



## Visual Basic Office

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## Visual Basic Office

Visual Basic Office (**VBOffice**) is an add-on to the Visual Basic for Windows development environment versions 2.0 and 3.0. **VBOffice** features a compact buttonbar and numerous popup windows which provide quick file access, programmable undo capability, monitoring of window handles, SpyMode, a Code Librarian, a Code Typist and more. **VBOffice's** features include...



Quick File Access



The Handle List



The Code Librarian



One-Click Save & Run



The Code Typist



HotKey Functionality



Project File Access



Full Configurability



File Import/Export



The ClipBoard Monitor File Manager

### **See Also:**

[Quick Start](#)



## Quick Start

If you're viewing this help file you've already managed to extract the program from its source ZIP file. All other program files can also be located in the **VBOffice** program directory. You can place VBOFFICE.EXE in the Program Manager group of your choice using the File New command from Program Manager. If you place a MAK file as the command line parameter in your Program Manager item, **VBOffice** will load that project into Visual Basic after it's started. Double-click the icon to start Visual Basic and **VBOffice**.

The Buttonbar is the key to accessing all **VBOffice** features. It works like any other buttonbar, with each button yielding a different feature. A single click on a buttonbar button pops up the corresponding window, which you can use to perform the desired action. Each pushed button stays down as long as its window is visible; if you click on a pushed button the corresponding window will receive the focus.

You can also access each button using the HotKey function. **VBOffice** has twelve buttons arranged in three groups of four, just like the F1 through F12 keys at the top of a standard 101-key enhanced keyboard. Pressing [Shift]+[Alt] plus the corresponding function key pushes down the corresponding button and pops up the desired window. (You can disable this functionality if **VBOffice**'s HotKey capability conflicts with other similar applications on your system.)

To save resources you can unload a popup window; to save time you can simply hide it, leaving it loaded for quicker access again later. To unload a popup window either double-click its system box, select List Close or key Alt+F4. To hide it, key Esc or select Hide or List Hide.

The Help Files, Document Files and Program windows can launch a help, document or program file when you double-click a list item or highlight it and press [Enter]. You can add, delete and modify list items from the List menu on these windows using menu command or accelerator keys.

The Code Typist and Code Librarian windows allow you to retrieve text from the current VB code window or to type text into it. The Code Typist works with small text fragments, while the Code Librarian works with entire Subs or Functions. Either is suitable for blocks of declarations code.

You can also edit the saved LIB and TYP files easily using the List | Edit command, and you can import and export LIB and TYP files from other directories, making it possible to share Code Library and Code Typist files with other users of **VBOffice**. (See Importing and Exporting Files )

The Options menu on each popup window contains a number of configuration selections you can choose to make each window work the way you want it to. You can set the font size and boldness, the behavior of the box after accessing a file and other list management and display options.

You can work with saved Clipboard text using the Clipboard Monitor File Manager. You can view a list of window handles or "spy" on each window using the various operating modes of the Handle List.

The Configuration window allows you to set the style and location of the toolbox, the maximum number of Clipboard Monitor files to retain and whether Visual Basic closes when **VBOffice** is shut down.

### See Also:

[Technical Notes](#)



## The Save/Run Button

The Save/Run button saves all the files in your project before running it. This can be helpful if you're working with API calls in your program or if other aspects of your system are unstable. While your program is running the button remains down and the small right arrow is colored red. Another click on this button switches your program into break mode and the button pops up. Whenever your application is stopped or shut down or in break mode the button pops back up and the arrow turns green.

Visual Basic 3.0 provides a save before run option in its Options | Environment section. It is recommended that you leave this option disabled so you can decide on a case-by-case basis whether to save your project before running it. If you wish to save your project before running it, use the **VBOffice** Save/Run button; if not, use VB's run button.

## Accessing Help Files

The Help Files popup window provides you with a list of help files which can be instantly opened by highlighting the desired file and pressing [Enter] or by clicking the list item twice. (A single click will open the file if the Options Single Click menu item is checked). **VBOffice** initially adds a few help files to this window when you first run it, but you can add, delete or modify these entries as you wish. The files are displayed in alphabetical order. If you try to open a help file which is already open, **VBOffice** will set focus to that help file.

### **The List Menu:**

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- Add:** Pops up a common dialog box allowing you to locate and select one or more help files for addition to the list. You are then prompted to enter a list caption for each item. You can also invoke this action by keying the [Ins] key.
- Delete:** Deletes the currently highlighted Help file item from the list.
- Modify:** Allows you to modify the file name and caption for the currently highlighted help file item using the Modify dialog box. The Browse button also allows you to use a common dialog box to locate a new file. **NOTE:** You can also modify a list item by selecting it with the left mouse button, then clicking it with the right mouse button.
- Open:** Opens the selected help file
- Help:** Displays this help screen.
- Printout:** Creates and opens a text file containing a printout of all list items managed by **VBOffice**. This can be helpful in evaluating your system configuration.
- About:** Displays the current version number and other information about **VBOffice**.
- Hide:** Hides the Help Files popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)
- Close:** Closes (unloads) the Help Files popup window. This saves on system resources but is a little slower.

### **See Also:**

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)

## Accessing Document Files

The Document Files popup window provides you with a list of document files which can be instantly opened by highlighting the desired file and pressing [Enter] or by clicking the list item twice. (A single click will open the file if the Options Single Click menu item is checked). **VBOffice** initially adds a few files to this window when you first run it, but you can add, delete or modify these entries as you wish. The files are displayed in alphabetical order. If you try to open a document file which is already open, **VBOffice** will set focus to that help file.

The Document Files window attempts to find the program associated with the file by looking in WIN.INI. For example, TXT files are normally opened by NotePad, WRI files by Windows Write, DOC files by Word for Windows and so on. You're not limited to document/text files of this type; you can directly add any file to the list which has a file association recorded in WIN.INI. (See **Notes**, below.)

### **The List Menu:**

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- Add:** Pops up a common dialog box allowing you to locate and select one or more document files for addition to the list. You are then prompted to enter a list caption for each item. You can also invoke this action by keying the [Ins] key.
- Delete:** Deletes the currently highlighted Document file item from the list.
- Modify:** Allows you to modify the file name and caption for the currently highlighted Document file item using the Modify dialog box. The Browse button also allows you to use a common dialog box to locate a new file. **NOTE:** You can also modify a list item by selecting it with the left mouse button, then clicking the list with the right mouse button.
- Edit:** Opens the selected Document file using the associated program if possible. Usually this means opening a document with it's associated word processor or text editor.
- Help:** Displays this help screen.
- Printout:** Creates and opens a text file containing a printout of all list items managed by **VBOffice**. This can be helpful in evaluating your system configuration.
- About:** Displays the current version number and other information about **VBOffice**.
- Hide:** Hides the Document Files popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)
- Close:** Closes (unloads) the Document Files popup window. This saves on system resources but is a little slower.

### **Notes:**

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Technically a "document file" is any file which Windows associates with a program. This window was originally designed to accommodate text files and files created by Windows Write and Word for Windows, but if a file association exists for a file there's no reason why it can't be added directly to this list and accessed the same way.

### **See Also:**

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)



## Running Programs

The Programs popup window provides you with a list of programs which can be launched instantly by highlighting the desired file and pressing [Enter] or by clicking the list item twice. (A single click will launch the program if the Options Single Click menu item is checked). **VBOffice** initially adds a few files to this window when you first run it, but you can add, delete or modify these entries as you wish. You can also specify command-line options for these programs using the List | Modify command. The files are displayed in alphabetical order. Double-clicking on the entry of a program which is already open will open another instance of the program.

### The List Menu:

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- Add:** Pops up a common dialog box allowing you to locate and select one or more program files for addition to the list. You are then prompted to enter a list caption for each item. You can also invoke this action by keying the [Ins] key.
- Delete:** Deletes the currently highlighted Program item from the list. You can also invoke this action by keying the [Del] key.
- Modify:** Allows you to modify the file name and caption for the currently highlighted Program item using the Modify dialog box. The Browse also button allows you to use a common dialog box to locate a new file. **NOTE:** You can also modify a list item by selecting it with the left mouse button, then clicking it with the right mouse button.
- Run:** Runs the selected program.
- Help:** Displays this help screen.
- Printout:** Creates and opens a text file containing a printout of all list items managed by **VBOffice**. This can be helpful in evaluating your system configuration.
- About:** Displays the current version number and other information about **VBOffice**.
- Hide:** Hides the Programs popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)
- Close:** Closes (unloads) the Programs popup window. This saves on system resources but is a little slower.

### See Also:

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)



## The Project Files Window

The [Project Files popup window](#) helps you manage Visual Basic project files. These files come in two categories: **Project Files** which you can add to your project and **Make Files** which can be opened with Visual Basic.

The Project Files Window provides you with a single list containing both types of files. Make files are indicated by the [MAK] keyword after the file caption; all other files display the caption only in the menu list.

**Project Files** (\*.VBX, \*.FRM, \*.BAS, etc.) are files which can be added to your project with a double-click. Most commonly this includes custom control (VBX) files, but you can also have module (BAS) and form (FRM) files in this list as well. The files are displayed in alphabetical order by caption.

Upon initial setup **VBOffice** scans your WINDOWS\SYSTEM directory (or another directory you specify) and adds all the custom control files found to this window. You can add, delete or modify the filenames and captions of these entries as you wish

**Make Files** (\*.MAK) are the files which you open in Visual Basic to open a programming project. Make files have the suffix [MAK] entered after their list caption.

If you "launch" a Make File in the Project Files window list, **VBOffice** will instruct Visual Basic to open that project. If your current project has changed, you'll be prompted to save it.

### The List Menu:

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- Add:** Pops up a common dialog box allowing you to locate and select one or more Project or Make Files for addition to the list. You are then prompted to enter a list caption for each item. You can also invoke this action by keying the [Ins] key.
- Delete:** Deletes the currently highlighted Project File from the list. You can also invoke this action by keying the [Del] key.
- Modify:** Allows you to modify the file name and caption for the currently highlighted Project File item using the [Modify dialog box](#). The Browse also button allows you to use a common dialog box to locate a new file. **NOTE:** You can also modify a list item by selecting it with the left mouse button, then clicking it with the [right](#) mouse button.
- Add to:** Adds the Project File to the current project.
- Help:** Displays this help screen.
- Printout:** Creates and opens a text file containing a printout of all list items managed by **VBOffice**. This can be helpful in evaluating your system configuration.
- About:** Displays the current version number and other information about **VBOffice**.
- Hide:** Hides the Project Files popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)
- Close:** Closes (unloads) the Project Files popup window. This saves on system resources but is a little slower.

### See Also:

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)





## The Code Typist

The Code Typist popup window presents you with a list of Code Fragment items. Double-clicking on a list item types its text into the currently active Visual Basic code window at the current cursor location.

The first item in the list, "[Get Selected Text]", allows you to add existing code fragments to the Code Typist list. Simply select the desired text and double-click this item. You'll then be prompted for a list caption for this item, after which it will be added to the list.

The second list item, "[ScratchPad...]", allows you to directly create a new code fragment using the ScratchPad. You can select multiple sections of text and copy each to the ScratchPad for assembly and reorganization. Click OK when you're done; **VBOffice** will then prompt you for a caption and add the new item to the list.

**NOTE:** The ScratchPad has no syntax-checking capabilities, so any code you assemble there will be stored as a Code Typist file, no questions asked. It is up to you to make sure that the syntax of your code is correct.

All code fragment files are stored as text files with the TYP file extension in the VBOFFICE.LIB directory and are managed by **VBOffice**. You should not attempt to alter these files unless you do so through **VBOffice**. All items are displayed in alphabetical order by caption.

### The List Menu:

- Delete:** Deletes the currently highlighted Code Fragment item from the list. You can also invoke this action by keying the [Del] key. **NOTE: This also deletes the corresponding TYP file from the VBOFFICE.LIB directory!**
- Modify:** Allows you to modify the caption for the currently highlighted Code Fragment item using the Modify dialog box. Note that you can't modify the file name, since this is managed and controlled by **VBOffice**.
- Edit:** This allows you to edit the file containing the code fragment using NotePad. The first two lines in the file are header lines, each ending with "DO NOT MODIFY THIS LINE." These lines should **not** be modified, moved or erased. **NOTE:** You can also edit a Code Typist file by selecting it with the left mouse button, then clicking it with the right mouse button.
- Type To:** This actually types the contents of the Code Fragment File to the current VB Code Window. Text is inserted at the cursor location within the current sub, function or declarations section.
- File:** Provides access to three submenu items; Import, Export and Printout. The Printout function creates and opens a text file which reports on all file information currently tracked by **VBOffice**, including their full location and the popup window menu caption assigned. For more information on the Import and Export functions, see Importing and Exporting TYP or LIB files.
- Help:** Displays this help screen.
- About:** Displays the current version number and other information about **VBOffice**.
- Hide:** Hides the Code Typist popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)
- Close:** Closes (unloads) the Code Typist popup window. This saves on system resources but is a little slower.

### See Also:

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)



## The Code Librarian

The Code Librarian popup window presents you with a list of Subs and Functions which have been placed into the Code Library. Double-clicking on an item pastes the sub or function to the bottom of the [Declarations] section of the currently active Visual Basic code window.

The first item in the list, "**[Get Current Procedure]**", allows you to add Subs, Functions and blocks of Declarations text to the Code Library. When you double-click this item the entire text of the currently active Sub, Functions or block of Declarations text is obtained for addition to the Code Librarian List.

At this point you'll be asked if you wish to add API declarations for inclusion in the procedure. If you click "Yes" the ScratchPad will open, allowing you to select the relevant API calls to store with the Code Librarian file you're creating. When you paste this item into a project those API calls will automatically be included in your project.

**NOTE:** There are some statements which are valid in the declarations section of a code module but not in the declarations section of a form. For example, GLOBAL CONST and TYPE declarations cannot be made in a form. VBOffice will alert you when such declarations are pasted into a form, but it is up to you to repair or remove them.

Finally, you'll be prompted for a list caption for this item, after which it will be added to the Library.

The second list item, "**[ScratchPad...]**", allows you to directly create a new Sub or Function using the ScratchPad. When you're done **VBOffice** will prompt you for a caption and add the new module to the list.

**NOTE:** The ScratchPad has no syntax-checking capabilities, so any code you assemble there will be stored as a Code Librarian file, no questions asked. It is up to you to make sure that the syntax of your code is correct.

All Code Librarian files are stored as text files with the LIB file extension in the VBOFFICE.LIB directory and are managed by **VBOffice**. You should not attempt to alter these files unless you do so through **VBOffice**. All items are displayed in alphabetical order by caption.

### The List Menu:

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- Delete:** Deletes the currently highlighted Code Library item from the list. You can also invoke this action by keying the [Del] key. **NOTE: This also deletes the corresponding LIB file from the VBOFFICE.LIB directory!**
- Modify:** Allows you to modify the caption for the currently highlighted Code Fragment item using the Modify dialog box. Note that you can't modify the file name, since this is managed and controlled by **VBOffice**.
- Edit:** This allows you to edit the file containing the code fragment using NotePad. The first two lines in the file are header lines, each ending with "DO NOT MODIFY THIS LINE." These lines should **not** be modified, moved or erased. **NOTE:** You can also edit a Code Typist file by selecting it with the left mouse button, then clicking it with the right mouse button.
- File:** Provides access to three submenu items; Import, Export and Printout. The Printout function creates and opens a text file which reports on all file information currently tracked by **VBOffice**, including their full location and the popup window menu caption assigned. For more information on the Import and Export functions, see Importing and Exporting TYP or LIB files.
- Add To:** This adds the selected Sub or Function to the current VB Code Window. The text is inserted at the bottom of the module's [Declarations] section; if it's a new sub or function it'll add itself to the list for that module; if the block of text is declarations it'll remain at the bottom of the declarations section for that module.
- Help:** Displays this help screen.
- About:** Displays the current version number and other information about **VBOffice**.

**Hide:** Hides the Code Librarian popup window. The window remains loaded for quicker access. (This is the same as clicking the "Hide" item on the window's main menu.)

**Close:** Closes (unloads) the Code Librarian popup window. This saves on system resources but is a little slower.

**See Also:**

[The Popup Window Options Menu](#)

[Technical Notes: Popup Windows](#)

## The ClipBoard Monitor File Manager

When the ClipBoard Monitor feature is enabled, **VBOffice** stores each piece of text copied to the Clipboard in a text file known as a ClipBoard Monitor (CLM) File. CLM files are stored in the VBOFFICE.LIB directory and are managed using the ClipBoard Monitor File Manager.

### **Managing CLM Files**

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The ClipBoard Monitor File Manager allows you to manage ClipBoard Monitor (CLM) files saved by **VBOffice**. The ClipBoard Monitor File Manager displays all these files in date order, newest first. The resizable split window display allows you to view a list of CLM files in the top pane and the contents of the currently selected file in the bottom pane. As each new piece of text is cut or copied to the Clipboard, the ClipBoard Monitor File Manager adds the corresponding file name to the top of the list.

To delete one or more CLM files, select the file or files to delete and click the Delete button (or key the [Del] key). This will delete the currently highlighted file(s) from the VBOFFICE.LIB directory.

### **Viewing and Retrieving Code**

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You can use the ClipBoard Monitor File Manager to view CLM files and retrieve some or all of their text to the Clipboard. Simply click on (or key to) a file in the list and its contents are displayed in the text window beneath. Select the text you wish to retrieve and click the Copy button to re-copy the text back to the Clipboard. Once the text has been copied to the Clipboard you can paste it back into your project.

If you wish to retrieve all of the text in a given ClipMon file, simply click the Copy button or double-click the list item without selecting any text. The text will be re-copied to the Clipboard and the file moved to the top of the list. (This prevents the creation of files containing duplicate information, saving disk space.) If you only copy part of the text to the Clipboard the original file is retained and a new file containing the selected text is added to the top of the list.

### **Searching for Code**

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You can also search through all your ClipBoard Monitor files to find the module containing a code fragment you remember. You initiate a search the same way you search for code in Visual Basic. Key [Ctrl+F] or [F3] to initiate a search, [F3] to search again, and [Shift+F3] to search backwards. As each phrase is located its file is highlighted in the file list and its contents are displayed in the bottom pane where the found text is highlighted.

### **Configuring the Clipboard Monitor**

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The Clips... button allows you to specify the maximum number of ClipBoard Monitor files **VBOffice** should retain. This allows you to control how much disk space is consumed by CLM files. The higher the number, the more files you retain and the greater your undo capability. The lower the number, the fewer files you retain and the more disk space you save. If you reset the maximum clipfile count to a number lower than the quantity of files currently in storage, **VBOffice** will **delete** the oldest files in excess of the new number. If you set this value to zero, Clipboard Monitoring is disabled. (You can also specify this value in the Configuration Window.)

**NOTE:** The Clipboard Monitor keeps a sorted list of all Clipboard Monitor files in memory. The more CLM files you retain, the longer it will take **VBOffice** to sort them when it first loads.

As with all **VBOffice** popup windows, the ClipBoard Monitor File Manager remembers its location, size and configuration from session to session. You can also set options from the Options menu which are similar to those in the Options menu of the various popup windows.

#### **See Also:**

[Configuration](#)

[The Popup Window Options Menu](#)

Technical Notes: The ClipBoard Monitor File Manager



## The Handle List

The Handle List form provides a quick way to peek under the hood of Windows. This form has two modes of operation; Handle List Mode and SpyMode.

### **Handle List Mode**

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When in Handle List mode this form displays a list of all visible windows, their task IDs and handles. This can be helpful in evaluating and debugging subs or functions which make Windows API calls.

The Handle List can help you find a specific window. A single click on the window caption desired will set focus to that window. Conversely, the Handle List always highlights the active window in its list.

You can set the Handle List to view all visible captioned windows, or only those belonging to Visual Basic. Certain windows are always excluded from the Handle List, including whatever program is specified as the Task Manager and the hidden parent windows of **VBOffice** and Visual Basic.

### **SpyMode**

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You can also set the Handle List to operate in SpyMode by clicking the SpyMode main menu item. SpyMode allows you to look at details about each window as the mouse pointer passes over it. Information about the parent window is also displayed. This information includes the window's handle, caption and class name. The coordinates of the mouse pointer as it moves about the screen are also displayed.

When you click on a window the information about that window is retained in the Handle List and SpyMode ends. You can click on the Handle List menu option to return the form to Handle List mode.

### **See Also:**

[Technical Notes: The Handle List](#)



## Configuration

Configuring **VBOffice** is done in two places; the Configuration Window and the Options Menu of each popup window. Configuration options in the Configuration Window are global in scope, while the changes you make in each Options menu only affect that particular window.

The Configuration Window allows you to position the **VBOffice** button box on your screen in one of the seven locations shown. You can also specify whether **VBOffice** will be in ToolBox style or ToolBar style.

The Configuration Window also offers you another place to specify the number of ClipBoard Monitor (CLM) files to store in the VBOFFICE.LIB directory. You can disable capturing of CLM files in this window by setting this value to zero.

If **VBOffice**'s hotkeys conflict with hotkey combinations you already have defined on your system, or if the hotkeys interfere with the smooth functioning of your menus (this happens on some systems) you can disable hotkey operation by unchecking the "Use HotKeys" check box. If you wish **VBOffice** to close Visual Basic when you shut it down, check the "Close VB on Exit" checkbox.

If you wish to disable the chimes which play whenever certain forms are displayed, uncheck the "Play Chimes" checkbox. You can also disable the VBOffice opening screen by checking the "No Opening Screen" option. **The "Play Chimes" and "No Opening Screen" options are available to registered users only.**

Changes made to the Configuration Window are saved to VBOFFICE.INI in the **VBOffice** directory.

### See Also:

[The Popup Window Options Menu](#)



## The Options Menu

Each popup window has an Options Menu which allows you to configure the behavior and display of that window uniquely. Settings made in the Options menu apply only to that popup window. Each popup window also remembers it's size and location between sessions.

### The Options Menu:

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**Hide Upon Open:** When this item is checked the popup window automatically hides itself after performing it's specified action. When not checked, the popup window remains open for additional work after it finishes. This appears as "Hide After Typing" in the Code Typist and "Hide After Adding" in the Code Librarian.

**Confirm Deletions:** Prompts you for confirmation when you delete an item from a popup window list using List | Delete or the [Del] key. If this item is not checked, list items are deleted instantly. (This item is also found in the Options Menu of the Clipboard Monitor File Manager.)

**NOTE:** When you delete items from the Code Librarian, Code Typist or Clipboard Monitor File Manager list, you also delete the corresponding file stored in the VBOFFICE.LIB directory.

**AutoMax List:** When this option is checked the list height will automatically adjust to display all items in the list, up to the available screen height. When this item is not checked a scroll bar will appear whenever there are more list items than can be displayed in the available height.

**Bold Font:** Allows you to turn font bolding on or off for the current list.

**Font Size:** Allows you to set the font size for the list to 6.75, 8.25, 9.75 or 12 point Arial. (Note that the 6.75 font size uses the "Small Fonts" font which comes with Windows 3.1.)

**Single Click:** Launches files or initiates actions with a single click on the listbox instead of the usual double-click. This makes for faster, more convenient operation, but should only be used after you have configured **VBOffice** to your liking. If you must change the configuration of an item it's convenient to disable this option before selecting the list item to work with.

**NOTE:** If Single Click launching is enabled you cannot modify or edit a list item by clicking the right mouse button. You must disable Single Click launching so you can select the item you wish to modify or edit with a right click.

**Cascade Menus:** Clicking this menu item 'cascades' all open popup windows to the top left corner of your screen.

**Unload All Menus:** Clicking this menu item will unload all popup windows from memory. This can be handy if you're running low on system resources and wish to reclaim some RAM quickly and easily.

**NOTE:** You can also set global configuration options using the Configuration Window.





## Modifying List Entries

To Modify a list item either click List Modify, press Ctrl+M or select the desired item with the left mouse button, then click it with the right one. When you select an item for modifying the Modify dialog box appears. This form allows you to modify the List caption, program filename and/or command line parameter of the current list items. You move from field to field using the Tab key.

The Browse button allows you to select a file if a file name property is highlighted. This button pops up a common dialog box to select the file desired. This dialog box defaults to the file currently in the textbox.

Which properties can be modified depends on the type of list you're working with.

For **Help Files** you can modify the Caption and File Name.

For **Document Files** you can modify the Caption and File Name

For **Program Files** you can modify the Caption, File Name and Command Line Parameter.

For **Project Files** you can modify the Caption and File Name.

For **Code Librarian and Code Typist Files** you can only modify the caption.

**NOTE:** If Single Click launching is enabled you cannot open the modify dialog box with a right mouse click. You must disable Single Click launching so you can select items to modify using the right mouse button.



## Importing and Exporting TYP or LIB Files

**VBOffice** makes it possible for you to share code fragments (TYP files) and code library subs and functions (LIB files) with other programmers. These files are stored with a two line header containing both an identifying string and the caption to use for the file. **VBOffice** can import and export these files to and from the VBOFFICE.LIB directory.

**To Export Files:** click List | File | Export; this brings up the Export Dialog Box. This dialog allows you to select the code items you wish to export. The multiselect list box allows you to select one or more items in the list for exporting. You then type the full destination drive and path name into the textbox and click the Export button (or key [Enter]). **VBOffice** then copies all files related to the selected items to that directory.

**To Import Files:** Click List | File | Import...; this brings up the Import dialog box. This dialog allows you to select the source drive and directory, displaying any TYP or LIB files which may be present. (The file list box is for display only and performs no function.) Use the File Import dialog box to locate the source drive/directory you desire; If source files are present, you can click OK to import them. **VBOffice** will then copy and rename every LIB or TYP file in that directory to the VBOFFICE.LIB directory.

If you have both LIB and TYP files to import or export you must perform the process twice, once from the Code Typist and once from the Code Librarian.

**NOTE: It is strongly recommended that you let VBOffice perform and manage all file import functions.** When bulk importing files, **VBOFFICE** renames each file as it's copied in, making sure you don't overwrite files you already have. If you copy the files yourself you could lose code if you overwrite a current file with a new file of the same name.



## The ScratchPad

The ScratchPad is a simple text editor which you can use to gather text from different code windows into a single place. It is also used to gather API declarations when you select "[Get Current Sub/Function]" from the Code Librarian.

To use the ScratchPad, double-click the "[ScratchPad...]" list item from either the Code Librarian or the Code Typist. Change to the code window desired and select text, then click the "Get" button to copy the selected text into the ScratchPad. You can do this as often as you like; you can also edit the text within the ScratchPad.

When you're finished assembling your text, click the "OK" button to return. The text you selected will be used in one of the following ways..

**If you opened the ScratchPad from the Code Typist**, you'll be prompted to name the new Code Typist item, after which it will be added to the list.

**If you opened the ScratchPad from the Code Librarian**, you'll be prompted to name the new Code Librarian item, after which it will be added to the list.

**If the ScratchPad was opened automatically to enable you to include API calls in a Sub or Function**, the text in the ScratchPad will be inserted above the procedure obtained. This will make it paste properly into other programs.

You save the contents of the ScratchPad to a text file. You can also load text into the ScratchPad from a text file; the text will be inserted into the ScratchPad at the current cursor point.

The ScratchPad has the usual selections under the "Options" menu, with one exception. The "AutoPop" option will bring the ScratchPad to the top whenever the mouse moves over it. This is handy if you're getting text from a code window which overlaps the ScratchPad; when your mouse returns to the ScratchPad it'll "pop" to the top.



## Technical Notes

### Copyright Notice

**VBOffice** was developed entirely in Microsoft Visual Basic 3.0. Consequently, the concepts I used in designing the program will be familiar to many Visual Basic programmers. Many Windows API calls were used to ensure that the program could find the current code window, evaluate the status of Visual Basic and so on. An explanation of some of these concepts may help in understanding exactly how the program behaves.

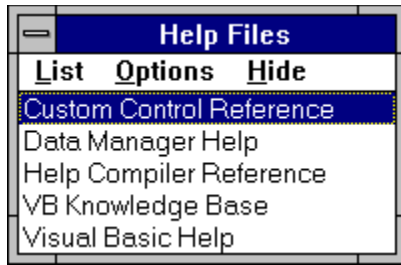
### **The Renamed VBX Files**

### **The ButtonBar**

### **Popup Windows**

### **The ClipBoard Monitor File Manager**

### **The Handle List**

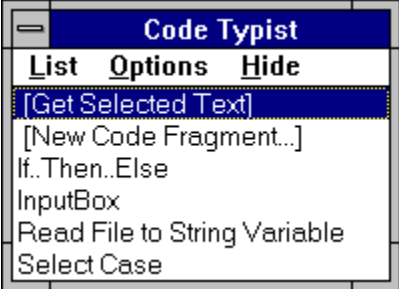


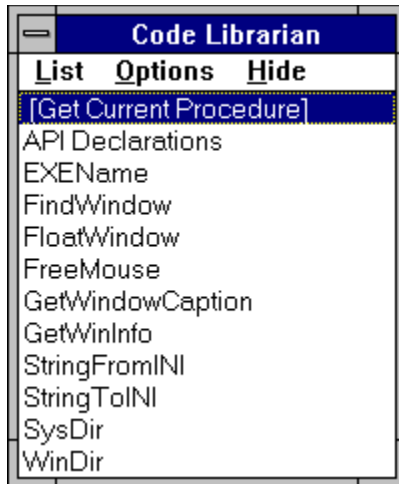
Document Files		
List	Options	Hide
BTREIVE.TXT		
CONSTANT.TXT		
DATACONS.TXT		
EXTERNAL.TXT		
PERFORM.TXT		
README.TXT		
SAMPLES.TXT		
WIN30API.TXT		
WIN31EXT.TXT		
WINMMSYS.TXT		

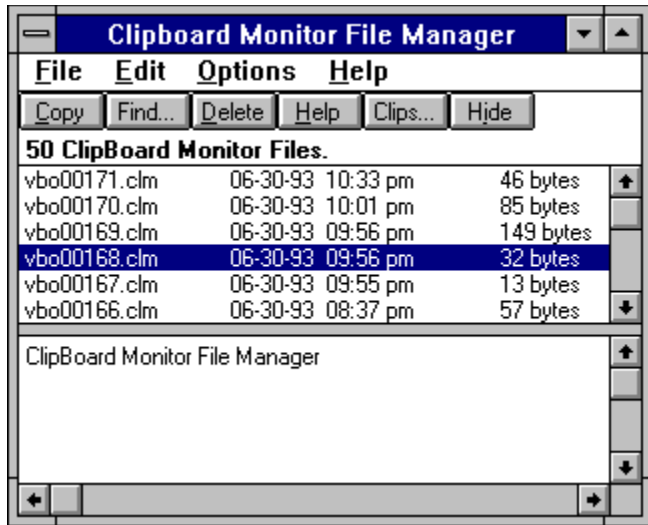


Project Files		
List	Options	Hide
3-D Control		
Animated Button		
CodeMaker! [MAK]		
Common Dialog		
Crystal Reports		
Gauge		
Graph		
Grid		
Keyboard Status		
Masked Edit Control		
MDI Notepad [MAK]		
MS Communications		
MS Mail API		
MS OLE 2.0 VBX		
MultiMedia Control Interface		
Outline Control		
Picture Clip		
Q+E MultiLink VBX		
Shell & Wait Demo [MAK]		
Spin Button		
Visual Basic Office [MAK]		
VSElastic Control		









Handle List			2:07
<u>O</u> ptions	<u>H</u> ide	<u>S</u> pyMode	<u>H</u> elp
Task ID	Handle	Window Caption	
01591	4588	Program Manager	
02143	7312	U73:G70:M76	
07151	9484	Scheduler	
07263	7784	Clipboard Stack Manager	
08287	10676	Pro Mixer	
10687	15772	Microsoft Visual Basic [design]	
10687	18600	CODEMAKR.MAK	
12255	14752	Handle List	

## VB Office Configuration

### ButtonBar

- Top Left     Top Center     Top Right  
 Bottom Left     Bottom Center     Bottom Right  
 On Top of Visual Basic  
 Tool BAR (Horizontal)     Tool BOX (Vertical)

### Clipboard Monitor

Maximum Clips to Store (ZERO to disable):

- Use Hot Keys     Close VB on Exit  
 Play Chimes     No Opening Screen

OK

Help

About...

Cancel

- Options**
- H**ide Upon Run
- C**onfirm Deletions
- A**uto**M**ax List
- B**old Font
- Font **S**ize ▶
- Cascade **M**enus
- U**nload All Menus









Shift + Alt + ... F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

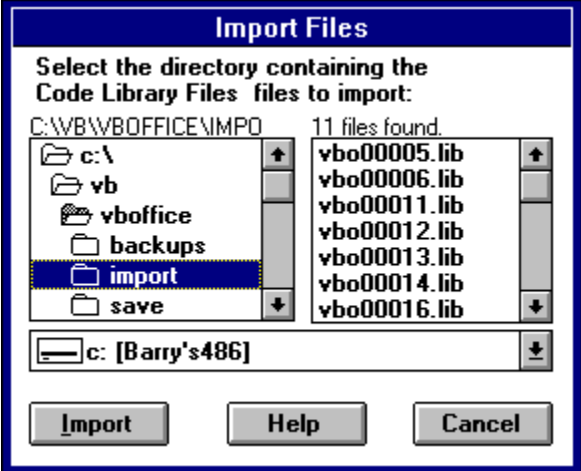
**Modify**

**Menu Caption:** PaintBrush

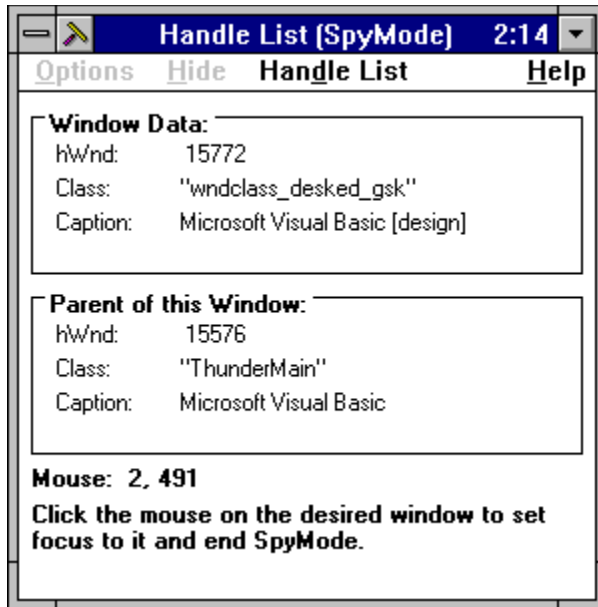
**File Name:** C:\WINDOWS\PBUSH.EXE

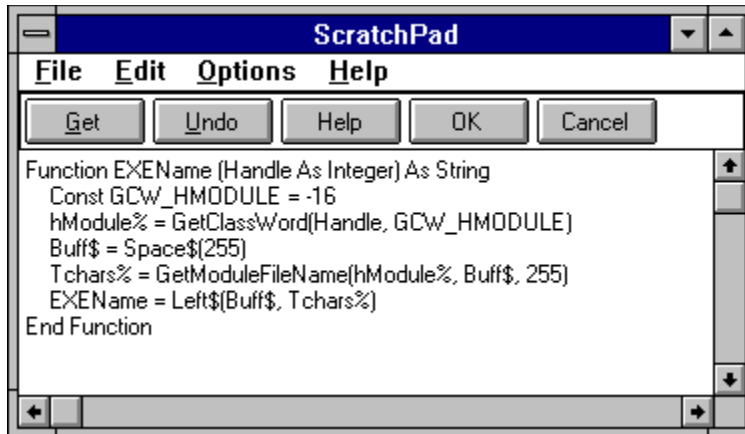
**Parameter(s):** C:\WINDOWS\CHITZ.BMP

OK Browse... Cancel Help F1











## **Visual Basic Office**

### **Version 1.2**

**Copyright © 1994 Barry Seymour**

**Marquette Computer Consultants**

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CompuServe 70413,3405

**VBRUN300.DLL** ©1993 Microsoft

**VBOFC001.VBX** (a.k.a. CMDIALOG.VBX) ©1993 Microsoft

**VBOFC02.VBX** (a.k.a. PICCLIP.VBX) ©1993 Microsoft

(portions developed by Thuridion Software)

**HOTKEY.DLL** ©1993 User Friendly, Inc.

THANKS TO KATHERINE AND WALTER  
FOR THEIR PATIENCE AND SUPPORT  
DURING THE DEVELOPMENT OF **VBOFFICE!**



## Packing List

The following files comprise this release of **VBOffice**:

<b>VBOFFICE.EXE</b>	Program File
<b>VBOFFICE.HLP</b>	Help File
<b>README.TXT</b>	Last minute notes.
<b>FILE_ID.DIZ</b>	A text file which describes VBOffice
<b>VBOFC001.VBX*</b>	<b>Renamed</b> Visual Basic 3.0 Custom Control CMDIALOG.VBX
<b>VBOFC02.VBX*</b>	<b>Renamed</b> Visual Basic 3.0 Custom Control PICCLIP.VBX
<b>HOTKEY.DLL</b>	DLL for HotKey functionality
<b>REGISTER.WRI</b>	Windows Write file containing the mail-in registration form
<b>VBRUN300.DLL</b>	Visual Basic 3.0 Run-time DLL (Required, but not included)

**NOTE:** The two VBX files provided with VBOffice are **RENAMED** from the custom control files provided with Visual Basic version 3.0. This is not an attempt to steal credit from Microsoft. Rather, this is to ensure compatibility with users who may still using Visual Basic 2.0. For more details on the why and how of this see [Renamed VBX Files](#).





## Tech Notes: The Button Bar

The PicClip control was used to create the buttons, thus saving on GDI resources. I used a lot of API calls to determine the presence and operating status of Visual Basic. **GetProfileString** was used to obtain the location of Visual Basic from WIN.INI in the event that **VBOffice** had to start it. I used **GetWindow** to obtain all window handles and **GetWindowCaption** to identify them. **GetParent** obtained the handle of VB's "hidden" parent window; if the hidden parent is iconized, all **VBOffice** forms are hidden. If the hidden parent ceases to exist, **VBOffice** shuts down too.

**GetActiveWindow**, **GetClassName** and **IsIconic** were used by a timer in the Buttonbar to evaluate each window as it became active and to determine if it was a valid code window. If it was, any subsequent code pasting or copying operations would be performed on that window. **IsWindow** was used to ensure the existence of the "current" code window prior to pasting to it.

For purposes of testing, **VBOffice** was configured to consider Windows Notepad a code window as well. This functionality was left intact, so you can still copy and paste to and from NotePad if you wish.

I used the API call **GetWindowRect** with the **GetWindowPlacement** data structure to determine the exact position and size of the visible VB window. This information allowed me to correctly position the buttonbar under the VB window. **SetWindowPos** was also used to bring the buttonbar to the top each time VB's visible main window received the focus.

### See Also:

[Technical Notes](#)



## Tech Notes: Popup Windows

The various popup windows (except for the Handle List, ClipMon Manager and Configuration Window) are actually multiple instances of the same form with different internal names. Since much of the functionality of these windows is duplicated it was decided to consolidate most of them into one form, making for a smaller program.

I used the API call **SetFocus** as **SetFocusAPI** to give the Code Typist and Code Librarian the ability to activate the current code window prior to operating on it. If no code windows are available or the project is in run mode, **VBOffice** pops up a message to the user if they try to paste text.

### See Also:

[Technical Notes](#)



## Tech Notes: The ClipBoard Monitor File Manager

This window presented a number of interesting challenges. Keeping a sorted list of files with date and time information required using an array of records of a user-defined type, one for each file found in the VBOFFICE.LIB directory. I obtained data for each file record using the **Dir\$( )**, **GetAttr( )**, **FileLen( )** and **FileDateTime( )** functions. I then wrote code to sort the array in date order using a bubble sort. Any files over the maximum allowable amount were deleted (from oldest to newest) and the array redimensioned with a **Redim Preserve**.

As each new CLM file appears, the records in the array are 'bumped up,' making room for the newest. If the array is full, the last file is deleted and its record is deliberately 'lost.' This data is retained regardless of whether the ClipBoard Monitor File Manager is loaded or not.

The resizing bar separating the file list and the text box is actually a picture control which is sized to the scalewidth of the form plus two pixels. When you click on it to drag it up or down, the API call **ClipCursor** ensures that you can only move the mouse vertically. When you drop the bar, ClipCursor frees the mouse and the Textbox and List controls are resized accordingly.

At present the ClipBoard Monitor File Manager monitors text only and uses a VB Timer. In the future I hope to add bitmap (BMP) file saving and a more efficient method of monitoring Clipboard activity.

### See Also:

[Technical Notes](#)



## Tech Notes: The Handle List

This form was adapted from another stand-alone applet I developed to help me test API calls I was making in a custom application. The Handle List uses the API calls **GetWindow** and **GetNextWindow** to cycle through all windows currently in existence in the Windows environment. **IsWindowVisible** and **GetWindowCaption** were used to filter out unwanted windows, since only visible windows with captions should appear in the list. Surprisingly the 'hidden' parent window of Visual Basic evaluates as visible, so I had to exclude it from the list via customized code. I also excluded the caption for the hidden "Visual Basic Office" parent window, as well as the caption for any active Task Manager program.

Originally the Handle List used **GetNumTasks** to determine whether or not to update it's window list, but this no longer worked under Visual Basic. VB code windows can be opened and closed without changing the number of tasks running in Windows, so I had to find a better approach. The solution was to use the Windows 3.1 API call **GetFreeSystemResources**, passing it the **GFSR\_USERRESOURCES** parameter. Windows' user resources indicate how much memory is available to create handles and windows. When the result of that function changes it means windows have been opened or closed.

For **SpyMode** I used the WndPeek program provided in "**Visual Basic How-To**" from Waite Group Press. (Thanks to Robert Arnson, Daniel Rosen, Mitchell Waite and Jonathan Zuck for an excellent book which has as much use under VB 3.0 as it did under version 1.0!) I performed minor modifications in order to display additional information about each window highlighted.

I used **SetCapture** to redirect all information regarding mouse movements to the Handle List form, while **ReleaseCapture** was called when exiting SpyMode. **GetMessagePos** and **WindowFromPoint** were used to determine which window the mouse was over. After that it was a simple matter to obtain the window's caption, class and other information.

The highlighting of each window was performed using a number of API calls to draw a box around the current window. The window's coordinates were determined using **GetWindowRect**. The pen to draw the box was set to use the inverse of the colors currently displayed, ensuring that the box would be visible regardless of the background color. This also enabled me to 'erase' the box by issuing the same call to the same window, drawing the inverse of the inverse, thus restoring the original color. **SetObject** was used to tell Windows which object to draw upon, while the API call **Rectangle** actually drew the box.

### See Also:

[Technical Notes](#)



## Tech Notes: The Renamed VBX Files

**VBOffice** was intended to support Visual Basic versions 2.0 and 3.0, but this presented a dilemma. If a user was using Version 2.0, the Version 3.0 VBX files provided with **VBOffice** might cause compatibility problems. Microsoft Technical Support would only go so far as to guess 80% compatibility between VB 2.0 and the custom controls from VB 3.0 I used to develop this program. If I went back to VB 2.0 incompatibility would be certain for users of Version 3.0. (I tried it; believe me, it doesn't work!)

I ended up renaming the VBX files to avoid a conflict with the installed Custom Controls of either version of VB. This involved making a copy of each file and editing it in binary mode. I had to replace every instance of CMDIALOG with VBOFC001 in the CMDIALOG.VBX file, and each PICCLIP became VBOFC02 in the PICCLIP.VBX file. (Kids, don't try this at home.)

The renamed VBX files worked just fine in my testing and there seems to be no collision between my installed copy of CMDIALOG.VBX and PICCLIP.VBX. The only drawback is the extra disk space taken up by these files; I hope you agree it's a small price to pay; it's certainly a better alternative than having **VBOffice Setup** copying over installed VBX files and creating incompatibilities. In the future, when the installed base of version 3.0 is larger I'll probably return to using CMDIALOG.VBX and PICCLIP.VBX, at which point you'll be able to remove VBO\*.VBX from your WINDOWS\SYSTEM directory.

This is in no way intended to 'steal' technology from Microsoft. These files are already free for distribution with applications developed in Visual Basic, and I make no secret of the original authorship of these files, as you can see from the [Copyright Notice](#) of this help file and the **VBOffice** About box.

### See Also:

[Technical Notes](#)

**VBOffice** lets you quickly access any help file, document file or program you wish without switching away from the VB environment. Individual popup windows containing the files to access can be easily configured, allowing you to access files, documents and programs in any directory, on any drive. Once your system is configured the way you like it, you can configure **VBOffice** to launch your files with a single mouse click.

The **VBOffice** Code Librarian stores and manages all your favorite subroutines and functions in a single directory, where they can be easily accessed for addition to your project. Now you can maintain a single library of your favorite code modules for easy addition to any project.

The **VBOffice** Code Typist stores often-used code fragments for quick insertion into your code. You can create your own or import other code fragments, depending on how you work. With **VBOffice** you always have a speedy typing assistant only a mouse-click away.



The Project Files popup window allows you to quickly add custom controls, forms and modules to your project. Specify their location once and these files will remain quickly accessible to your project no matter where they are on your disk. Double-click on one and it's added to your current project.

**You can also open any MAK file from this window!** Specify the location once and it'll be instantly accessible for opening at any time. Double-click on a MAK file name and Visual Basic opens that project instantly.

**VBOffice** can save a copy of each fragment of code you copy to the clipboard for later retrieval. You can specify as many or as few ClipMon files as you like if you wish to conserve disk space. Using the **ClipBoard Monitor File Manager** you can view and delete these files. You can even perform text searches through the saved files if you want to find a piece of code you deleted. If it was copied to the ClipBoard, the ClipBoard Monitor can help you find it again! The ClipBoard Monitor provides an undo capability limited only by the free space on your hard disk.

The **VBOffice** Handle List displays a list of all visible windows with captions, and includes their Task ID and Handle in the list. A single click on a list entry activates that window. Conversely, the Handle List always highlights the list item which is currently active.

The Handle List also features **SpyMode**, where you can discover information about any visible window by passing the mouse cursor over it. When in SpyMode each window is highlighted while information about the window's handle, class name, caption and parent are shown in the Handle List form.

These Handle List functions are handy for evaluating API calls (where Window handles are often used), for quickly finding a window if it's buried under others and to determine exact information about a window using SpyMode.

**VBOffice's** Save/Run button automatically saves your entire project before you run it, protecting you from code loss in the event of a General Protection Fault (GPF). The button can also be used to break program execution, and acts as a quick visual reminder of your current run mode.



The **VBOffice** toolbar matches the twelve function keys on your keyboard. Holding down [Shift]+[Alt] and pressing the appropriate function key is the same as pushing the button. This provides quick access to all **VBOffice** tools, even if you're editing in a full-screen code window.

**VBOffice** can be configured to match the way you work. The ClipBoard Monitor can be set to store as many or as few files as you wish, and the ToolBar can be positioned in horizontal or vertical mode in any one of six different screen positions. The various **VBOffice** popup windows can be configured to remain open or disappear after they do their work and can be configured to display a font style suitable for your screen resolution. Individual list items can be easily modified with a few mouse clicks. All **VBOffice** windows remember their location, size and configuration from session to session, and can be either hidden for greater speed or unloaded (closed) to conserve system resources.

**VBOffice** allows you to share Code Typist and Code Librarian files with other programmers; just use the File Export function to copy your files to another drive or directory, or use the File Import function to bring files into your library.



## Registering VBOffice

[Registering by Mail](#)

[Registering On Line](#)

**VBOffice** is shareware; that means you have a no-risk opportunity to test the software and see if you like it. It does **NOT** mean it's free. If you like it and continue to use it, you are expected to pay for it.

### What You Get for Registering...

---

**Code Module Files:** **Users who register via CompuServe** will receive via CISMail a the password to VBOLIB.ZIP, a zip file containing a collection of self-contained Code Typist and Code Librarian files, many which use API calls. Just download the file from the MSBASICS section of CompuServe, unzip them to an empty directory and import them into your system; you'll have some great code routines which work 'right out of the box.' **Users who register by mail** can receive these files if they enclose a floppy disk and mailer with their registration form. We'll copy the files to the diskette and mail it back to you.

**Unlimited Technical Support:** Since the quality of technical support is an integral part of the product you are evaluating, **all** users of **VBOffice** will receive support from Marquette Computer Consultants, either via CompuServe Mail or by telephone. However, **unregistered users will be limited to only three support incidents**. Registered users will receive unlimited technical support.

**Upgrade Notices and Discounts:** As new versions of **VBOffice** are released you'll be informed, either by CISMail, Postal Mail or fax. Registered users will also be eligible to upgrade their software at a cost savings; unregistered users will have to pay full price to register newer versions of **VBOffice**.

**Long-Term Assurance.** If shareware is paid for, the author has incentive to improve the product and continue to support it. By paying for **VBOffice** you help to assure continued support and upgrades of this product.

**A Clear Conscience.** I've put in nine months on this project, and it's only the beginning. Don't let me down!

### About the Unregistered Version...

---

An unregistered copy of **VBOffice** is not crippled. It performs all the program functions of a registered copy, with only a few minor exceptions. The opening screen of an unregistered program stays open for five seconds before the OK button is enabled.

If your program is unregistered you cannot reconfigure it to eliminate the opening screen, nor can you disable the playing of CHIMES.WAV when certain forms are opened. Each form and many menus in VBOffice will also contain items which both remind you to register and give you quick access to the registration dialog box.

Once you purchase **VBOffice**, Marquette Computer Consultants will send you a registration code which you enter into the program. Once this code is entered all registration reminders (menus, buttons, etc.) will be removed and the above mentioned two configuration options will be enabled.

There are two ways to register: Click above on the method you're interested in to jump to that topic.





## Registering by Mail

To register by mail, open the REGISTER.WRI file provided with **VBOffice** and fill it in as completely as you can. Print out the form and attach a check payable to **Marquette Computer Consultants**. Enclose payment of \$40.00 US for each copy ordered. Mail the form to...

**Marquette Computer Consultants**  
**22 Sirard Lane**  
**San Rafael, CA 94901-1066**

Once Marquette Computer Consultants receives your order form and check you will be mailed or faxed the registration code required to remove all registration reminders. In addition you'll be informed of the latest upgrade versions, if any, along with other related information.

If you wish to receive the sampler of Code Librarian and Code Typist files, please include a floppy diskette and mailer with your registration form. We'll copy the files to the diskette and mail it back to you.

**See Also:** [Registering On Line](#)



## Registering On Line

If you have a CompuServe account you can register **VBOffice** on line using the Shareware Registration database in the SWREG forum. The Shareware Registration database contains descriptions of hundreds of shareware programs designed for a variety of platforms and purposes.

GO SWREG to access this forum and select "Register Shareware." A number of search criteria will be presented; you want to search by Registration ID.

**NOTE: The REGISTRATION ID of VBOffice is 1262.**

You can use this number to find **VBOffice**. Once the file is found, you are shown the program's description, with a prompt: "Would You Like to Register? (Y/N)."

Enter "Y" at the prompt to register; enter "N" at the prompt to return to the previous menu. When you enter "Y" to register, you will be prompted to enter your full name, company name (optional), your complete address, your phone number (optional) and the total number of copies of the program that you wish to register. When you finish entering this information, you can VIEW, CHANGE, SEND or CANCEL it. When you SEND your registration, your CompuServe account will be billed for the amount required to pay for the software.

Once Marquette Computer Consultants receives notification of your registration you will receive via CISMail the registration code required to remove all registration reminders. You'll also receive a ZIP file containing a sampler of Code Librarian and Code Typist files which you can import into your Code Typist and Code Librarian lists. In addition you'll be informed of the latest upgrade versions, if any, along with other related information.

**See Also:** [Registering by Mail](#)

