MegaWord 6.0 Shareware Edition

Wednesday, January 5, 1994

Table of Contents

Welcome to MegaWord™

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

MegaWord - Setting the Trends

MegaWord was first launched through Bulletin Boards and Shareware Distributors all over the world in the summer of 1993. The bundle became an instant hit, with thousands of users in dozens of countries (and of course the odd copy cats who just hijacked MegaWord tools rather than developed macros of their own...).

MegaWord 2 introduced innovative tools for Word 2 that have now become built-in features in Word 6, such as Character Styles, Fast Format, Switchable Toolbars, Proportional Super and Subscripts, and Table 3D Effects. MegaWord also pioneered the use of the SHIFT key to run more than one command from the same menu or toolbar button, a feature that has now also become commonplace in Word 6.0.

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

- MegaWord 6 pioneers the **Fast Load** technique which keeps important information in your computer's memory (programmers call them *super global variables*) and dramatically speeds up the macros. They said it couldn't be done - we prove it *can be done*.
- MegaWord introduces tools that will appeal to non-English users: MegaWord Date and Time, Calendar and Insert Number speak no less than 21 languages!
- MegaWord's file management tools (MultiFile, Fast Open and Fast Path) give you a taste of the interface that will become the standard in Windows 4.0.
- MegaWord *never* disables existing Word functions. Each MegaWord tool that's designed to replace a Word command lets you *always* run the original Word command by holding down the SHIFT key when you start the macro.

MegaWord 6 - Ready to conquer the world of Word Add-ons

When we started developing MegaWord 6 we set ourselves the challenge to create the Word add-on package that beats everything else. With tools that are truly innovative and add real productivity to your daily word-processing activities. MegaWord has been created with an international market in mind: ask for information about foreign language versions!

MegaWord 6 offers you over 30 tools that greatly enhance Word 6.0 for Windows, and that make your favorite wordprocessor the heart of your operating environment. Here's a quick overview:

MegaWord Document and Template Tools

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

™ Word for Windows is a trademark of Microsoft Corporation

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

MegaWord Viewing Tools

MegaWord gives you seven tools that make you the master of your workspace. Forget Word's chaotic ways of setting your screen views; MegaWord makes it all a lot easier.
- **View Manager** lets you define your favorite workspace view in a flash. Give each view a name and recreate it anytime you want with just one button click.
- **Window Manager** lets you choose which windows you want to close or arrange and does the job faster than you can do it yourself.
- **True Name** brings the full path name of a file back on the titlebar, and even shows the document title on the title bar.
- **Toolbar Picker** gives you the fastest and easiest way to change toolbar buttons. Just two mouse clicks are needed to cut and paste any of 312 button images to any toolbar.
- **QuickZoomUp**, **QuickZoomDown** and **QuickSplit** give you the finger-fast hotkey interface that Microsoft forgot.

MegaWord Editing and Formatting Tools

With MegaWord you get two tools that let you insert non-keyboard characters, or even create characters that don't exist, plus two tools that teach Word table manners.
- **Special Characters** lets you pick any foreign or non-alphabetical character from a mini toolbar.
- **Compose Character** beats Word's AutoText and AutoCorrect on many fronts. Now any combination of two characters is your synonym for a character or string you use often.
- **Table 3D Effects**, the tool that gives your tables a new dimension. Add real depth to entire tables or to selected table cells.
- **Table Toolbar**, the all-in-one table formatting toolbar that should have been built in, but isn't.

MegaWord Date and Information Tools

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

MegaWord System Tools

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

MegaWord Entertainment Tools

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

Trademarks

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

MegaWord is Shareware.
What does that mean?

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

Disclaimer - Agreement

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

Try MegaWord - 30 days without nag screens

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

Registration Benefits

The $49 registration fee (plus $5 for shipping and handling) will license one copy for use on any one computer at any one time. All registered users of MegaWord will receive a copy of the latest version of the MegaWord package, with all macros in unencrypted form, with context-sensitive on-line Help, and without any nag screens. Also, registered users are entitled to unlimited technical phone, fax and CompuServe support, and special upgrade discounts for future versions of MegaWord.

Registered users of MegaWord 2 are entitled to a FREE upgrade to MegaWord 6. For registered users of other major WinWord add-ons there's an exciting competitive upgrade offer. See "How to become a Registered MegaWord User" later in this document.

Distribution of MegaWord

Anyone distributing MegaWord for any kind of remuneration must first contact Merlot International. This authorization is not necessary for
a) distributors recognized by the ASP as adhering to its guidelines for shareware distributors,
b) non-profit user groups
Such distributors may begin offering MegaWord immediately (However Merlot International must still be advised so that the distributor can be kept up-to-date with the latest version of MegaWord.). Vendors are allowed to charge a nominal fee for disk duplication and/or handling.

How to become a Registered MegaWord User

It's easy to become a registered MegaWord user. All you have to is order the registered version of MegaWord 6, pay your registration fee in one of the ways described in this chapter, and send us the completed Registration Form. We will send you a disk with the latest version of MegaWord, with all macros in unencrypted form.

Competitive Upgrade

If you're using one of the other leading WinWord add-on products we have a special offer for you. *Don't misunderstand us: we don't want you to stop using these other add-ons!* They're great products, and if they come with an upgrade for WinWord 6.0, you should definitely get their latest version.

We only want to persuade you to spend a few dollars more and also become a registered MegaWord user. Send us any proof that you're a legal user of another great WinWord add-on and you'll get $20 off the regular MegaWord Registration Fee.

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

1. You must be a registered user of one of the following products:
- DocsDB Pro (Jorge Vismara Consultants)
- FileWare (Total System Solutions, Inc.)
- gToolBox (Guy Gallo)
- MasterWord (Alki Software Corp.)
- PRIME (Plan B Consulting and Lee Hudspeth & Associates)
- WOPR - The Word for Windows Office Power Pack (Pinecliffe International)

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

3. You must pay in cash (sorry, no checks or credit cards accepted on this special offer).

To take advantage of this Competitive Upgrade offer, send an envelope with:
- the completed MegaWord Registration Form
- your proof of ownership of another WinWord add-on
- $34 in cash ($29 registration fee, plus $5 for shipment and handling) or the equivalent in any European currency

to:

```
Merlot International
1, Chemin des Moulines
34230 St. Bauzille de la Sylve
FRANCE
```

Easy Registration and Payment through CompuServe

If you're a CompuServe member you can become a registered MegaWord user without sending money. There are two ways.

Credit Card order through CompuServe:
Contact **Public (software) Library** by CIS Email to 71355,470. Specify that you want to order MegaWord 6.0 (product number 10970) and provide your card name (MasterCard/EuroCard, Visa, Amex, or Discover), card number and expiry date. Don't forget to include your full address.

Pay directly via your CompuServe Account:
1. Log onto CompuServe
2. Go to the Shareware Registration Forum by typing **GO SWREG** at the CompuServe prompt
3. From the main menu, select **Register Shareware**
4. From the "Search by" menu, select **Registration ID**
5. When prompted for the ID, enter **1130**
6. You'll then see a short description of MegaWord. When prompted, enter **Y** to allow CompuServe to charge your account.
7. When prompted, answer the remaining questions.

You will receive your MegaWord pack by mail.

Easy Registration and Payment by Credit Card

If you're a Credit Card holder (MasterCard/EuroCard, Visa, Amex, or Discover) you can become a registered MegaWord user without sending money. We have an agreement with **Public (software) Library** to handle your credit card order. When contacting PsL specify that you want to order MegaWord (product number 10970). Here's how:

USA users:
Contact **PsL** by calling 800-2424-PsL or 713-524-6394.

Worldwide users:
Contact **PsL** by FAX to (+1) 713-524-6398 or by CIS Email to 71355,470.

You can also mail credit card orders to:

```
PsL Registration Service
P.O.Box 35705
Houston, TX 77235-5705
USA
```

THE ABOVE NUMBERS ARE FOR ORDERS ONLY!

Any questions about the status of the shipment of the order, product details, technical support, volume discounts, site licenses, etc., must be directed to the author.

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you. Please allow one to two weeks for delivery.

Easy Registration and Payment by Mail

If you don't choose to pay by credit card or though CompuServe SWREG, send your registration, together with your settlement, to the following address:

Merlot International
1, Chemin des Moulines
34230 St. Bauzille de la
Sylve
FRANCE

We accept the following direct paying methods (sorry, no US dollar checks!):

- Cash $54
- Cash (European equivalent of FFR 300; any European currency allowed)
- Eurocheque FFR 300 (don't forget card number on back)
- French Chèque Bancaire FFR 300

MegaWord Registration Form

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

> **Merlot International**
> **1, Chemin des Moulines**
> **34230 St. Bauzille de la**
> **Sylve**
> **FRANCE**

Today's Date:

_____

Your Name: _____

Company: _____

Street: _____

City: _____

State/Zip: _____

Country: _____

Phone: _____Fax:

_____

CompuServe:

_____

Disk Size: O 3.5 inch   O 5.25 inch

How and where did you get your copy of MegaWord?

_____

_____

Method of payment (enclosed):
   O Cash $54
   O Cash (European equivalent of FFR 300; any European currency allowed)
   O Eurocheque FFR 300 (don't forget card number on back)
   O French Chèque Bancaire FFR 300

Method of payment (not enclosed):
   O Via CompuServe SWREG
   O By Credit Card via Public (software) Library

Comments?

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

Using MegaWord on more than one computer

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

Limited License

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

Unlimited Licensing

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

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

MegaWord Multiple License Order Form

Company: _____

Your Name: _____

Address: _____

City: _____

State/Zip: _____

Country: _____

Phone: _____Fax: _____
_____

CompuServe:
_____

Disk Size: O 3.5 inch   O 5.25 inch

How and where did you get your copy of MegaWord?
_____

Today's Date:
_____

Multiple User License Fees for the use of MegaWord

Limited Licensing

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

Unlimited Licensing

| Area	Fee	To be paid
USA Unlimited Use	$1750.00 one time fee	$
EC Unlimited Use	$1750.00 one time fee	$
USA and EC Unlimited Use	$3250.00 one time fee	$
World Unlimited Use	$5000.00 one time fee	$

PAYMENT

By US Dollar Check or equivalent European Currency check.

Order form and settlement to be sent to:

Merlot International 1, Chemin des Moulines 34230 St. Bauzille de la Sylve FRANCE

Phone/Fax (+33) 67.57.55.88
CompuServe 100273,32
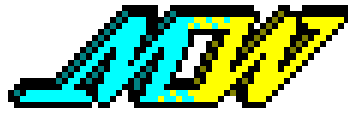
MegaWord User's Guide

How to install MegaWord

SYSTEM REQUIREMENTS. MegaWord 6 is designed to work with Word 6 for Windows running under Windows 3.1 or higher, and will *not* run on previous versions of Word. MegaWord Fast Path requires DOS 6.0 or higher for part of its functionality. MegaWord Application Manager works only if you use Windows Program Manager as your shell. Some MegaWord macros require the use of a mouse. MegaWord CD Player requires a CD-ROM player that's capable of playing music CDs.

The current version of MegaWord was created and tested on the USA version of Word for Windows. Some macros may not run successfully on non-USA versions.

Files to install

The MegaWord package consists of the following files.

1. MEGAWORD.DOC. The document you're currently reading. It's big: more than 2MB on your disk and more than 70 pages to print. After printing this document and the registration form you don't need it anymore on your system. You can safely compress it, or copy it to a diskette, and then delete it from your hard disk.
2. MEGAWORD.DOT. This is the template that holds all MegaWord macros, toolbars, key and menu assignments. Install this file as described below.
3. FILEINFO.DLL. This Dynamic Link Library must be copied to your Windows directory.
4. RENDIR.PIF. This Program Information File is used by MegaWord Fast Path and must be copied to your Windows directory. Requires MS-DOS 6.0 or higher.
5. DELTREE.PIF. This Program Information File is used by MegaWord Fast Path and must be copied to your Windows directory. Requires MS-DOS 6.0 or higher.

Installing and Uninstalling MegaWord

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

1. Add MEGAWORD.DOT as a permanent global template. Copy the MEGAWORD.DOT file to the Startup subdirectory of your WinWord directory. This will automatically load MEGAWORD.DOT as a global template each time you start Word.
   To uninstall MegaWord, remove the MEGAWORD.DOT file from your Startup directory..
2. Add MEGAWORD.DOT as a temporary global template. Choose **Templates** from the **File** menu. In the dialog box, choose the **Add** button and select MEGAWORD.DOT in the directory/file list. Make sure that the checkbox in front of MEGAWORD.DOT is checked. Then choose **OK**. All default MegaWord toolbars and menu/hotkey assignments will immediately be operational. Each time you restart Word for Windows you must re-open the **Templates** dialog box and check the box in front of the MEGAWORD.DOT entry.
   To disable MegaWord at any given moment, uncheck the box.
3. Copy the MEGAWORD.DOT macros to your NORMAL template. Choose **Templates** from the **File** menu. In the dialog box, choose the **Organizer** button. Select MEGAWORD.DOT in one list and NORMAL.DOT in the other list. Select in the MEGAWORD.DOT list the macros you want to copy, and choose the **Copy** button to confirm your choices. Copying the macros from MEGAWORD.DOT to NORMAL.DOT does *not* copy the menu and hotkey assignments. To assign macros to the keyboard or menus, choose **Customize** from the **Tools** menu and make your assignments, as discussed in the Word User's Guide.
   To uninstall MegaWord macros, choose **Templates** from the **File** menu. In the dialog box, choose the **Organizer** button. In the NORMAL.DOT list, select the macros you want to uninstall and choose the **Delete** button.

The MEGAWORD.INI file

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

Speeding up MegaWord tools

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

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

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

Acknowledgments

Special thanks to the following people and organizations:

Scott Krueger, for writing the FILEINFO.DLL file and making it available as freeware.
Merijn Soldaat, for his valuable suggestions and extensive testing activities.
Marcel Eisma of Microsoft Benelux, for providing us with an early Beta release of Word 6.

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

The BioRhythm macro is partly based on the calculations described in a book about this topic, of which we remember neither the title nor the author. Apologies!

The MegaWord Toolbar

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

Displaying the MegaWord Toolbar

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

Adding MegaWord tools to other toolbars

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

Toolbar Description

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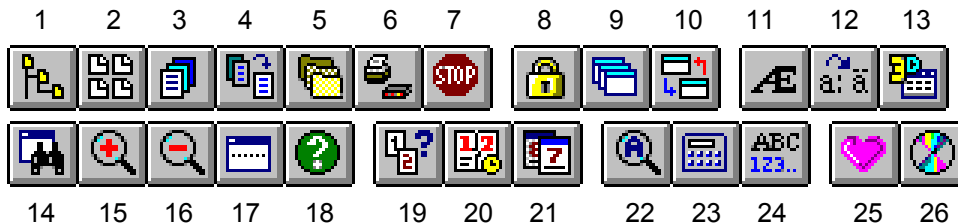
1.	Fast Path	9.	Window Manager	18.	True name
2.	Template Manager (File New)	10.	Application Manager	19.	Date Calculator
		11.	Special Characters	20.	Date and Time
3.	Document Recall	12.	Compose Character	21.	Calendar
4.	MultiFile	13.	Table 3D Effects	22.	Character Analyzer
5.	Project Manager	14.	View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

Template Manager (File New)

MegaWord Template Manager is designed to replace Word's built-in File New command. It adds features you won't find in the original dialog box, and makes it significantly easier to find the right template for your new document. Template Manager lists all your templates and wizards together with their description, so all you have to do is point, click and start working. You can change template descriptions on the fly. If you want, you can open a new document and name it immediately after it has been created, so you won't have to it later. And, unlike Word's own File New command, Template Manager is *network-userfriendly***: if you've specified a dedicated directory for Workgroup Templates, the macro will let you select a template from two** *separate* **lists, rather than the Word list in which all templates are mixed, with all the risks of mixing up templates with duplicate names.**

```
┌─────────────────────────────────────────────────┐
│ ▬           MegaWord Template Manager            │
├─────────────────────────────────────────────────┤
│ 40 Templates/Wizards  ⦿ User Templates  ○ Workgroup Templates │
│ Template Location: c:\winword6\template\         │
│ ┌─────────────────────────────────────────────┬─┐│
│ │ Memo3 - Typewriter Memo                     │▲││
│ │ Newslttr Wizard - Creates an attractive layout for a newsletter ││
│ │ Normal - Regular Stuff                      │ ││
│ │ Normal2 - Regular Document                  │ ││
│ │ Pleading Wizard - Creates legal pleading papers ││
│ │ Present1 - Classic Presentation             │ ││
│ │ Presrel1 - Classic Press Release            │ ││
│ │ Presrel2 - Contemporary Press Release       │ ││
│ │ Presrel3 - Typewriter Press Release         │▼││
│ └─────────────────────────────────────────────┴─┘│
│  ┌────────────┐ ┌────────────┐ ┌──────┐ ┌──────┐ │
│  │New Document│ │New Template│ │ Help │ │Cancel│ │
│  └────────────┘ └────────────┘ └──────┘ └──────┘ │
│  ☐ Name File Now  ☐ Summary Info Now   ┌────────┐│
│                                        │Setup...││
│                                        └────────┘│
└─────────────────────────────────────────────────┘
```

Running Template Manager

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

There are three ways to run Template Manager:

- To display the Template Manager dialog box, choose New from the File menu, or click the Template Manager button on the MegaWord Toolbar.
- To display the original Word dialog box, hold down SHIFT while you choose New from the File menu, or while you click the Template Manager button on the MegaWord Toolbar.
- To bypass any dialog boxes and open a new document based on the Normal template, hold down CTRL while you choose New from the File menu, or while you click the Template Manager button on the MegaWord Toolbar.

Setting up Template Manager

The first time you run Template Manager the list of templates is empty. To build the database of templates and their descriptions, choose the **Setup** button to open the Setup panel:

In the Setup panel, choose the **Recreate Menu** button. Template Manager will then scan all your templates and build its template database. Depending on the number of templates and your computer's speed, this can take one or more minutes. If you have specified a dedicated directory for Workgroup Templates, you must repeat the process to create the secondary template list. Each time you create a new template or delete an existing one you must choose **Recreate Menu** again. After you've initialized the database the list of templates is immediately displayed each time you run Template Manager.

Choosing your Template List

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

Setting up a secondary Template List

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

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

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

Creating a new Document or new Template

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

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

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

Changing a Template Description

You can change a template description from Template Manager without loading the template itself. Choose the **Change Description** button in the Setup panel to display the Summary Info dialog box as shown below:

Type the new description in the Title box and click **OK**. The template will then be saved with its new description, and the Template Manager list will automatically be updated. It is *not* necessary to recreate the database if you've changed the title.

Modifying a Template

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

Speeding up Template Manager

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

Document Recall

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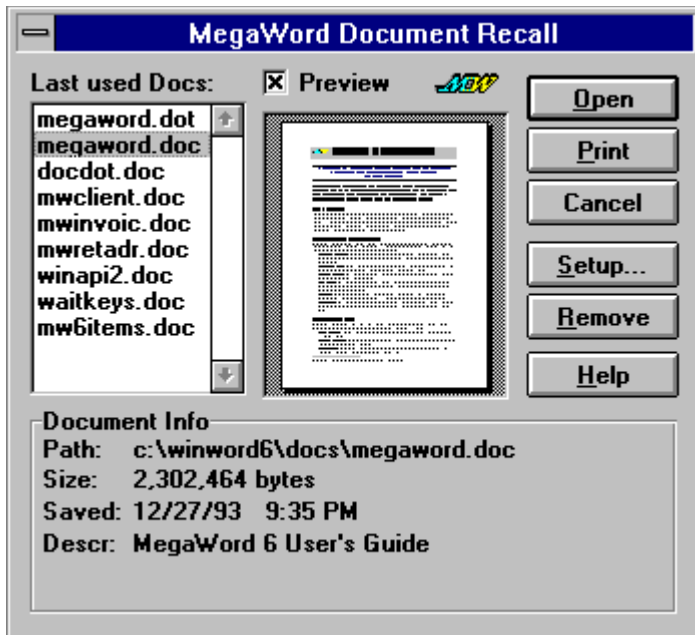
Running Document Recall

To run Document Recall, choose **Document Recall** from the **File** menu, or click the Document Recall button on the MegaWord toolbar. The first time you run the macro, the file list will be empty. But as you close documents during your Word sessions, the list will grow, up to the number you've specified in the Document Recall Setup panel (see below). The files are listed in chronological order; the most recent file is always at the top. You can point to any name In the list, and verify the data in the Document Info box at the bottom of the dialog box. Check the Preview box to see a thumb nail representation of the first page of the document. Previewing the document can take some time, so you may want to disable the Preview option while you scroll through the list, and turn it on only if you want to see the Preview.

Once you've found the document you're looking for, you can choose the **Open** button to load the document in Word, or the **Print** button to print the document without opening it.

You can remove any document from the list by choosing the **Remove** button. This does *not* delete the file from your disk; the name only disappears from the list, creating room for other files to be added.

Note: you can only run Document Recall if at least one document or macro window is open.

Setting up Document Recall

By default, Document Recall builds a list of up to 20 recent files. When you've reached the limit, each new file you add to the top will remove the file that's at the bottom of the list. You can

change the Document Recall database size, and set other options by choosing the **Setup** button. This expands the dialog box, displaying the following options:
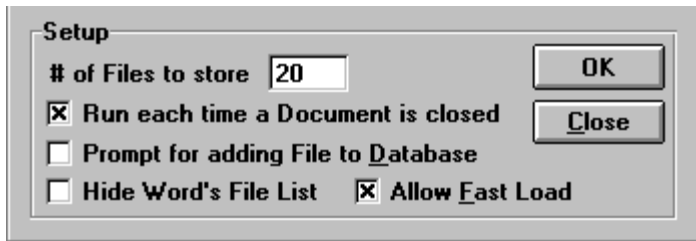
Here you can specify the number of files you want Document Recall to store. The default value is 20. Setting a higher number is allowed, but will obviously slow down operation.

The **Run each time a Document is closed** option lets you automatically update the **AutoClose** macro in your Global template (NORMAL.DOT). If this macro doesn't exist yet it will be created. With this option checked an instruction is added to the AutoClose macro which will add each file to the Document Recall database when you close it. Unchecking this option removes the instruction from the AutoClose macro.

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

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

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

Choose the **OK** button to confirm your options, choose **Close** to close the Setup pane.

Adding documents to the Document Recall database

If you selected the **Run each time a Document is closed** option, each document that you close will automatically be added to the database. If you're closing a document that's attached to a template which has its own AutoClose macro, the document will not automatically be added to the Document Recall database. In that case you have two options.

1. Add the instruction:

```
DocumentRecall.AddCurrentDoc
```

to the AutoClose macro that belongs to the template which is attached to the current document. This will add each document based on that template to the Document Recall database.

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

Creating document descriptions

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

Project Manager

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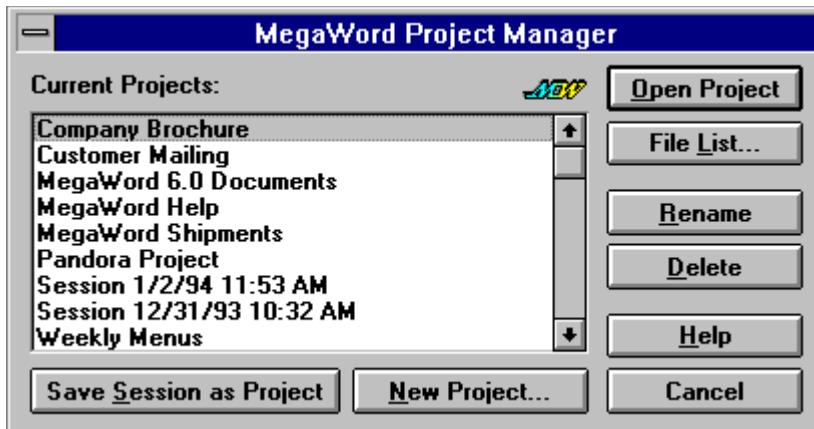
Running Project Manager

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

Viewing the Project Contents

Before you open a project you can quickly preview the list of project files. Choose the **File List** button to see the list of associated file names. While the file list is displayed you can choose the **Open Project** button to open the project, or choose the **Project List** button to go back to the list of projects and access any of the other options.

Project Maintenance

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

Creating a Project

There are two ways to create a project.

To save *all currently open documents* as a single project which you can re-open the next time you use Word, choose the **Save Session as a Project** button. This will create a project with the name "Session", followed by the date and time the project was saved. This way you can save

and re-open any number of previous Word sessions. (Note: a Session project does *not* store macro documents.) Choose the **Delete** button to remove redundant "Session" projects from the list, choose the **Rename** button to give a more meaningful name to the project. You can also save your current session automatically by choosing **Exit** from the **File** menu. See **System Exit** in this manual.

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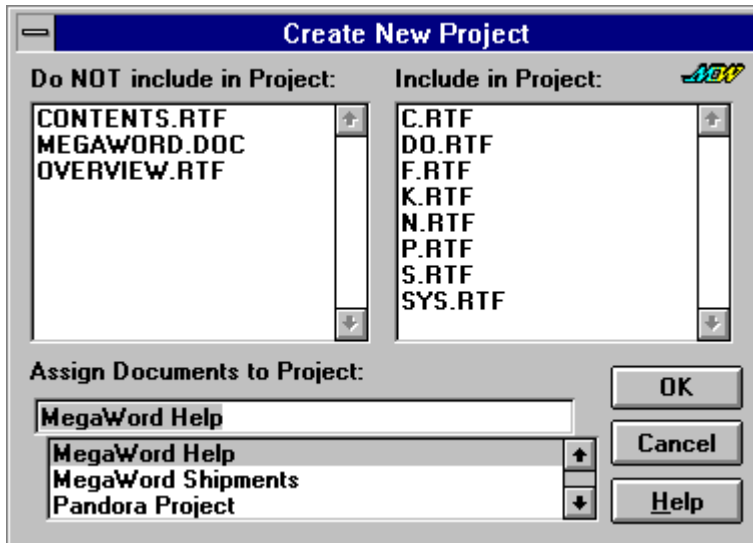
The list on the left shows all currently open documents, the list on the right will hold the documents you want to include in the project. Click on a document name to move it from one list to the other. To move all documents, hold down SHIFT and click on any file in the list. When you've shortlisted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

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

Shortcut

To bypass the opening dialog box and immediately open the "Create New Project" dialog box, hold down the SHIFT key while you choose **Project Manager** from the **File** menu, or while you click the Project Manager button on the MegaWord toolbar.

Fast Open (File Open)

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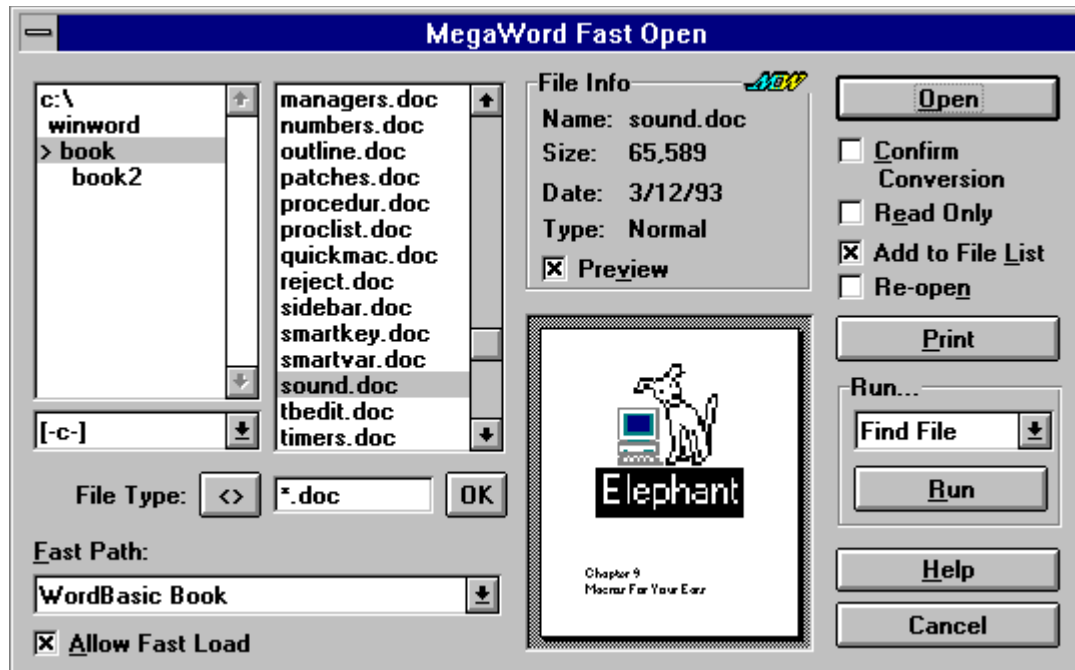
Running Fast Open

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

• To run Fast Open, choose Open from the File menu, or click the Open button on the standard Word toolbar.
• To display the original Word Open dialog box, hold down SHIFT while you choose Open from the File menu, or while you click the Open button on the standard Word toolbar.

Choosing a Drive and Directory

In the Fast Open dialog box you can select any drive and directory currently available on your system. There's no need to double-click: simply place your mouse pointer on the drive or directory and click once to make your choice. The list of files is automatically updated and shows all files in the selected directory, matching the file specification in the "File Type:" box at the bottom of the list. You can change the file type by typing a file specification, using DOS wildcards (* and ?) where needed. You can also click the button labeled "<>" to toggle between a number of preset file types (*.*, *.doc, *.dot, *.rtf, and *.txt). Hold down SHIFT and click the "<>" button to

toggle backwards. Click the **OK** button to confirm the specified file type and update the list of files.

Accessing Fast Paths

If you've used MegaWord **Fast Path** to define Fast Path aliases for your most used directories, you can open the Fast Path list and select any of the Fast Paths in the list. The drive and directory list will immediately be updated, and the file list shows the files matching the specification in the "File Type:" box.

File Information

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

Attribute	Meaning
Normal	No attributes have been set for the file
Read-Only	The file can't be changed, deleted or overwritten.
Archive	The file has changed since it was last backed up.
Hidden	The file won't show up in the MS-DOS file list and in the MultiFile list
System	The file is a MS-DOS system file and won't show up in the MS-DOS file list and in the MultiFile list

In practice Fast Open will only list files with the Normal, Read-Only or Archive attribute.

Preview

You can get a preview of the selected file by checking the Preview box. If you have a fast computer you can leave the Preview box checked while you select files, but in most cases Fast Open works a lot faster if Preview is disabled.

Opening a Document

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

Printing a Document

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

Running Related Commands

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

Speeding up Fast Open

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

MultiFile

MegaWord MultiFile is the multifunctional file manager that beats Word's FileFind command and the Windows File Manager on many fronts. Finally, right from within Word you can now copy, move and delete files anywhere on your system. MultiFile lets you open or print a single document or a group of documents from different directories in one single operation.

MultiFile also provides information about the size, save date and attribute of any file on your disk and gives a completely new dimension to the word "Preview". Select a document or graphic and MultiFile displays it, select a screen saver and MultiFile runs it, select a sound file and MultiFile plays it.
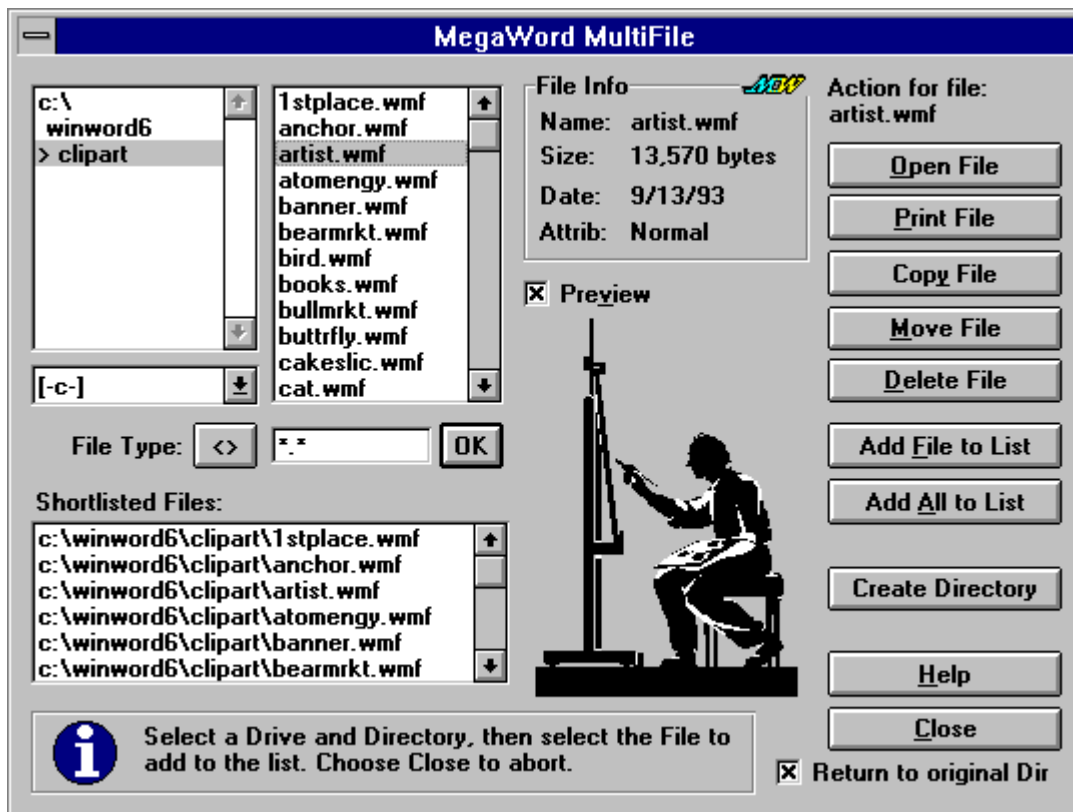
Running MultiFile

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

Note: you can only run MultiFile if at least one document or macro window is open.

MultiFile Basics

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

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

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

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

File Information

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

Attribute	Meaning
Normal	No attributes have been set for the file
Read-Only	The file can't be changed, deleted or overwritten.
Archive	The file has changed since it was last backed up.
Hidden	The file won't show up in the MS-DOS file list and in the MultiFile list
System	The file is a MS-DOS system file and won't show up in the MS-DOS file list and in the MultiFile list

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

Preview

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

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

Working in File Mode

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

toggle backwards. Click the **OK** button to confirm the specified file type and update the list of files.

Options in File Mode

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

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

Options in List Mode

In List Mode you can open, print, delete, copy or move all shortlisted files with a single click on the appropriate button. If you choose the **Delete List** button, you'll be asked if you want to confirm each deletion or if you want to delete all shortlisted files without further prompt. At this stage you can still abort the operation by choosing the **Cancel** button.
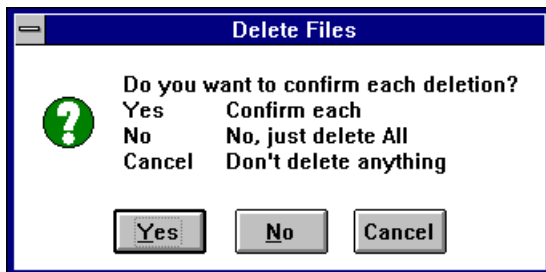
If you choose the **Copy List** or **Move List** button, you'll hear a short beep. All other action buttons and the file lists will be grayed out, and you're prompted to select the target drive and/or directory for the file. Then click the **Copy List** or **Move List** button again to continue the operation. If you've chosen the **Move List** button, the original file will be deleted after a successful copy. If the original file can't be deleted because it's in use by another application, or because it has the Read-Only attribute you will be told why the file couldn't be deleted.

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

Creating a Directory

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

Return to original Dir

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

## Copying an open Word document

One of the advantages of MultiFile compared with the Windows File manager is that MultiFile lets you copy a file even if it's currently in use by Word. Note however that *moving* an open document is not possible. If you choose to move a file that's currently in use by Word, it will be copied, but the original file will not be deleted.

Fast Path

MegaWord Fast Path gives you the most complete directory management tool you've probably ever seen. Now, from within WinWord, you can create, remove, flush and rename directories, even delete complete directory trees.

To switch directories even faster you can give any directory a Fast Path alias, and run the most important File commands from the directory where your files are, without going back to Word's File menu.
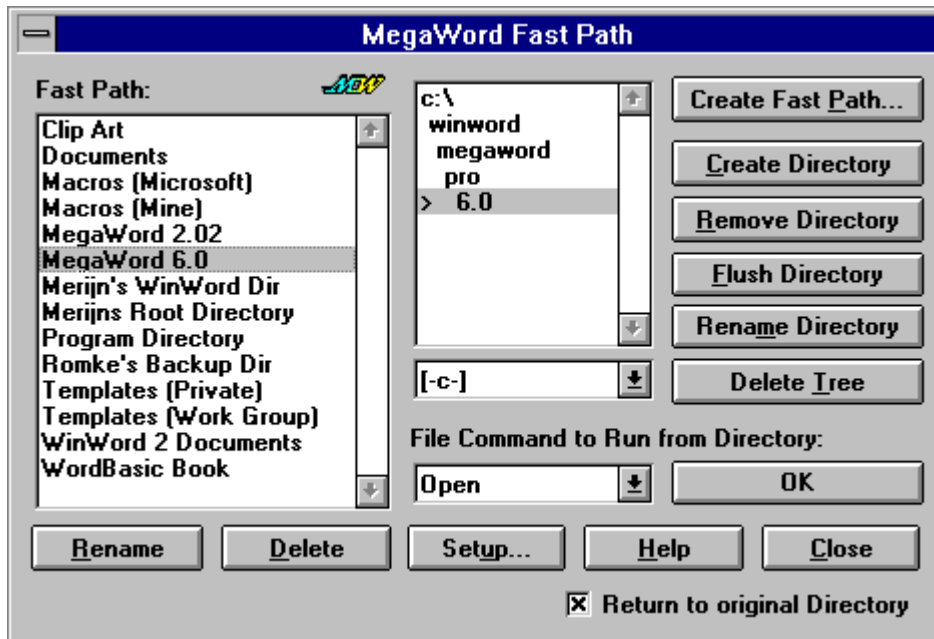
Running Fast Path

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

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

Creating, Renaming and Deleting a Fast Path

- To add a new Fast Path alias to the Fast Path list, select the drive and directory for which you want to create an alias, then choose the **Create Fast Path** button. An inputbox will prompt you to provide a Fast Path name. Choose the **OK** button to add the new Fast Path to the list. There's no limit to the number of Fast Paths you can define. When you specify a Fast Path name, don't use the square bracket characters "[" and "]", or the equal sign "=".
- To rename a Fast Path alias, select the Fast Path name from the list and choose the **Rename** button. An inputbox will prompt you to provide a new Fast Path name. Choose the **OK** button to add the new Fast Path to the list. Don't use the square bracket characters "[" and "]", or the equal sign "=" in a Fast Path name.
- To delete a Fast Path alias, select the Fast Path name and choose the **Delete** button. Then confirm your decision.

Managing Directories

MegaWord Fast Path offers many ways to manage your directories.

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

Running a File command when closing the dialog box

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

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

Returning to the original Directory

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

Fast Path Setup

Choose the **Setup** button to make adjustments that influence the way Fast Path behaves. The dialog box will then expand and offers you the following options:

Allow Fast Load. This option lets you speed up Fast Path considerably. With this box checked Word will keep the list of Fast Paths in memory after it has been loaded from the database, and Fast Path will display the list at the highest possible speed during the remainder of your Word session. Fast Path will remember your preference and will use the Fast Load method each time

you run the macro. If you discover that this method causes problems on your system, uncheck the **Allow Fast Load** box to return to the default method.

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

MultiPrint (File Print)

MegaWord MultiPrint is designed to replace Word's built-in File Print command. The macro is especially useful if a fax-modem is installed in your system, because MultiPrint lets you print, fax or both print *and* fax a document without manually changing and resetting printer drivers.

MultiPrint also offers features you don't find in Word's own Print dialog box. New are the options to shrink a document to fit on one fewer pages, to change the settings for each installed printer driver, and to access the Page Setup dialog box, Print Manager and the Printer section of the Windows Control Panel. Also new is the option to print only the envelope included in a document. Finally, MultiPrint brings back those handy From: and To: settings from WinWord 2.
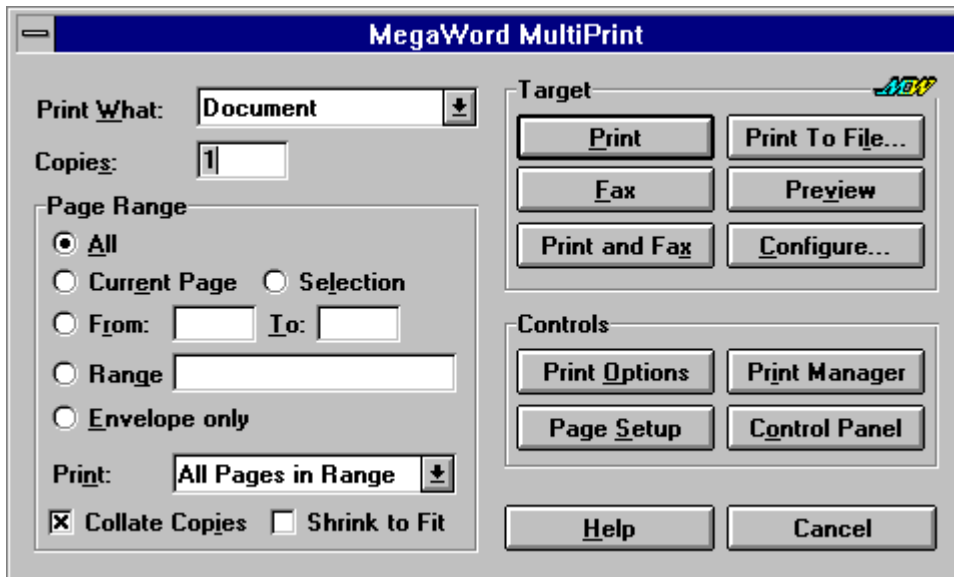

Running MultiPrint

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

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

Initializing MultiPrint

Before you can work with MultiPrint you must specify the printer drivers you want to use to print and fax your documents. Choose the **Configure** button to open the Configuration Panel:
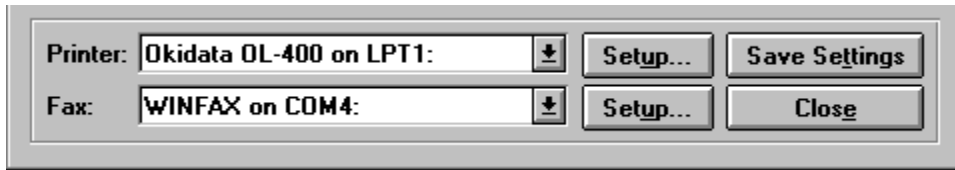
Select your printer and fax from the two lists. If you want to make changes to the printer driver settings, choose the appropriate **Setup** button and select the available options. Choose the **Save Settings** button to confirm your selections. After you've chosen your settings you won't have to open the Configuration panel again, until you want to change printer drivers or change printer driver settings.

Printing and Faxing a document

To print the *entire current document*, choose the *All* and *All Pages in Range* options in the Page Range group. To get a hard copy of the document choose the **Print** button. To print the document to your fax printer, choose the **Fax** button. If you want to send a fax and also keep a hard copy of the document, choose the **Print and Fax** button.

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

*   To print only the *selected page* or the page containing the insertion point, choose the "Current Page" option
*   To print only the *selected text, object or graphic*, choose the "Selection" option
*   To print a *contiguous range of pages*, choose the start and end page in the *From:* and *To:* boxes. If you want to print a range from the first page to a specified page, you only have to fill in the *To:* box. If you want to print a range from a specified page to the last page, you only have to fill in the *From:* box.
*   To print a *non-contiguous range of pages*, type in the *Range:* box the page numbers separated by commas, or a range of pages with a hyphen between the page numbers. For example, to print pages 2, 4, 5, 6, and 8, type 2,4-6,8. To print an envelope that is attached to the beginning of a document, include 0 (zero) as one of the pages in the range.
*   To print only the *odd-numbered pages*, choose Odd Pages in the *Print:* listbox
*   To print only the *even-numbered pages*, choose Even Pages in the *Print:* listbox
*   To print only the *envelope* included in the document, choose the "Envelope only" option. If the document doesn't contain an envelope, nothing is printed. Choosing this option has the same effect as specifying 0 (zero) in the *Range:* box.

To print more than one copy of the document, specify the number of copies in the *Copies:* box.

Other Options

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

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

1. *Summary Info:* Prints only the summary information for the document.
2. *Annotations:* Prints only the annotations in the document.
3. *Styles:* Prints only the descriptions for any styles in the document.
4. *AutoText Entries:* Prints AutoText entries for the current template and any AutoText entries that are assigned to all templates.

5. *Key Assignments:* Prints the names of macros, the keys to which they are assigned, and their descriptions for the current template. Prints shortcut keys you created for the current template by using the Customize command from the Tools menu.

Printing to a File

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

Previewing the file

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

Controls

The Controls group in the MultiPrint dialog box offers four options:

- *Print Options.* Lets you choose additional printing options, such as draft output and reverse printing order.
- *Page Setup.* Lets you make changes to margins and layout of the document, or change the paper size or source before you print.
- *Print Manager.* Opens the Windows Print Manager or, if it's already open, makes Print Manager active.
- *Control Panel.* Opens the Printer dialog box of the Control Panel, from which you can add or remove printers, change connections, etc.

View Manager

MegaWord View Manager brings IntelliSense™ where Microsoft left it out: in the options to set your workspace and document views. Where Word has scattered all its viewing options over lots of menus and dialogs, View Manager brings them all together in a single dialog box.

But there's more. View Manager lets you save any view under a meaningful name. Create as many named views as you want, then just pick the view you want to apply, and View Manager remodels your workspace exactly the way you've defined it.
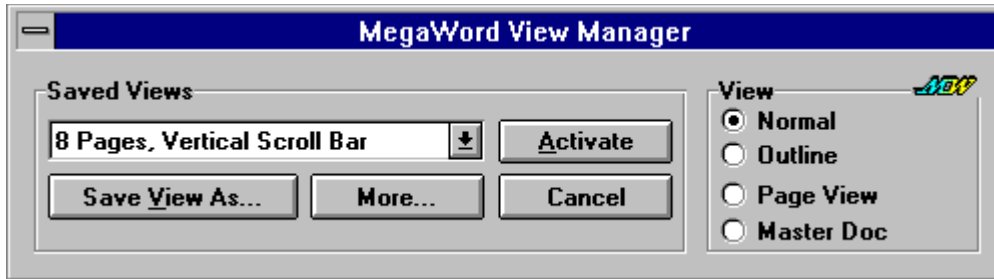
Running View Manager

To run MegaWord View Manager, choose **View Manager** from the **View** menu, click the ViewManager button on the MegaWord toolbar, or press the F10 key. Initially the dialog box shown above is displayed. In this dialog box you can quickly select one of the four main views (Normal, Outline, Page View, Master Doc), or activate one of the views you've saved before. In addition, you can quickly save the current view under an appropriate name. (Activating and saving Views is discussed in detail below.)

Choose the **More** button to expand the dialog box and use all Word's options to set the current view. The dialog box then looks like this:
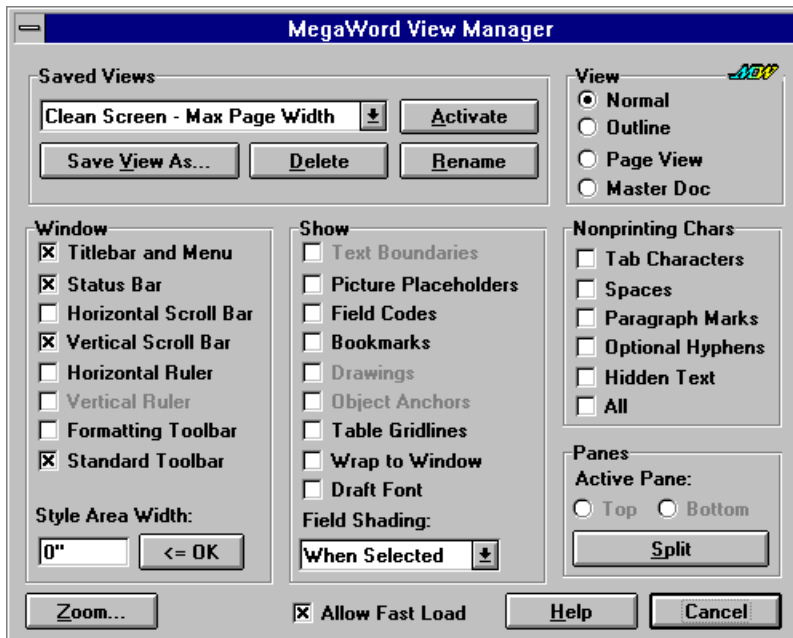
Setting a View

The expanded View Manager dialog box shows all available view settings and their current status. Grayed-out options refer to settings that are not available in the current view. Most options are the same as the ones you can find in the View, Tools and Table menu, and speak for themselves. You can select or deselect any setting and see the effect immediately without closing the dialog box. Choose the **Zoom** button to display Word's Zoom dialog box.

You can save any current view under a meaningful name and reactivate the associated view settings with just one button click anytime in the future.

Saving a View

To add a named view to the list, first select your view settings in the dialog box, then choose the **Save View As** button. Accept the default name presented in the inputbox, or type a new name. View names can be up to 50 characters long. When you specify a View name, don't use the square bracket characters "[" and "]", or the equal sign "=". Choose OK in the inputbox to add the new view to the list. Here are a few suggestions for view names:

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

Activating a View

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

Redefining a Saved View

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

Renaming a Saved View

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

Deleting a Saved View

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

Running View Manager in a split window
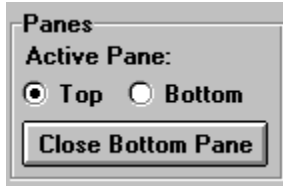
You can split your document view in two panes, and apply different views to each pane. If the document is currently *not* split, choose the **Split** button in the "Panes" group to create two equally sized panes. Then select "Top" or "Bottom" to activate the pane in which you want to set the view. All settings you choose in the dialog box (except for the settings in the "Window" group) will now affect only the view of the Active Pane.

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

ShortCut

To display the expanded dialog box with all view options immediately when you run View Manager, hold down the SHIFT key while you choose **View Manager** from the **View** menu, or while you click the ViewManager button on the MegaWord toolbar.

### Speeding up View Manager

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

Window Manager

MegaWord Window Manager gives you all the flexibility Word's Arrange All and File Close commands don't give you. Just one tool provides all the window management functions you need.

Window Manager lets you select the document windows you want to arrange and offers four options to spread the selected windows over your workspace. In addition, Window Manager lets you shortlist the documents you want to close, and close all of them with a single button click, many times faster than you could do manually.
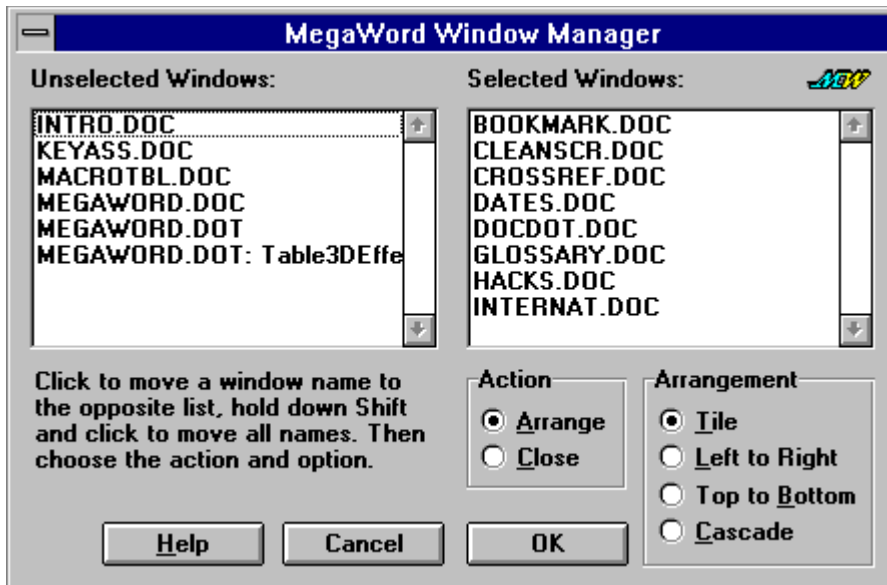

Running Window Manager

To run MegaWord Window Manager, choose **Window Manager** from the **Window** menu, or click the Window Manager button on the MegaWord toolbar. The dialog box comes up with a list of all your currently open document and macro windows. Click on any window name in the list to move it from the "Unselected Windows" list to the "Selected Windows" list, and vice versa. To move all window names from one list to the other, hold down the SHIFT key, and click on any window name. Once you've shortlisted the windows you want to arrange of close, select the option in the "Action" group. The options are "Arrange" and "Close".

Arranging Windows

To arrange the shortlisted windows over your workspace, choose the "Arrange" action, and select one of the four Arrangement options. Your choices are the following:
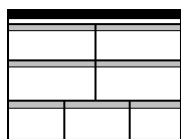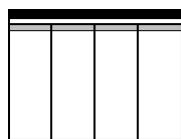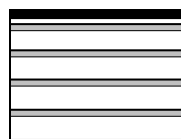
| Tile | Left to Right | Top to Bottom | Cascade |
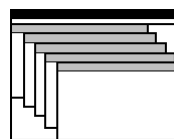
Click the **OK** button to confirm your choices. Window Manager will arrange the selected windows the way you've specified. The dialog box stays on your screen so that you can change your options, and choose **OK** again to make them effective. In some cases you'll discover that the

arranged windows either don't fit in the workspace, or are displayed smaller than necessary. If that's the case, click **OK** again to rearrange the windows.

Closing Document Windows

To close the shortlisted windows, choose the "Close" action. Your options are the following:
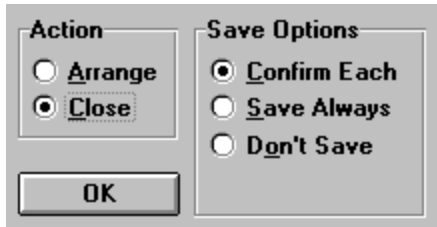
Choose the Save Options that's applicable.
- "Confirm Each" will prompt you to save each document if it wasn't saved after the last edit.
- "Save Always" will automatically save each document if it wasn't saved after the last edit.
- "Don't Save" will close each document without saving it.

Toolbar Picker

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

Running Toolbar Picker

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

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

Editing toolbar buttons

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

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

Note:

All buttons on the All Buttons toolbar have been assigned to the Arial character. This has no further significance; the only purpose of this toolbar is to provide a "cut and paste" palette for editing other toolbars.

True Name

MegaWord TrueName brings back from WinWord 2 what Microsoft left out in WinWord 6: the full pathname of a file on the titlebar. This is especially useful if you're working on two files with the same name, but located in different directories, or if you're comparing macros from two templates with the same name.

TrueName also gives you the opportunity to quickly read the Title of the active document, or the Description of the active macro.

| ─ | Microsoft Word - MEGAWORD.DOC | ▼ | ▲ |

Default short file name

| ─ | Microsoft Word - C:\WINWORD6\DOCS\MEGAWORD.DOC | ▼ | ▲ |

Full path name

| ─ | MegaWord 6 User's Guide | ▼ | ▲ |

Title / Description

Running True Name

To display the full path name of a document on the titlebar, choose **True Name** from the **Window** menu, or click the True Name button on the MegaWord toolbar. Choose the same command to restore the short window name. Note that the full path name doesn't "stick" on the titlebar. When you change to another window, the default short filename will replace the long name.

To read the title of the active document or the description of the active macro, hold down the SHIFT key and choose **True Name** from the **Window** menu, or click the True Name button on the MegaWord toolbar. If no title or description is available the titlebar will show the text [No Title]. Hold down SHIFT and choose the same command to restore the original window name.

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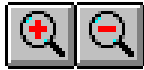
MegaWord Quick Zoom Up and Quick Zoom Down give you a keyboard interface to Word's zoom feature. The macros let you quickly zoom in and out in 20% increments. You may find this hotkey option even more effective than setting the magnification via Word's toolbar or the Zoom dialog box.

Running Quick Zoom Up and Quick Zoom Down

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

Quick Split

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

Running Quick Split

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

Special Characters

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

Running Special Characters

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

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

Available characters

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

Trigger	Toolbar	Trigger	Toolbar
A a	à á â ä ã å æ À Á Â Ä Ã Å Æ ª @	.	… •·
E e	è é ê ë È É Ê Ë	+	† ‡ ±
I i	ì í î ï Ì Í Î Ï	-	– — ¬ ÷ ±
O o	ò ó ô õ ö ø œ Ò Ó Ô Õ Ö Ø Œ º	%	‰
U u	ù ú û ü Ù Ú Û Ü	1	½ ¼ ¹
C c ¢ ©	ç Ç ¢ ©	2	½ ²
f F	ƒ	3	¾ ³
N n ñ Ñ	ñ Ñ	4	¼ ¾
R r	®	/	¼ ½ ¾
S s	ß š Š	$ £	£ $ ¥ ¢
T t	™	< >	« »
Y y ý ÿ Ý ¥	ý ÿ Ý ¥	*	© ® ™ « » ¤ ¦ ¨ ¬ ¯ ° ´ ¸ § ¶ þ Þ
D d ð Ð	ð Ð	?	¿

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

Trigger	Toolbar	Trigger	Toolbar
m M	μ	!	¡
.	… •.	" ' ' "	' ' " "

Compose Character

MegaWord Compose Character offers an alternative way to create special characters and also performs a few tricks that Word's AutoCorrect and AutoText can't do. The idea behind Compose Character is that any combination of two characters can represent another character or even an entire string.

Compose Character is fully configurable. You can teach Compose Character to change the character combination "cc" into the © character and "14" into the ¼ character, or to replace the letters "zz" into Zabadeus Zacharias, and "OK" into "This Is The Best Thing I've Ever Seen And I Want It Now!". MegaWord Compose Character is even capable of creating and inserting characters that don't exist at all.

Running ComposeCharacter

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

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

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

To run Compose Character, place the insertion point behind the two characters you want to change into a single character or string and do one of the following:
- Press ALT+F8
- Select **Compose Character** from the **Insert** menu
- Click the Compose Character button on the MegaWord toolbar

If the two characters are regular alphanumeric characters (in other words: not field characters or other control codes), but don't have a matching value in the database, the following dialog box pops up:
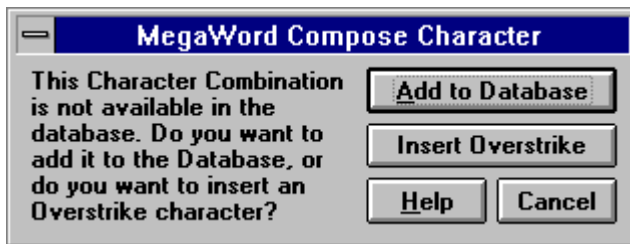
Now you have two options. If you want to print the two characters *on top of each other,* "overstrike" in word-processing jargon, click "Insert Overstrike". (If you're working in a macro editing window, the Overstrike option isn't available.) The macro then merges the two characters into one single character. In most cases you'll see the effect immediately on your screen; in all case it'll be printed the way you want it. You can overstrike nearly every combination of two characters; you can even overstrike characters that have been overstruck before. Here are some examples of overstruck characters:

Adding a Composition to the Database

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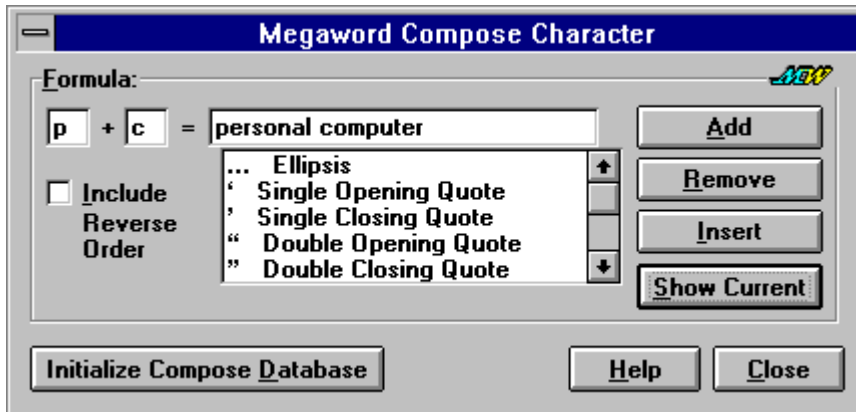
The macro has already filled in the two "trigger" characters. All you have to do is type the associated character or string (in this case the string "personal computer") in the third inputbox. If the string is too long to fit in the box, it'll scroll from right to left while you type. If you want to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

Include Reverse Order

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

Limitations

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

Initializing Compose Character

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

f- = ƒ	y- = ¥	34 = ¾	'e = è	~n = ñ	u` = ù
-f = ƒ	-y = ¥	?? = ¿	e' = è	n~ = ñ	'u = ù
ff = ƒ	co = ©	`a = à	e' = é	xx = ×	u' = ù
,, = „	oc = ©	'a = à	'e = é	oe = œ	'u = ú
.. = …	aa = ª	a` = à	e' = é	`o = ò	u' = ú
++ = ‡	<< = «	a' = à	'e = é	o` = ò	'u = ú
%0 = ‰	ro = ®	'a = á	^e = ê	'o = ò	^u = û
0% = ‰	or = ®	a' = á	e^ = ê	o' = ò	u^ = û
`` = ‵	+- = ±	'a = á	"e = ë	'o = ó	"u = ü
'' = ′	-+ = ±	^a = â	e" = ë	o' = ó	u" = ü
`" = ‶	22 = ²	a^ = â	e: = ë	'o = ó	u: = ü
"" = ″	^2 = ²	~a = ã	:e = ë	o' = ó	:u = ü
'" = ″	2^ = ²	a~ = ã	`i = ì	^o = ô	'y = ý
n- = –	33 = ³	a" = ä	i` = ì	o^ = ô	y' = ý
-n = –	^3 = ³	"a = ä	'i = ì	~o = õ	y" = ÿ
-m = —	3^ = ³	a: = ä	i' = ì	o~ = õ	"y = ÿ
m- = —	mu = µ	:a = ä	'i = í	"o = ö	:y = ÿ
-- = —	11 = ¹	ao = å	i' = í	o" = ö	y: = ÿ
tm = ™	^1 = ¹	ae = æ	'i = í	o: = ö	ij = ÿ
!! = ¡	1^ = ¹	,c = ç	i' = í	:o = ö	p- = þ
/c = ¢	00 = °	c, = ç	^i = î	/o = ø	-p = þ
c/ = ¢	^0 = °	d- = ð	i^ = î	o/ = ø	-: = ÷
l- = £	0^ = °	-d = ð	"i = ï	s^ = š	:- = ÷
-l = £	>> = »	`e = è	i" = ï	^s = š	
xo = ¤	14 = ¼	i: = ï	:i = ï	ss = ß	
ox = ¤	12 = ½	e` = è	:i = ï	`u = ù	

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

Table 3D Effects

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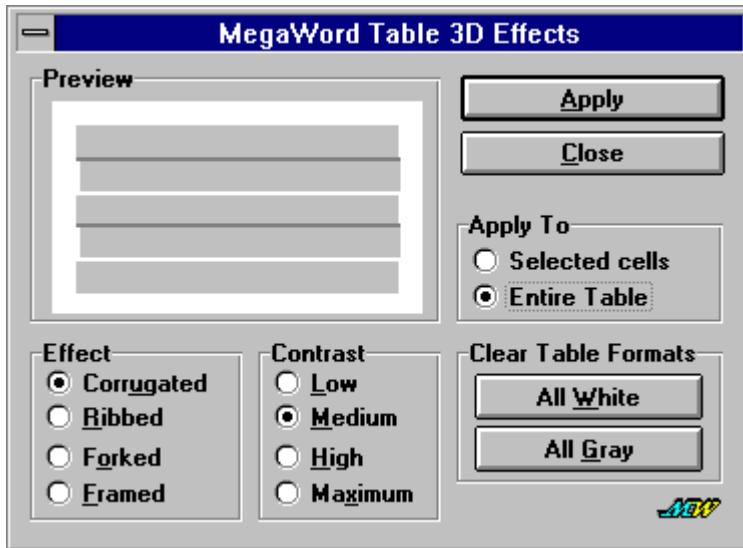
Running Table 3D

To run MegaWord Table 3D Effects choose **3D Effects** from the **Table** menu or from any of the right-mouse-click Table shortcut menus.
- To apply 3D effects to selected cells you must select the cells before you run the macro.
- To apply 3D effects to an entire table, you only have to place the insertion point somewhere inside the table.

Applying 3D Effects to an Entire Table

If you want to apply 3D effects to an entire table, choose "Entire Table" in the "Apply To" box. Select the desired Effect and Contrast, then choose the **Apply** button. The table will immediately take the chosen 3D effect. To remove the effect, choose the **All White** button to remove all borders and background effects, or **All Gray** to remove all borders and leave the table entirely gray. The following table demonstrates the effect you can obtain:

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

Applying 3D Effects to Selected Cells

Applying 3D effects to selected cells is a two-step process. First apply the **All Gray** effect to the entire table. If the table doesn't become entirely gray, choose first **All White**, then **All Gray**. Now close the dialog box, and select the cells to which you want to give a 3D effect. The dialog box then offers the following options:
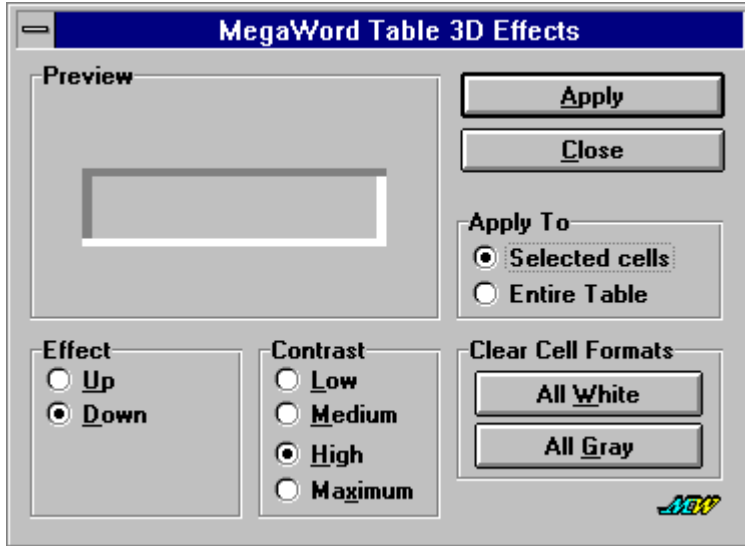
Select the desired Effect and Contrast, then choose the **Apply** button. The selected cells will immediately take the chosen 3D effect. To remove the effect, choose the **All White** button to remove all borders and background effects from the selected cells, or **All Gray** to remove all borders and leave the selected cells entirely gray. The following table demonstrates the effect you can obtain:
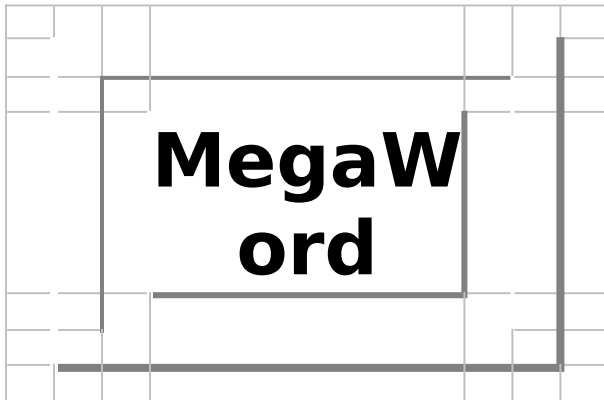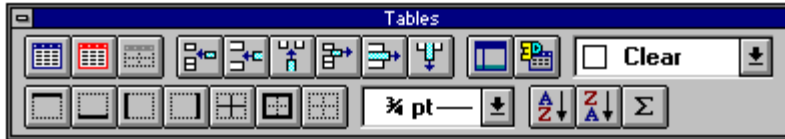
Table Toolbar

MegaWord brings you the toolbar Microsoft forgot. The MegaWord Table toolbar lets you add and remove cells, add borders and shading, sort your tables and make table calculations, all with a click on a button. And of course you can also run MegaWord Table 3D from the same toolbar.

Displaying the Table Toolbar

To toggle the Table Toolbar on and off, choose **Table Toolbar** from the **Table** menu, or select the Table Toolbar in the **View Toolbars** dialog box. The Table Toolbar offers the following options:
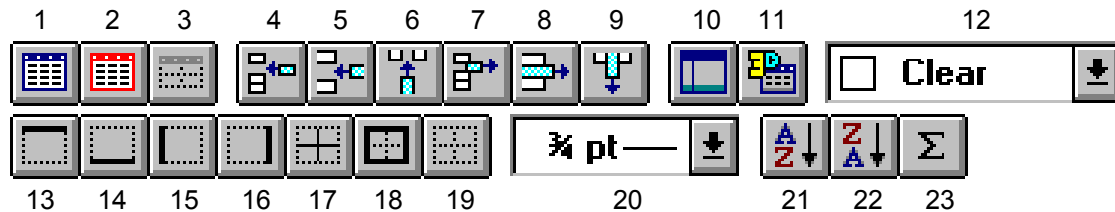
1. Insert Table	9. Delete Columns	17. Inside Border
2. Select Table	10. Table Auto Format	18. Outside Border
3. Table Gridlines	11. Table 3D Effects	19. No Border
4. Insert Cells	12. Shading	20. Line Style
5. Insert Rows	13. Top Border	21. Sort Ascending
6. Insert Columns	14. Bottom Border	22. Sort Descending
7. Delete Cells	15. Left Border	23. AutoSum
8. Delete Rows	16. Right Border	

Date and Time

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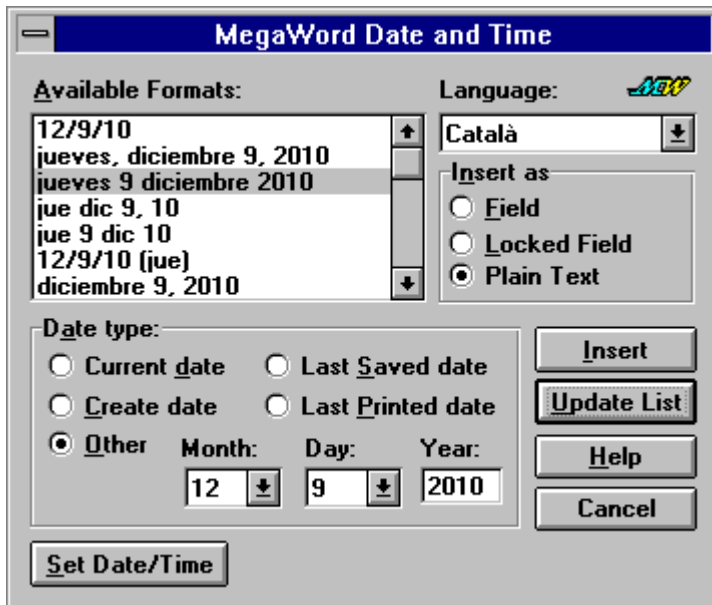**MegaWord lets you insert *any* date/time in *any* language supported by Word. And if the date and time aren't right, you can now at last set them from within Word, without going to the Control Panel.**

Running Date and Time

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

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

Dialog Box options

- You can select from four preset *date types*: the current date, and the date the document was created, last saved or last printed. The fifth option lets you specify any date in the past or future, as long as it's after December 31, 1899 or before January 1, 4096.
- You can select from 31 *date formats* (compared to 13 in Word's own version), including many international date formats, such as French, German and Scandinavian formats.
- You can choose from 21 *languages*. The languages for which the document is set up, appears as the default in the Language list.
- You can choose from 3 ways to insert the date. The "Plain Text" option is the default and inserts the date/time as text. The "Field" option inserts the date/time as a field that can be

updated anytime by selecting the field and pressing the F9 key. The "Locked Field" option (which is not available in Word's dialog box), inserts the date/time as a field but locks the field contents which can then only be unlocked by pressing CTRL+SHIFT+F11.

Date/Time Preview

If you choose an other date than the current date or if you select an other language than the current language, you can get a preview of the formatted date by choosing the **Update List** button. (Note: it's not necessary to update the list if you want to insert a date; MegaWord will insert the date as specified, regardless of how the date is displayed in the Available Formats list.) Choose the **Insert** button to insert the specified date/time in your document.

Setting the Date and Time

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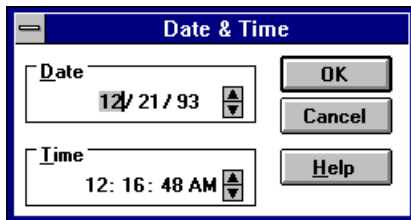
Date Calculator

MegaWord Date Calculator performs any kind of date calculation you can imagine and does it better than the date calculations macro Microsoft gave you. The MegaWord Date Calculator gives you the difference between two dates, finds any date in the past or future, and provides comprehensive information about any date between the year zero and eternity.
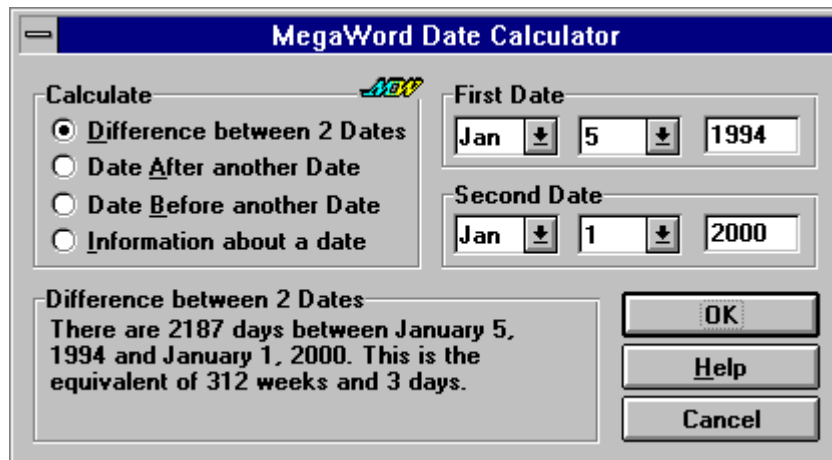
Running Date Calculator

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

No Limitations

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

Calendar

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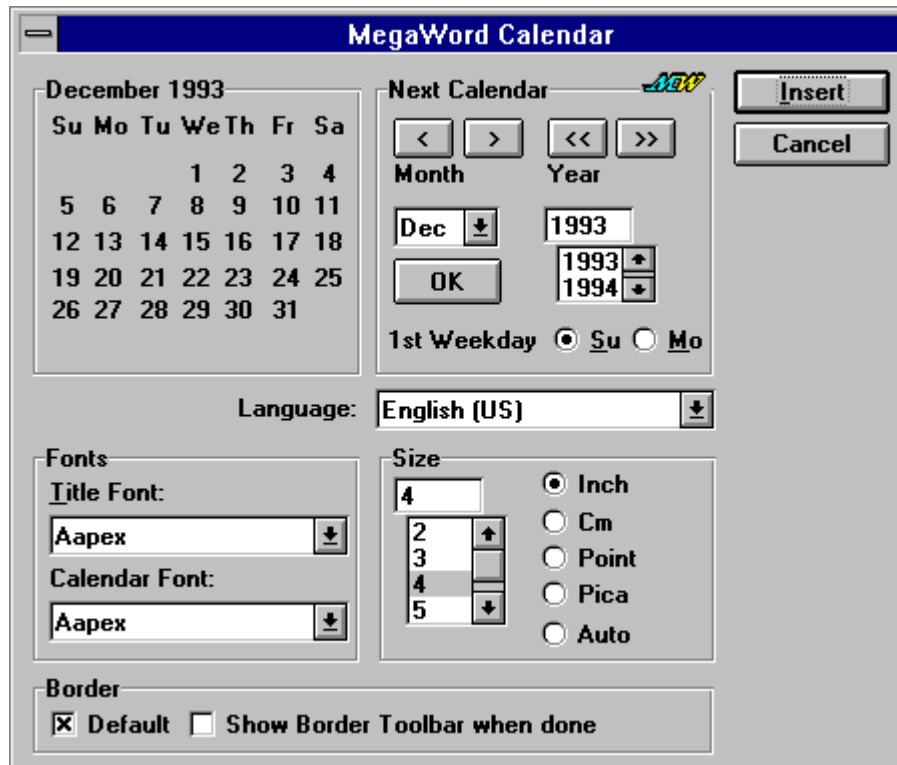
Running Calendar

To run MegaWord Calendar, choose **Calendar** from the **Mega** menu, or click the Calendar button on the MegaWord toolbar. Initially only the top half of the dialog box is displayed. Here you can select any calendar you want to see.

Choose the **<** and **>** buttons to move one month back or forward, choose the **<<** and **>>** buttons to move one year back or forward. To pick a calendar in the past or future, select the month and the year, then choose the **OK** button. The calendar can be displayed in two formats. The default calendar is in the USA format, with Sunday listed as the first weekday, but you can easily switch to the European format, with Monday as the first weekday. The calendar will be displayed in the language of the active document, but you can pick any other language from the Language list.

Inserting a Calendar in your Document

Choose the **Insert** button if you want to insert the calendar in your document. (The Insert button is not available if the insertion point is inside a macro window or inside a table.) The dialog box will expand, offering a wide choice of formatting features.

- **Fonts**. Select the font you want to use for the title (the name of the month and the year), and the calendar font (for the weekday names and the dates).

- **Size**. Select the maximum width for the calendar. Specify a value and choose the unit. You can go to great precision; decimals are allowed. Choose the **Auto** option to insert the calendar in the largest possible size. In most cases this will create a calendar over the full page width; if the document is formatted in columns, the calendar will be created to fit the column width. Note however, that the calendar will never be smaller than 1.75 inch wide.
- **Border**. Check the "Default" box to add a simple border to the calendar. Check the "Show Border Toolbar when done" box if you want to create fancy borders and shading effects to your calendar, using the options on the Border toolbar.

After you've made your choices, click the **Insert** button again to paste the calendar into your document.

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

December 1993

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

janeiro 2000

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

No Limitations

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

Hints

1. If you've created and formatted a calendar that you want to use more often, save the calendar as an AutoText entry. Choose **Select Table** from the **Table** menu, then choose **AutoText** from the **Edit** menu. The name of the month and year are automatically proposed as the AutoText name. Choose the **Add** button to confirm the action. From now on you can paste the calendar quickly and easily into any document.

2. To create a calendar you can hang on the wall, create a new document and set it up in landscape mode. Choose the smallest left and right margins your printer can handle (e.g. 0.4 inch). Then run MegaWord Calendar and select the Auto option in the Size box.

Character Analyzer

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

```
┌─────────────────────────────────────────────┐
│ ▬    MegaWord Character Analyzer             │
├─────────────────────────────────────────────┤
│ Analysis of 97 Characters      MW  ┌───────┐ │
│                                    │ Close │ │
│  ┌──────────┐  ┌─Characteristics──└───────┘─┐│
│  │1   T   ▲ │  │ ANSI:  13 (Line Break)     ││
│  │2   o     │  │ Font:   Arial              ││
│  │3   o     │  │                            ││
│  │4   l     │  │ Size:   12     Color:   6  ││
│  │5   b     │  │                            ││
│  │6   a     │  │ ☒ Bold        ☐ SuperScript││
│  │7   r     │  │ ☒ Italic      ☐ SubScript  ││
│  │8   s     │  │ ☐ Strikethru  ☐ SmallCaps  ││
│  │9   I     │  │ ☐ Hidden      ☐ AllCaps    ││
│  │10  M     │  │                            ││
│  │11  a   ▼ │  └────────────────────────────┘│
│  └──────────┘                                │
└─────────────────────────────────────────────┘
```
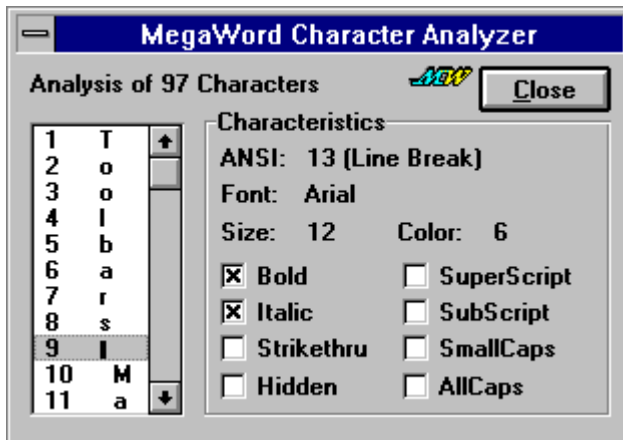
Running Character Analyzer

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

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

Word Count

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

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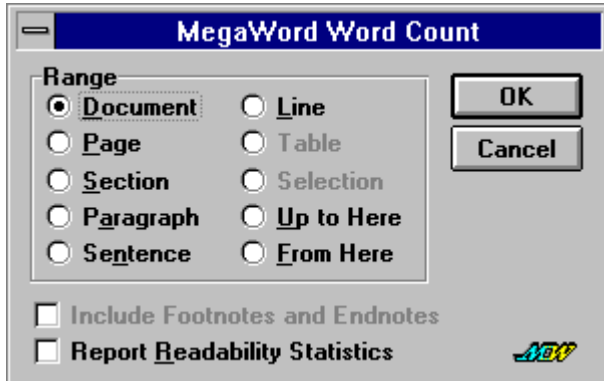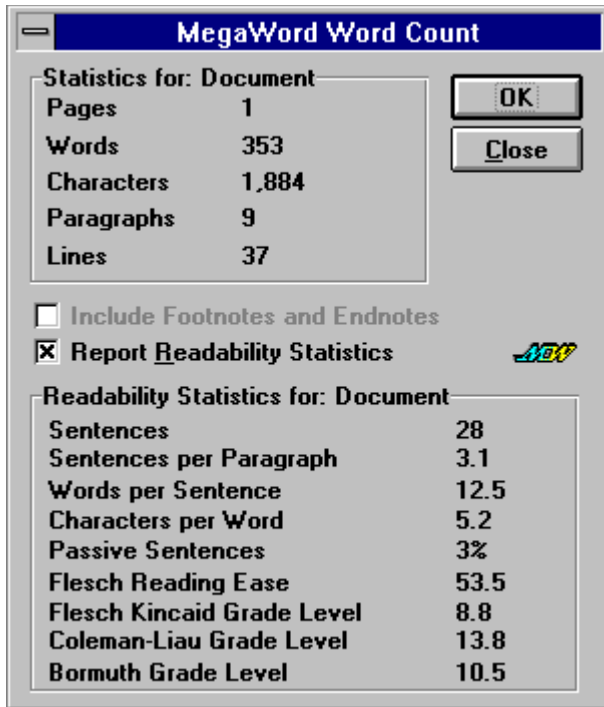

Running Word Count

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

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

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

```
┌─────────────────────────────────────────────┐
│ ─     MegaWord Word Count                     │
├─────────────────────────────────────────────┤
│ ┌Statistics for: Document──────┐  ┌────────┐  │
│ │ Pages          1             │  │   OK   │  │
│ │                              │  └────────┘  │
│ │ Words          353           │  ┌────────┐  │
│ │                              │  │ Close  │  │
│ │ Characters     1,884         │  └────────┘  │
│ │ Paragraphs     9             │              │
│ │ Lines          37            │              │
│ └──────────────────────────────┘              │
│                                               │
│ ☐ Include Footnotes and Endnotes              │
│ ☒ Report Readability Statistics         ADV   │
│ ┌Readability Statistics for: Document──────┐  │
│ │ Sentences                       28        │  │
│ │ Sentences per Paragraph         3.1       │  │
│ │ Words per Sentence              12.5      │  │
│ │ Characters per Word             5.2       │  │
│ │ Passive Sentences               3%        │  │
│ │ Flesch Reading Ease             53.5      │  │
│ │ Flesch Kincaid Grade Level      8.8       │  │
│ │ Coleman-Liau Grade Level        13.8      │  │
│ │ Bormuth Grade Level             10.5      │  │
│ └───────────────────────────────────────────┘ │
└─────────────────────────────────────────────┘
```

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

The Readability Endnote takes the following form:

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

Counts:
      Words   19,633
      Characters   93,909
      Paragraphs   1,291
      Sentences   999
Averages:
      Sentences per Paragraph0.8
      Words per Sentence19.7
      Characters per Word   4.5
Readability:
      Passive Sentences 18%
      Flesch Reading Ease   61.1
      Flesch Kincaid Grade Level   8.7
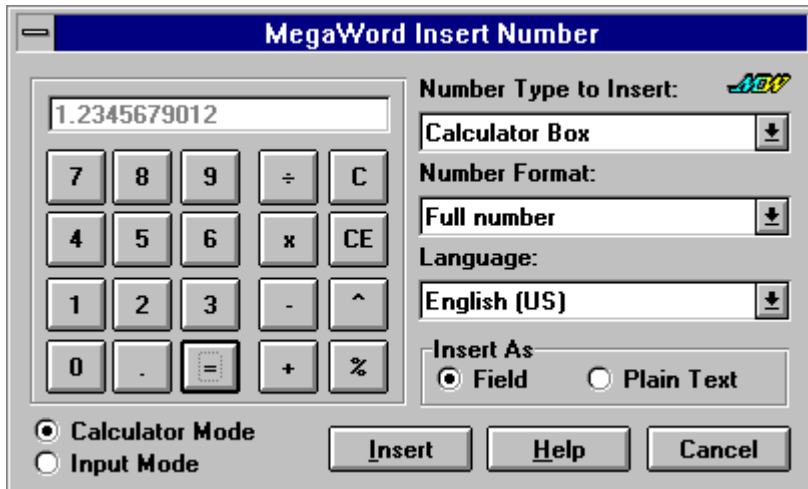   Coleman-Liau Grade Level   14.2
      Bormuth Grade Level   10.9

Insert Number

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

MegaWord Insert Number

1.2345679012					Number Type to Insert:

Number Type to Insert:
Calculator Box

Number Format:
Full number

Language:
English (US)

Insert As
● Field   ○ Plain Text

Calculator keypad:
7 8 9 ÷ C
4 5 6 x CE
1 2 3 - ^
0 . = + %

● Calculator Mode
○ Input Mode

Insert   Help   Cancel

Running Insert Number

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

Shortcut

Hold down the SHIFT key while you choose **Number** from the **Insert** menu, or click the Insert Number button on the MegaWord Toolbar to immediately insert the result of the calculation in your document.

Calculator Mode and Input Mode

The Insert Number dialog box can operate in two modes: Calculator Mode and Input Mode.
• The initial mode is *Calculator Mode*. You can use the calculator like any other calculator, except that you *must* use your mouse to operate it. The calculator display shows the numbers *dimmed*; this is done to prevent you from accidentally changing the display contents while you're operating the calculator.
• If you choose the *Input Mode* option, all calculator buttons will be disabled, but you can type freely any number or calculation in the calculator display. You can use the same operators as the ones displayed on the dialog box keypad: + (Addition), - (Substraction), * (Multiplication), / (Division), % (Percentage), and ^ (Powers and Roots). Use brackets to change precedence. The following are examples of valid entries:
123*56/(34-12) returns: 313.0909090909
4566.56*6.7%*(12+8/9) returns: 3943.4782577778

[!] *Are you in for a laugh? Run the Windows Calculator and substract 2.1 from 2.11. And yes, believe it or not, the same blunder also occurs if you're running the 32 bits Calculator in Windows NT...*

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

Other Number types

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

- Page number
- No. of Pages
- No. of Characters
- No. of Words

- Day
- Month
- Year
- Hour (1-12)

- Hour (0-23)
- Minute

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

Formatting the number

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

- Full number (12.345678)
- Integer (12)
- Two decimals (1234.56)
- Percent (1234.56%)
- Thousand sep., 2 decimals (1,234.56)
- Thousand sep., no decimals (1,234)
- Dollar ($123.45)
- Ordinal number (12th)
- *Ordinal text Lowercase (twelfth)*

- *Ordinal text Uppercase (TWELFTH)*
- *Text Lowercase (twelve)*
- *Text Uppercase (TWELVE)1*
- *Text with fraction (Twelve and 33/100)*
- Roman Uppercase (XII)
- Roman Lowercase (xii)
- Alphabetic Lowercase (q)
- Alphabetic Uppercase (Q)
- Hexadecimal (C1)

Choosing a Language

The Language list automatically comes up with the language of the current document. Initially the Language list is grayed out, but if you choose any of the formats that express the number in literal text (printed in *Italic* in the above list), the number can be inserted in any of the 21 languages supported by Word. Just in case you were wondering: "yksituhatta yhdeksänsataayhdeksänkymmentäneljä" is 1994 in Finnish...

Insert As

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

Examples

Literal page numbers

To insert page numbers in the following format in your document: *twelfth page of sixteen*, do the following:
1. Choose "Ordinal text Lowercase" in the "Available Formats" box
2. Choose "Page number" in the "Number Type" box
3. Choose "Field" in the "Insert As" box
4. Click "Insert"

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

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

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

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

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

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

Application Manager

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

Application Manager lets you run and switch applications any way you like. And with a single button click Application Manager turns your favorite Program Manager Group into a *point-and-shoot* Application Launcher toolbar or menu.
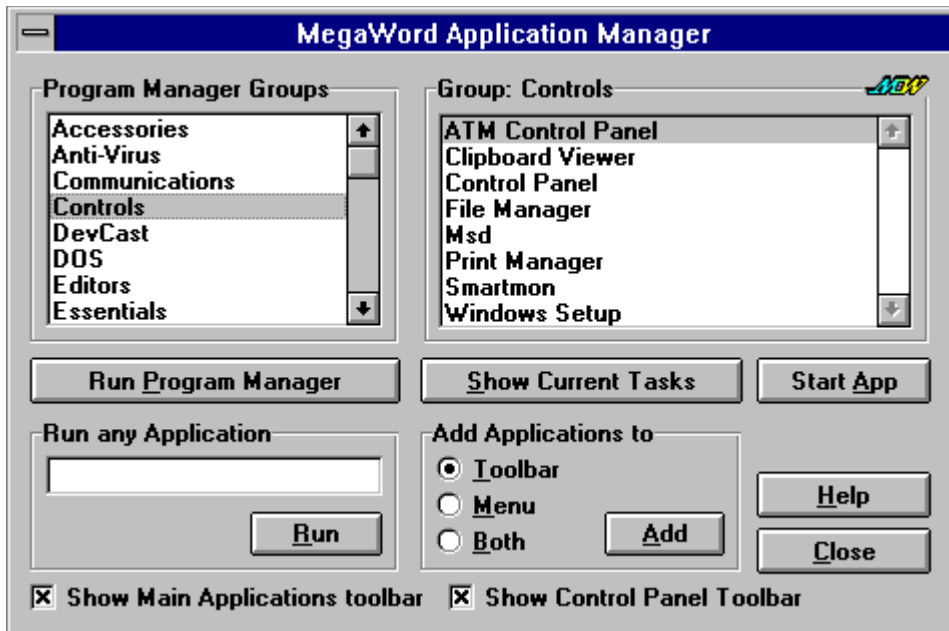
Running Application Manager

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

To run MegaWord Application Manager, choose **App Manager** from the **Mega** menu, or click the Application Manager button on the MegaWord toolbar. The dialog box comes up with two lists. The list on the left shows all your Program Manager Groups, the list on the right shows the program items in each group. To start an application, select the group which holds the application, then select the application from the list on the right and choose the **Start App** button. To select a group, you only have to single-click on the group name; the list of group items is immediately updated.

Activating and terminating a running Application

Choose the **Show Running Tasks** button to see the list of currently running applications. You can then choose the **Show Task** button to make the selected application active, or choose the **End Task** button to close the selected application. Choose the **Show Program Items** button to go back to the list of Program Manager groups and program items.

Sometimes, if you choose the **End Task** button, the application you terminated will not automatically be removed from the list. In that case you can quickly switch to the list of Program Manager Items and back to update the list of running applications.

Creating an Application Toolbar or Application Menu

| Calculator | CPanel | Dialog Ed | DOS | File Man | INI Editor | LANtastic | Paintbrush | Sysedit | WinCIM | ⌨ |

With one single button click you can turn one of your Program Manager groups into a toolbar or menu. Select the Program Manager group which you want to add to a menu and/or toolbar, and choose your option in the "Add Applications to" box. Then choose the **Add** button. Application Manager will take some time to write the macros that launch your applications, and to create the toolbar and/or the menu.

If you choose to create an application menu, the menu name will be **Run**, and the menu will be added as the last item on your menu bar. The last item on the Run menu will run MegaWord Application Manager.

If you choose to create an application toolbar, the toolbar will be positioned at the bottom of your screen. The last button will be a toolbar icon; clicking this button will run MegaWord Application Manager.

You can only convert one single Program Manager group into a toolbar or menu, but you can recreate the toolbar and menu as often as you want. If you recreate the Run menu and/or toolbar, the previous ones will be deleted.

If your favorite applications are spread over more than one Program Manager group, you could consider creating a *temporary* Program Manager group that holds all your most used applications, and then run Application Manager to create your launch toolbar and menu. Once you've done that the macro doesn't need that Program Manager group anymore, and you can safely delete the temporary group.

Running Program Manager

Choose the **Run Program Manager** button to immediately run Windows Program Manager from within Application Manager.

Running an unlisted application

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

Displaying the Main Applications toolbar and Control Panel toolbar

Check or uncheck the boxes at the bottom of the dialog box to show or hide these toolbars, supplied with MegaWord. For a description of these toolbars see the next page.

Main Applications Toolbar, Control Panel Toolbar

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

Displaying the Main Applications and Control Panel toolbars

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

Main Applications toolbar

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

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

Control Panel toolbar

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

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

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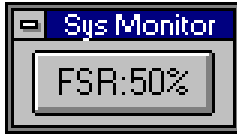
MegaWord System Monitor lets you stay up to date with important status information about your system. A tiny "live" one-button-toolbar continuously displays your Free System Resources, and gives immediate access to the most comprehensive system information you can ever hope to get.

Running System Monitor

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

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

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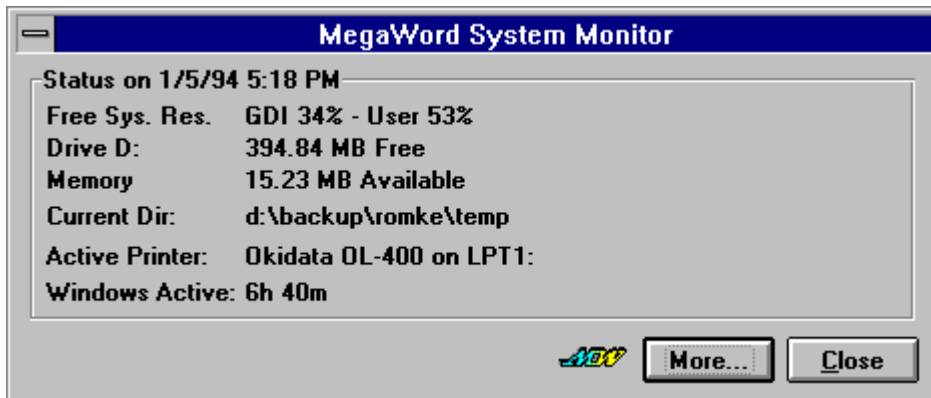
From top to bottom the dialog box lists:
- *Date and Time.* The date and time on which this status information is retrieved.
- *Free System Resources.* The percentage of memory not used by the Graphical Device Interface (GDI) resources and the User resources. If any of these two values drops below 30%,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

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

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

Stopping System Monitor

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

Remarks

- MegaWord System Monitor uses the WordBasic **OnTime** function to update the toolbar button each minute. Since only one **OnTime** event can be active at a time, you may have to disable any other timed macro that runs automatically.
- Sometimes you will discover that System Monitor has stopped updating the Sys Monitor button for unknown reasons. In that case you can restart the macro by holding down the SHIFT key while you click the button.

Lock Windows

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

Running Lock Windows

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

Setting up Lock Windows

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

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

System Exit

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

Running MegaWord Exit

To run MegaWord Exit, choose **Exit** from the **File** menu. The dialog box offers the option to close down Word, or to exit Windows.

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

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

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

Save Session

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

BioRhythm

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

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

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

Running BioRhythm

To run MegaWord BioRhythm, choose **BioRhythm** from the **Mega** menu, or click the BioRhythm button on the MegaWord toolbar. The first time you use this macro you're prompted to select your birthdate. Choose the month and day, fill in the year and choose the **Make Default** button to confirm the birth date. From that moment on this date will always be used as the default birthdate. The current date will always come up as the Reference Date.

The BioRhythm Option

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

The Compatibility Option

Choose the **Compatibility** button to find out the physical, emotional and intellectual compatibility between two persons. Set the birthdate for the first person in the Birth Date group, and the birthdate for the second person in the Reference Date group before you click the button. The macro will report how much time the two persons are in tune with each other.

The Statistics Option

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

Changing dates

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

CD Player

MegaWord CD Player lets you control your computer's CD-ROM player and play your music CDs right from within WinWord. (This option is only available if your CD-ROM is capable of playing audio CDs.)

The MegaWord CD Player dialog box provides comprehensive information about the CD you're playing and lets you pick any track. The CD Player toolbar lets you control the CD Player while you're doing other things in Word.


Running CD Player

To run MegaWord CD Player choose **CD Player** from the **Mega** menu. If your CD-ROM player contains a music CD the dialog box will come up with information about the number of tracks and the total length of the CD. The Track list will hold all track numbers of the CD.

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

Displaying the CD Player toolbar

Check the "Display CD Player Toolbar" box in the dialog box to get the CD Player toolbar on your screen. While the toolbar is displayed you can control your CD Player without interrupting your word-processing activities. The toolbar offers the following options:
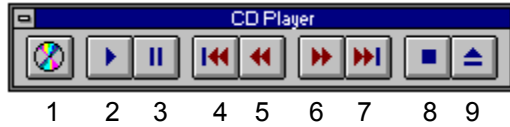
1. Displays the CD Player dialog box
2. Starts playing the CD, or resumes playing after a Pause
3. Pauses the CD Player
4. Plays the previous track
5. Scans 15 seconds forward on the current track
6. Scans 15 seconds back on the current track
7. Plays the next track
8. Stops the CD Player
9. Opens the CD Player door (if possible)