow the user to insert specific information. Use the text box below the listboxes to add your own words. List box selections will be remembered for the next time to save time.

Tips: Use the Memo field to store e-mail addresses, notes, and alternate phone numbers. Use the first address line for ATTN and other mail calls. Use the third address line for countries, postal codes, etc.

Keeping a Christmas List? Keeping a Holiday Party List?
Put a special keyword in the Memo box, and when you need the information, use the search feature for that keyword. Then select the create letters for each button found entry. It's as easy as that.

WWReinitialize:
Run this only when you add more drives to your system. This macro sets the drive information up. This is automatically run during setup.

WWTabSideManager:
Indents the selection, or the whole document on both sides one tab stop for each time it is tun. Can also be run to "Outdent" the selection or document. This is useful for citing quotes and accenting a selection.

WWSmartQuoteSlayer:
Changes all smart quotes in the selection, or entire document to normal, straight quotes. Smart quotes are those curly quotes while straight quotes are those that are totally straight.

WWCDPlayer and WWCD functions:
When installing, be sure to install all WWCD... macros to ensure that the CD Player will work.

CD Player will display the current track, the current time in the track, the total playing time, and the title and author of the CD.
This Program also supports CD Players which eject.
Depending on your CD-ROM drive (most will), you will be able to change the CDs without stopping the CD Player. An error will not be caused. So, if you take out the current CD, and put in a new CD, this program will recognize it. You just have to hit PLAY |>.

**Note: On some computers, you may have to wait a few seconds for a control to become responsive to clicking. PLEASE WAIT.

Here is a description of what each button does:

Less: On some computers, continually updating the TIME may divert attention   from the controls, so this button stops the time function giving more   attention to the controls.
More: This reverses the Less button, and displays the current time.
TB: Hides and displays the toolbar for the CD Player.

PLAY |>: Starts the CD Player. (On the toolbar it resumes the CD after a pause.)
|<<: Plays the CD from the previous track.
<<: Scans the CD back 15 seconds.
>>: Scans the CD forward 15 seconds.
>>|: Plays the CD from the next track.
| |: Pauses the CD.
:::- Resumes the CD after a Pause.
[S]- Stops the CD.
^ : Ejects the CD on drives that support Eject.
Random: Selects a Random Track and plays the CD from there.
Add: Adds the CD's Title and Author to the Database. When the CD is put in, CD
          Player will automatically recognize it. You can also use this to <u>CHANGE</u>   the title and
or author, if you so desire.
Close: Closes the Dialog Box, and allows the CD to continue to play if the user   so chooses.

Make sure to run Windows' Control Panel to ensure that you have your CD drivers
installed.
Errors will occur if MSCDEX and/or the Windows' MCI CD-Audio driver are/is not
installed, or if your CD Player is off, when running CD functions from the included
toolbar.
_____
Note: The play button on the toolbar will **not** alert you if your CD Player is not ready. Only the
CD Player Dialog will tell you that. Depending on your system, you may have to run the
CDPlayer macro a couple of times after a "Not Ready" message. This is due to system and
CD-ROM speeds.

WWNetworkConnect:
Allows quick and easy connection to a network drive. Enter any necessary information such
as a password. Now you can access or re-establish links to your entire network easily.

WWModifyMostRecentlyUsed:
Allows modification of the Most Recently Used Files List at the bottom of the file menu.
Clear will clear all entries.
Add will add an entry.
Add and Open will add an entry and open the document or template.
Selecting Number of Entries changes the amount of Most Recently Used Files allowed to
appear at the bottom of the File Menu.

WWQuickCreateToolbar:
Allows the quickest creation of toolbars for any active document template. Just enter a
toolbar name and Word will create an empty toolbar ready to be filled by your selection of
toolbar buttons. Just choose View | Toolbars from the menu and click the Customize button.
Then drag & drop the buttons to and from your toolbar and off the toolbar to remove the
buttons.

WWArrangeWindow:
Arranges all open document windows so that they do not overlap.

WWActivateWindow:
Allows the fastest activation of open windows and document editing screens. Simply point and click to activate any Window. A big time-saver when working with many documents.

WWProjectManager:
Finally an easy to use document manager comes to Word 6.0. Simply create a New project, click OK, choose Add File and add a document file to the project. Remove File removes the selected file. Open Project quickly opens every document in the project. Print Project prints every file in the project. Delete project simply removes reference to the project, while keeping the files intact. This macro works great for fast presentations or gathering of data.

WWFileCloseAll:
Closes every open window and prompts for saving if changes have been made. A check in the Exit Word check box will close all windows and exit Word.

To use ANY macro, simply run it from the Tools, Macro, Run menu **OR** push the appropriate button on the toolbars.

Wordware includes two templates to make word-processing easier.

Template Directions:

Make sure that all templates (*.dot) have been copied to your WINWORD\TEMPLATE directory, normally C:\WINWORD\TEMPLATE.
This has been done if you ran the setup at the beginning of this document.

## 3.5" Disk Labeler Template : (35labw6.dot)

The 3.5 inch labeler is a template for Microsoft Word for Windows is used to create disk labels.

Requirements:
Dennison Presapply Self Adhesive 3.5" Diskette Labels or a similar type in a 2.75" by 2.75" assortment, but any labels will work. This package costs about $3.67 for 80 Labels which is less than 5¢ (without tax) a label. A Hewlett Packard LaserJet III or better is recommended but any printer which has a manual feeder tray will work fine. Just about any computer running Word for Windows 6.0 and Windows 3.1 or later will work.

Usage Instructions:
First create a new document using the 35labw6.dot template. Then, take the label sheet you are using and place it on the top of a piece of normal 8.5" by 11" paper as close as possible to the center. Then, with two small pieces of tape, near the bottom of the label sheet stick the label on the paper: (Diagram Below)
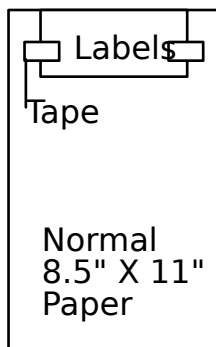
Then, print as you normally would.

Advanced features:

There are two labels on this template, and there are many forms of 3.5" label sheets on the market. As long as the labels are any number by two, this program will work; that is, the length of the label sheet does not matter. For example you could have a series of six labels, but as long as their width is two labels, and their length is three labels, this program will work perfectly. Only six labels will fit on a page. Just run the template macro entitled "labels for four" or "labels for six."
Note: if you do not want all the information on the first two labels copied to the others, you must run this macro when you **first** start the template.

- The menu called "Tools," at the bottom of its list, contains these three macros.
- There is also a toolbar, which contains these tools which is named "Copying...". To activate this toolbar choose View, Toolbars, and put a check in the Copying... toolbar.

When four or more labels are created, a space is created between the layers.

An additional feature is that if two labels are desired that are exactly the same, there is another template macro which copies the first label to the second (copy a label). This works in rows, so you may copy the first to the second, the third to the fourth, or the fifth to the sixth. You may also copy the first two to the others by first filling in the first two labels and then running the macro "labels for 6", or "labels for four". You can also create four or six of the identical label by creating the first label, and by running the macro "labels for four," or "labels for six."

You may add fancy logos, graphics, numbers, or word art or any OLE object that may fit, except of course for sound to your labels. You may change the font, as long as it fits in the label.

VERY IMPORTANT: FOR THE MACROS TO WORK, THE CURSOR, OR PLACE OF INSERTION MUST REMAIN INSIDE THE LABEL!

WinFax 4.0 and Word 6.0 Faxer Template:
This macro is the easiest fax macro that you have ever used. It makes faxing simple and a pleasure. Your whole office can learn to use WinFax just by pressing a single button- which even looks like a FAX! And, to combat mistakes or wrong keystrokes, changes in cover pages, resolution, and other changes are confirmed BEFORE the fax is sent. Faxing is as easy that.

Supports multiple senders, which are stored in a special database.
Simply answer yes to the "Change sender information?" and you'll be able to modify and store separate users.

To use, simply start a new document based on the FAX.DOT and fill in the information in the table. Make SURE that gridlines are SHOWING. You may delete any cells that you would not normally use. If you NEVER use billing codes or keywords, go right ahead and delete those two rows. Now, use the rest of the document to type any documents, paste any pictures, or anything else - as if it were a normal document. When you are finished, click the FAX button on the toolbar at the top of your screen. A dialog box will come up with many features of WinFax Pro 4.0. If you require additional help, please press the Help Button.
** The Never Show This Dialog Box Again check box will do exactly what it says. To stop cover pages, confirmations, and other fax processes, and just send the fax without the SEND

to screen, press this. This means that after this fax, the dialog box WILL NEVER come up again.

If you press this by accident, it may be reversed simply by running SYSEDIT from the Program Manager Run Line, and editing WIN.INI to find the [WinFax] section. Look for the AMF= key and change the number to 1.

You can easily modify the look of the fax template. Just make sure you do not delete the styles (those things in the upper left of your screen), and you'll be able to create anything including letter formats and others.

Faxing is as simple as that.

Please Note: The macro looks for a fax number FIRST, if no fax number is present, then the Send Screen will definitely come up.
Also, you may only choose either a cover page and fill it in, or, a Quick Cover Page, and put text in it.

Note: It is not necessary to put the time and date in, but if you do, follow the time format (24-hour format with seconds) and the date format (with slashes) that is found as an example on the template.

Toolbars: Included in the FAX.DOT template is a toolbar with its own fax button. If it is NOT on-screen, choose View, Toolbars..., and put a check in the Toolbar called "Send the Fax- Delrina Style." You may move/copy/add this toolbar to any existing toolbar that you already have.

The Wordware V4.0 Registration

Wordware will prove to be the most beneficial utility package ever created for Word 6.0. Remember, however, that Wordware is shareware. You can try it for 21 days, and if you like it, you must register.
Registration is important to the Shareware market. Your investment of $39.95 ($15 Upgrade) will get you a variety of superior items:

You get:
- The registered version of Wordware. Say good-bye to those annoying registration screens!
- The master key to the WWWordLock macro.
- Free technical support for 6 months.
- Free product announcements.
- Free Access to AMF Shareware Productions' World Wide Page.
- Free bug fixes and minor upgrades.
- Reduced prices on upgrades.
- And much more!
- You get 54 Macros- 56 including the installation macros and a Fax Template, and a 3.5" disk labeler template, and three, full-color toolbars
- A special introductory offer to CompuServe. Call (800) 848-8199 or 614-529-1349. Ask for operator 162 and request the CompuServe IntroPak. European customers may receive the European IntroPak by calling the United Kingdom at 0800 289378. It waives the regular signup fee and gives you a $15 usage credit on top of it. This will work only after you register.
- Specially priced shareware CD-ROMs from:

    Owobopte Industries, Inc.
    3101 Sibley Memorial Highway
    Eagan, MN 55121

    Telephone: 612-686-0405
    Fax: 612-686-0312

We will notify them after you register.

The low $39.95 registration fee amounts to less than 74¢ per macro (or 71¢ with the installation macros) PLUS a special fax template, and a 3.5" disk template and three colored toolbars!

Site licenses available; Generous Bulk Discount Rates are also available. Contact Andrew M. Freeman for details.

UPGRADE POLICY: You may upgrade to Wordware 4.0 from Wordware 1.0, Wordware v2.0.x, and Wordware v3.x.xx only
FOR ONLY $15! **That's less than 27¢ each macro! Search for WWUPGRADE in SWREG (or send the $15 to the address above)! No upgrades by credit card please.**

Your support but will encourage us to produce bigger and better programs that are a benefit to all. We love to enhance Microsoft programs to make them even better for you. So please, if you use this macro/program package, "Wordware V4.0," please register (see the next section of this document).

How to Register

1) By Ground Mail

You can register by check, money order, international money order, cash, or other format as long as it is in United States funds drawn on a United States bank. When sending cash, be sure to use a security envelope to prevent tampering. Be sure to use the order form included in REGISTER.TXT and ORDER.FRM that came with Wordware.

Send payment to:
Andrew M. Freeman
AMF Shareware Productions
P.O. Box 189
Holbrook, N.Y. 11741-0189
USA

2) Register On-Line CompuServe

GO SWREG, and search for ID# 3297
(or 3298 for UPGRADES ONLY!).
You may also do an author search for Freeman, Andrew.
In WinCIM, click the traffic light icon and type SWREG and hit the enter key.

3) Register by Phone With Your Credit Card

Sorry, NO UPGRADES by Credit Card.

Master Card, Visa, American Express, and Discover cards are accepted.
When calling or writing, ask or write for:
Wordware, ID #11521

Instructions for Credit Card Orders Only:
You can order with MasterCard, Visa, American Express, or Discover Card from Public (software) Library by calling **800-2424-PsL** or 713-524-6394 or by FAX to 713-524-

6398 or by **CIS E-Mail to: 71355,470**. You can also mail credit card orders to PsL at P.O. Box 35605, Houston, TX 77235-5705.

When ordering, include your name as it appears on your credit card, your address, telephone number, and e-mail address if applicable. Don't forget to include the name of the credit card you wish to use as well as the expiration date.

THE ABOVE NUMBERS ARE FOR ORDERS ONLY.
Any Questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to: Andrew M. Freeman, P.O. Box 189, Holbrook, N.Y. 11741-0189 or by CIS e-mail: 74250,1700. To insure you get the latest version, PsL will notify us the day of your order and we will ship the product code directly to you. PLEASE NOTE: PsL DOES NOT Provide support for this product and will not accept returns. Address all support questions and returns, or any other questions to the author's address and e-mail address above. Returns are only accepted due to bad disks.

<p align="center">What do I get after I register?</p>

UPON REGISTRATION, you will receive a special registration number and the correct option button to press on that registration screen that pops up when you first run a macro. This number will be sent to you via CompuServe e-mail, or by ground mail (depending on which on-line service you registered) When you receive the number and option button, enter the number where it says the number, click ONCE on the correct option button, and click OK. A dialog box will come up that says: "Thank You For Registering." The registration dialog WILL NEVER come up again. You'll also receive the MASTERKEY for the WW WORD LOCK macro. In addition, unlimited e-mail support for the first 6 months after purchase will be included, and you'll also receive other benefits as outlined above.

*A small (about 20 bytes) hidden file will be stored in your Windows Directory after registration. It is hidden so that it is not accidentally deleted.
Invalid Registration Numbers will be ignored and/or warned.

CONTACTING THE AUTHOR

You can contact the author by ground mail or e-mail:

Andrew M. Freeman
AMF Shareware Productions
P.O. Box 189
Holbrook, NY 11741-0189
USA

CompuServe E-Mail: 74250,1700
Internet E-Mail: 74250.1700@compuserve.com

Leave your comments/suggestions/problems/ideas by e-mail.

Check out our new home page on the World Wide Web. It contains all the latest information, product support, and software releases. Download directly from the page! Set your browser to:

http://www.execpc.com/~amsoft/index.html

BUGS? Please report them to Andrew M. Freeman: 74250,1700 (or Internet: 74250.1700@compuserve.com). You may be rewarded with a free copy of Wordware.

AMF Shareware Productions has the exclusive right to decide on awards for bug reports.

Try Other Fine AMF Shareware Productions Programs Available for Evaluation in CompuServe's MSWORD forum.

For a complete product listing, please see PRODLST.DOC which came with Wordware.

Custom Macros? Sure.

Word can do many wonderful things and perform time-saving tasks.
Wordware v.4.0 is an example of what Word can really do. If your company or business or you as an individual require a custom-made macro, contact Andrew M. Freeman at

Andrew M. Freeman
AMF Shareware Productions
P.O. Box 189
Holbrook, N.Y. 11741-0189
USA

CIS: 74250,1700
Internet: 74250.1700@compuserve.com

Association of Shareware Professionals Information

This program is produced by Andrew M. Freeman, an approved 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.

®
Association of
Shareware
Professionals
Member

Legal Information:

Please, feel free to pass an evaluation copy of this program on to a friend, colleague, office manager, or any other interested Word User. Do not charge other than for distribution costs.

✱✱ Please Note: THIS SOFTWARE AND THE ACCOMPANYING FILES ARE SOLD "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. Because of the various hardware and software environments into which Wordware (All Versions) may be put, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it. The user must assume the entire risk of using the program.

The User is allowed to evaluate Wordware for a 21 day trial period. After that period has expired, the user must register the Shareware, or delete all macros, templates, and documentation from his/her system. Failure to do so is a violation of international copyright law and may constitute Software Piracy

INSTRUCTIONS FOR UNINSTALLING WORDWARE:

Now why would you want to do that? Well...

To Uninstall Wordware, simply follow the 14 easy steps below:

1) From the menu, select Tools | Macro.
2) Then click on the button that says Organizer.
3) Click the Macros tab.
4) Scroll down the list that contains your global, NORMAL template.
5) Select all the macros that have the prefix WW and press delete. Please be careful with this function.
6) Click the toolbars tab. Delete the Wordware toolbars and the CD Player toolbar.
7) Close Organizer.
8) Save all changes.
9) Delete all templates (.DOT) which came in the original ZIP file from your WINWORD\ TEMPLATE directory. They are FAX.DOT and 35LABW6.DOT.
10) Delete all documentation from the directory which contains Wordware.
11) Delete the files from your PIM's Business and Personal Directories. These files are created when data is added to the PIM. These directories are usually C:\WINDOWS and C:\ WINWORD. The files have the form of ?PIM.INI where ? represents a letter of the alphabet.
12) Delete PHONELOG.DOC from your WinWord directory.
13) Delete the alphabetic text files from your WinWord directory if you installed the French Dictionary.

That should do it. Don't worry if some of the files mentioned are not there; perhaps they were never installed.

14) Also, please send an e-mail message to Andrew M. Freeman CIS: 74250,1700 or Internet: 74250.1700@compuserve.com (or by ground mail) describing what you did not like about Wordware. Even if you think Wordware "stinks" let me know, I'd be happy to hear your suggestions.

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