



Word Info

WordInfo is a add-in which contains two valuable tools, Menu Info and Toolbar Info. These two tools are designed to give you an alternate interface for customizing menus and toolbars, as well as providing information on current assignments that is not available in the Word for Windows 6.0 program.

When WordInfo is loaded, there are two new menu items on the Tools menu to access each tool. There is also an additional menu item added to the Toolbars shortcut menu to access Toolbar Info.

Word Info Help Topics

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Using Toolbar Info

Toolbar Info is a tool that allows you to see at any given time what is assigned to each toolbar that is available to the system and the active template. It allows you to view assignments, add new buttons, delete buttons, and even change a buttons assignment.

Toolbar Info is accessed either from the Tools menu, or the Toolbars shortcut menu.

Button Commands

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Toolbar Commands

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Adding a button

1. To add a button, first select the toolbar that you would like to add a button to.
2. Next, choose the location of the new button. Keep in mind that the new button will take the place of the selection and move all buttons down. To add a button to the end of a toolbar, select <<END>>.
3. Click the Add button in the Buttons group.
4. The first dialog you will see is the Choices dialog box.
In this dialog box you have all the choices of commands and items included with Word 6.0, including the category Add-In. This new category lists all the added in commands that are added through .wll files. You will have at least five commands listed from WordInfo, including TbarInfo and MenuInfo. You can easily add these two commands onto a toolbar for easy access.
5. Choose the command or item you like by either double-clicking the item, or by clicking on OK.
6. You will automatically be given a dialog box for choosing a button face.

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the Store changes in options. When adding a button, you need to decide how you want to store the new button. If you want the button to always be available to all documents, then save the change in normal.dot. If you want the button to only show when the current template is being used, then save the change in the current template.



Changing a Button's Assignment

1. Click the Change button under the Buttons group
QUICK KEY - double-click the button you want to change in the Assignments listbox
2. The first dialog you will see is the Choices dialog box.
In this dialog box you have all the choices of commands and items included with Word 6.0, including the category Add-In. This new category lists all the added in commands that are added through .wll files. You will have at least five commands listed from WordInfo, including TbarInfo and MenuInfo. You can easily add these two commands onto a toolbar for easy access.
3. Choose the command or item you like by either double-clicking the item, or by clicking on OK.

The currently selected button will now run the command or macro that you have just changed it to.

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the Store changes in options. When changing a buttons assignment, you need to decide how to store the new assignment. If the button is always available to all documents, you would probably want to save the change in assignment in normal.dot. If you save the change in the current template, the assignment will only change when you are working in a document based on the current template.



Choosing a Button Face

At this point, you can choose to use any of the built-in button faces that come with Word 6.0. Or, if you have a favorite icon you would like to use, with Toolbar Info you can do just that!

1. Choose the button face you want, or if you want to add a button with text, choose the last button([QUICK KEY - just hit the End key on your keyboard](#)). An edit box will appear for you to enter the text you would like.
2. Once you have chosen the face, double-click it, or click on OK.

If you would like to use a icon as a button face see [Using icons for button faces](#).



Changing a button's face

To change a button's face, you can choose to use any of the built-in button faces that come with Word 6.0. Or, if you have a favorite icon you would like to use, with **Toolbar Info** you can do just that!

1. Choose the button face you want, or if you want to add a button with text, choose the last button (**QUICK KEY - just hit the End key on your keyboard**). An edit box will appear for you to enter the text you would like.
2. Once you have chosen the face, double-click it, or click on **OK**.

If you would like to use a icon as a button face see [Using icons for button faces](#).

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the **Store changes in options**. When changing a button's face, you need to decide how to store the new face. If the button is always available to all documents, you would probably want to save the change in face in normal.dot. If you save the face in the current template, the face will only change when you are working in a document based on the current template.



Using Icons for Button Faces

The IconPopper dialog box allows you to access icons from within .exe, .dll, .cpl, and .ico files. You can access this dialog box from either adding a button, or changing a buttons face.

NOTE: The higher your screen resolution and the larger your toolbar buttons are determine the quality of the icons once placed on the toolbar button. In other words, your icons will look the best at 1024x768 screen resolution and having large buttons checked under View, Toolbars. Going down from there you will see some degradation of the quality of the icon image, with the worst being at 640x480, with small toolbar buttons.

1. Click the Icons... button from the Choose Button dialog box. The IconPopper dialog will come up with a browse dialog box.
2. Using the browse dialog box, choose the file that contains the icon you want to use. There are several files that come with Windows that contain icons, an example would be moricons.dll and progman.exe, both in your Windows directory.

NOTE: If you have several .ico files stored in a directory, you can check the read all .ico files in directory on the browse dialog box to view all the ico files at the same time instead of one file at a time.

3. Once you have chosen the icon you want, either double-click it, or click OK.



Deleting a Button

1. To delete a button from a toolbar, select the button, then click on Delete in the Buttons group.

QUICK KEY - highlight the button, then hit the delete key on your keyboard

You will be given a confirmation box to confirm your decision to remove the button.

WARNING: Once you accept the confirmation, there is no way to undo your action. You will have to add the button back on manually.

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the Store changes in options. When deleting a button, you need to decide which template to delete the button from. If you want to delete the button just so that it doesn't show when the current template is active, save the changes in the current template. If you want to globally delete the button, save the changes to normal.dot.



Adding a Toolbar

To add a new toolbar, click the Add button in the Toolbars group. Type the name of the new toolbar.

NOTE: If you want the toolbar to be available only in the template you are currently in, be sure and change the option under Make Toolbar Available In: to store the toolbar in the current template.



Deleting a Toolbar

The delete button will only become enabled when you have a user created toolbar selected in the toolbars listbox. Word doesn't allow you to delete a built-in toolbar. Just select the toolbar to delete, then click the Delete button under the Toolbars group.

QUICK KEY - Highlight the toolbar to delete, then hit the Delete key on your keyboard



Using Menu Info

Menu Info is a tool that allows you to see at any given time what is assigned to each menu that is available to the system and the active template. It allows you to view assignments, add new menus and menu items, delete menus and menu items, and also rename menus and menu items. It also allows you to add menus to the menu bar that is shown when no document is open.

Menu Info is accessed by the Tools menu

Menu Item Commands

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Menu Commands

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Adding a Menu Item

1. To add a new menu item, first select the menu that will contain the new menu item.
2. Next, choose the location of the new menu item. Keep in mind that the new menu item will take the place of the selected item under the Item Text list box and move all other menu items down. To add a menu item to the end of the menu, select <<END>>.
3. If you are in a document not based on normal.dot, choose the template to store the changes in. If you want the menu item to always be available, no matter what document you are currently in, save the changes into normal.dot. If you only want the menu to show when a document based on the active template is open, save the changes to the current template.
4. Click the Add button in the Menu Items group.
5. The first dialog you will see is the Choices dialog box.
In this dialog box you have all the choices of commands and items included with Word 6.0, including the category Add-In. This new category lists all the added in commands that are added through .dll files. You will have at least five commands listed from WordInfo, including TbarInfo and MenuInfo. You can easily add these two commands onto a toolbar for easy access.
6. The next dialog box asks you for the text that will actually be placed on the menu. To make a shortcut key for quick keyboard access to the menu item, type an ampersand (&) in front of the letter you want to underline.



Deleting a Menu Item

1. To delete a menu item, select the menu item, then click the Delete button in the Menu Items group.

QUICK KEY - highlight the menu item, then hit the delete key on your keyboard

WARNING: Once you delete a menu item, there is no way to undo your action. You will have to add the menu item back on manually.

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the Store changes in options. When deleting a menu item, you need to decide which template to remove the menu item from. If you want to delete the menu item just so that it doesn't show when the current template is active, save the changes in the current template. If you want to globally delete the menu item, save the changes to normal.dot.



Renaming a Menu Item

1. To rename a menu item, select the menu item that you would like to rename, then click on Rename... in the Menu Item group.
2. In the Menu Item dialog box, type in the new name of the menu item, then click OK.

SPECIAL NOTE: If you are working in a template other than normal.dot, take special note of the Store changes in options. When renaming a menu item, you need to decide which template to save the changes in. If you want to rename the menu item when the current template is active, save the changes in the current template. If you want to globally rename the menu item, save the changes to normal.dot.



Adding a New Menu

1. To add a new menu, choose Menu Bars from the Menus group.
2. Under New Menu Name: type the name that you would like as the new menu. To make a shortcut key for quick keyboard access to the menu, type an ampersand (&) in front of the letter you want to underline.
3. Next, choose whether you want to put the menu on the menu bar that is there when a document is open, or the menu bar that is there when all documents are closed.
4. Next, choose the location of the new menu, keeping in mind that the new menu will be placed in the location that you have highlighted under Menus: and the remaining menus will be moved down.
5. Click on Add.

SPECIAL NOTE: If working in a document based on a template that is not normal.dot, pay special attention to where you would like to save the new menu. If the menu is specific to the current template, save the changes to the current template. That way the menu only will show when a document based on the current template is open.



Deleting a Menu

1. To delete a menu, click on Menu Bars in the Menus group.
2. Select the menu you would like to delete.
3. Click the Delete button.
QUICK KEY - Highlight the menu in the Menu Info dialog box under Menu:, then hit the delete key on your keyboard.

CAUTION: You will be given a confirmation dialog box. Once click Yes to delete the menu, you cannot undo it. You will have to manually add the menu as a new menu.

SPECIAL NOTE: If you are working in a document that is not based on normal.dot and you want to delete a menu only when a document based on the current template is open, store the changes in the current template



Renaming a Menu

1. To rename a menu, click on Menu Bars in the Menus group.
2. In the Menu Bar dialog box, choose the menu that you would like to rename.
3. In the New Menu Name edit field, type the new name of the menu. To make a shortcut key for quick keyboard access to the menu, type an ampersand (&) in front of the letter you want to underline.
4. Click on Rename

