"Consultation
Systems Integration
Programming & Training
for DOS & Windows"

*FILEWARE*ä **:** Version 1.5
File Management Macros for
Word for Windows -- WinWord 1.x
(Yes! for the many people who still use
1.x, and won't pay $129 for an upgrade)
© 1991 by Daniel Goodman
(CIS 70154,2463)
These macros are **free**. Try them out. Pass them on.
If you find them useful, please call & let me know.
Easy Installation Instructions...
Double clicking on the word "INSTALL" in the boxes below will install their respective macros. Thats all there is to it. For your protection, this installation routine does ***not*** automatically save global changes to disk. If you decide to keep a macro on your menu permanently, you must execute "File; SaveAll" when you are done. Alternatively, when you exit WinWord, you will be prompted to "Save Global Glossary and Command Changes?" This is your last chance. If you do want to keep the changes that were made by the installation, choose the 'Yes' option.

New & Improved!
*FILEWARE*ä *1.5*

Macro Descriptions

Install:

Rename File is a quick and painless utility for renaming files from right inside WinWord. Why should you ever have to leave your favorite application? This is not a File; Save As command. No, no, no. This actually renames the current file. And it's so simple to use.

After it installs itself on your 'File' menu, just point & click. Whatever document has the current focus will be renamed. Before proceeding, it will request confirmation. If you want to change your mind, choose 'NO' and the macro will quit. All will remain as it ever was. If you choose 'YES', it will proceed, performing the following actions:
 1. The document you wish to rename will be closed. If it needs to be saved,
    you'll be prompted.
 2. An input box will request that you type in the new document name. The
    old document name and path will appear as the default. Modify it. And

remember to be careful that the full path appears correctly.

3. The re-named file will be opened for your viewing pleasure.
4. A message box will confirm that 'Old File Name' was renamed to 'New File Name': Success at last!

You can quit the macro at any point along the way by pressing escape or clicking cancel. If you do, the old file will be re-opened, and a message box will confirm the fact that your file was not renamed. (Nothing left to chance)

A word of caution: when testing this macro for the first time, use a practice document. Don't start accidentally renaming valuable files (like this one).

Keyboard Shortcut: *Alt F; I*
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* New * New New * New * New * New *
Install:

Multiple Close Options is your "Master Control Center" for closing one or all open files instantly, with only one command.

Why do we use computers in the first place? To make our lives easier, of course. One way PC's can help is through office automation: the standardized automatic performance of repetitive tasks. Unfortunately, the tables can turn quite easily. Often, the more commonplace scenario is for the computer *user* to perform repetitive computer commands and keystrokes ad infinitum. Who is serving whom? Maybe our silicon friends really are taking over, and we are their unwitting slaves....

A perfect example of this ironic role reversal is in the Winword commands for closing files. Every time you choose the menu command "File; Close", you are prompted with the question: "Save File before Closing?" Very thoughtful. But very irritating if you know in advance that you will not need to save the file. More keystokes, mouse movement and time wasted. Wouldn't it be handy to have a command like "Close File Without Saving" on your menu?

Thats why I created the program "***Multiple Close Options***": to save you, the human being, from the tedium of performing repetitive, redundant keystrokes & mouse movements. Its divided into two option groups, each containing two options. The first option group is called "This File", and it controls file closing for the document which has the current focus. The second option group is called "All Open Files", and it controls file closing for all open documents. Here's how it works, and some examples of situations where it might be a real time saver.

This File. This option group is the default. Bring up "*Multiple Close Options*" using your mouse or keyboard. To close and be prompted to save, all you need to do is hit enter (this function replaces the "Close" option on the "File" menu). However, if you want to close without saving, and without being annoyed by a prompt nagging you to save, do this: Hit the down arrow, then hit enter. Alternatively, choose the "Close Without Saving" option with the mouse and click "OK".

All Open Files. This option group closes all open files at the same time with just one command. An example of how this might be used: All open files deal with a specific project,

and are used together. Before moving on to another project, "*Multiple Close Options*" can easily get all the old work out of the way. You are again provided with two options:

· Prompt to Save. (Default) Prompts to save each unsaved file before it closes. You will be prompted to save only files which have been modified in some way ('dirty') after opening. If no changes were made to the file, there is no reason to save it, and it will simply be closed, even though the "Prompt to Save" radio button was selected.

· Close Without Saving. Closes all files (even 'dirty' files) as they are without saving any changes to disk. Because it doesn't prompt you to save, it closes everything down very quickly. An example of how this might be used: Six files are open. Five are being used as source material for the work that is being done on the sixth. After the final editing is done, the sixth document is saved. Then execute "*Multiple Close Options*" using the 'Close Without Saving' option, and all documents are removed from the screen at once.

Time Saving Mouse Shortcut: Double clicking on any option radio button or option description in a selected option group is all that you need to do to execute the program. You do not need to first choose an option and then click OK.

Keyboard Shortcut: *Alt F; U*
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Install:

Create Directory enables you to create a new directory for file management from right inside WinWord. No more time consuming trips outside WinWord to assorted file management programs. No need to switch to DOS (Heaven forfend) to take care of business.

"Create Directory" presents you with an input box which requests that you enter the full DOS path name for the directory you wish to make. For your convenience, the directory of the document which has the current focus is presented as a default (for example -- C:\Letters). If you wish to create a sub-directory to the current directory, simply append that name to the end of the current directory default listing. Or make any changes you like. *Voila!* A brand new directory -even a multi-level sub-directory - easy and fast. Now you've got an appropriate place to save all those new files you've been working on (you can move them into your new directory using my 'Rename File' macro). If you type a directory name that is not a legal DOS name, a message box will alert you to the error.

KeyBoard Shortcut: *Alt F; D*
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* New * New New * New * New * New *
Install:

This one is simple but very useful. When you

want to see the whole page, and you don't want the ribbon, ruler, and status bar getting in the way, what do you do? You tediously uncheck each option. Then re-check them all again when you need them back to do formatting. Save steps: use **Multiple View Options**. One command toggles them all on, and one brings them all back. Use it, think of me, call for custom programming or Windows & Winword training.

KeyBoard Shortcut: ***Alt V; U***
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- Do you think **FILEWARE**ä *1.5* is a helpful addition to Word for Windows?
- Are you pleased because something so useful is also free?
- Would you like to get more applications like **FILEWARE**ä ?

For

Who We Are...

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