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1-2-3	00000	0	00000	0000	0000	0000
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\*\*\*\*\* 1-2-3 POWER WINDOW - FLEXIBLE FILE AND DIRECTORY MANAGER \*\*\*\*\*

\*\*\*\*\* INSTRUCTIONS TO UNREGISTERED COPY FOR LOTUS VERSION 3.1 \*\*\*\*\*

**\*\*IMPORTANT: PLEASE READ OR PRINT INSTRUCTIONS PRIOR TO RUNNING SETUP\*\***

## SYSTEM REQUIREMENTS

1. This version is for Lotus 1-2-3 Release 3.1. If you need a version for Release 2.2, please see registration information below.
2. You must have your spreadsheets in a subdirectory of your Lotus system directory. Thus, the path would be... ROOT DIR--->LOTUS DIR--->WORKSHEET FILES DIR. (e.g. C:\123R3\WKS\myfile.wk3)

## 1-2-3 POWER WINDOW (123PW) AS THE DISK MANAGER

1. Most 1-2-3 users have all their spreadsheets in one or two subdirectories. Generally, Lotus 1-2-3 is too exacting and time-consuming to use many subdirectories to keep your files seperated. 123PW makes these tasks much easier. Thus, it is simple to keep your files in different subdirectories to act as categories. It is very simple to change back and forth to different directories.
2. 123PW will be saved as a spreadsheet, so you can retrieve it and use it inside Lotus 1-2-3.
3. 123PW will read your disk each time you retrieve it and list all files available. A menu will let you perform often used commands such as Retrieve, Delete, Search, Query with few keystrokes. See menu options listed below.
4. 123PW will put a pop-up window in memory to use on any 1-2-3 file.

## BEFORE SET-UP

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1. You must have at least one subdirectory under the Lotus system directory as discussed in the requirements section.
  2. You may work at DOS either before or after setup if you want to make other subdirectory categories and move files around.
  3. Know the exact name of your Lotus system directory (generally 123R3) and one of the spreadsheet subdirectory names. The two directories input during setup will be the default directories.
  4. Clear any files in memory. This can be done by the command /WEY. This is very important if you have a previous 123PW version loaded.
  5. Retrieve 123pw.WK3.

## DURING SETUP

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1. Input the default Lotus system and spreadsheet directories.
  2. 123PW will have the pop-up window saved as Auto123.wk3 and loaded into memory.
  4. 123PW will be saved as 123pw.wk3.
  5. 123PW will read your files and directories. The main menu appears.

## MAIN MENU OPTIONS

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1. Retrieve            123PW can retrieve files by pointing to (moving cursor to select), input name, or input row number of a filename. The spreadsheet selected will be retrieved.
  2. Ch Dir             123PW can change directories by pointing to (moving cursor to select) one of the listed subdirectories.

You will be prompted for worksheets only or all files.  
You will be returned to the main menu after you select.

3. Delete            123PW can delete files by pointing to (moving cursor to select), input name, or input row number of a filename.  
You will be returned to the main menu after it deletes.
4. Page             123PW will page down or up through the filenames listed.  
When done, select Main Menu or press Esc key.
5. New WKS        123PW will erase everything to create a blank worksheet.  
Note: Files in memory are lost, including pop-up window.  
(To load the pop-up window again, retrieve Auto123.wk3.)
6. DOS             123PW will exit to DOS. Type EXIT to return. 123PW will  
reread the disk for any changes made.
7. Utilities        See Utilities Menu Options.
8. Quit             Quits Lotus 1-2-3.

#### UTILITIES MENU OPTIONS

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1. Search            123PW will ask for a string (characters) to search the  
filenames for. If the string is found, 123PW will  
highlight the first filename that contains this string.  
If the string is not found, a message will indicate this.  
Either way, you will be returned to the main menu.
  2. Query            123PW will ask for a criteria (characters) to match  
against filenames. You may use wildcard characters \* and  
? along with other characters as criteria. e.g. A\* will give  
give you all filenames starting with the letter A. Any  
matches appear in the "Query" headed column. No matches  
will appear if none are found. Either way, you will be  
returned to the main menu.
  3. Drive A          123PW reads files on disk drive A. You will be asked to  
confirm that a disk is in and you have the correct drive.

You will be returned to the main menu after the read.

4. Drive B            123PW reads files on disk drive B. You will be asked to confirm that a disk is in and you have the correct drive. You will be returned to the main menu after the read.
5. Print             Prints list of files in the current subdirectory using standard letter size (66 lines per page). After printing, you will be returned to the main menu.
6. Setup            123PW will setup for new default directories. Similar to initial setup. The old default subdirectory will contain old Auto123.wk3 and 123pw.wk3. You may wish to delete them.
7. Main Menu       Returns you to main menu. Note: the Esc key will, too.

#### ABOUT POP-UP WINDOW

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1. 123PW will load a pop-up window to use when you launch 1-2-3.
2. To get to the pop-up window from another worksheet, press Alt-F3, choose <AUTO123>, and select 123POP. Use this on any worksheet.
3. 123POP contains a command to return you to 123PW. It also contains some frequently used worksheet commands such as Save, Resave, etc.

#### POP-UP WINDOW MENU OPTIONS

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1. PW Return       Returns you to 123PW by default directory path recorded during setup.
2. Save             First-time save by assigning filename. Returns to menu.
3. Resave          Resaves by current filename. Returns to menu.
4. Delete          Deletes a file that you select. Returns to menu.

5. New WKS Will erase everything to create a blank worksheet.  
Note: Files in memory are lost, including pop-up window.
6. End Ends pop-up window.
7. Quit Quits Lotus 1-2-3 (does NOT save worksheet!).

### Troubleshooting

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1. During setup, you may get an error message if the directory names do not exactly match. You should omit any \. 123PW will insert these when needed. If you have other problems, review Before Setup.
  2. If you have ran setup from the utilities menu and are trying to delete the old default directory files Auto123.wk3 and 123pw.wk3, you may have a problem due to their read-only status. You can exit to DOS and delete them or select New WKS from main menu to unload all files in memory and then delete them.
  3. Since the pop-up window requires a small amount of memory, you may experience a problem loading extremely large spreadsheets. If this happens select New WKS from the main menu and retrieve this worksheet manually through the Lotus 1-2-3 command.
  4. If you have the wrong disk drive or have not got a disk in, expect an error message on disk drive reads. Most of the time the main menu will reappear and you can try again. In some instances, you may need to Quit 1-2-3 and launch it again to reset.

### DISCLAIMER

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1. This software can not be used for commercial purposes without the consent of Soft Parade Enterprises. All rights are reserved.
  2. No warranties express or implied are given. Use 123PW at your risk.

### REGISTRATION INFORMATION

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1. This software use is restricted to registered users only.  
Unregistered copies are available to all on a trial basis.
2. The registration fee of \$20 covers the registration copy and all upgrades as they become available. Complete the application below.
3. Each registered copy has a serial number on the opening screen.

MAKE CHECKS PAYABLE TO ----->	GREGORY BROWN
Send check ----->	SOFT PARADE ENTERPRISES
and form to ----->	5819 PRICE LANE
this address ----->	INDIANAPOLIS, IN 46254

Type of disk needed (3.5/5.25) \_\_\_\_\_

Version of Lotus 1-2-3 (2.2/3.1) \_\_\_\_\_

Registrant Name \_\_\_\_\_

Registrant Street Address \_\_\_\_\_

Registrant City, State, Zip \_\_\_\_\_

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