Directory Changer v0.6c, 1-21-94
(For Microsoft Word v6.0)

Installing the DirChanger Macro:

   To get the most out of the DirChanger macro, copy it to NORMAL.DOT and assign it to a key combination. (Double-click **HERE**to copy DirChanger to NORMAL.DOT now; or while this document is active, choose Tools, Macro, Organizer to copy it manually.) After copying, choose Tools, Customize on the menu bar, then select the Keyboard tab to pick a key combination.

Installing the Help File:

   Copy WORDIR.HLP to the same directory your NORMAL.DOT template is stored in.

Using the Macro:

   DirChanger gives you one click access to eight of your favorite directories from any Word document. If your document is based on a template other than NORMAL.DOT, you have rapid access to up to sixteen directories.

   The first time you use DirChanger, you'll see eight buttons labeled 'none'. To assign a directory to a button, click on Modify Selections at the bottom of the dialog box. Then click the button you want to make an assignment to. You'll be prompted for a path name and a button name. DirChanger checks the path you assign for validity before it commits it to its memory so you can't make a mistake. Putting an ampersand character (&) in front of any letter in the button name makes the button hot so that you can 'click' it just by pressing the associated letter. Click Save Changes to memorize your new selections.

   What does the hot letter do for you? It means you can switch directories with as few as two key presses without ever displaying the DirChanger dialog box. If, for example, you've assigned DirChanger to Ctrl + Alt + D, and you've assigned a particular directory to a key with the letter M as a hot letter, then you switch to that directory by pressing Ctrl + Alt + D, then M. DirChanger will display a message in the status bar at the bottom of your screen confirming what your new directory is.

   Modify Selections also lets you choose which of the three Actions (Change Dir, Change+FileOpen, Change+FileSaveAs) are selected by default when DirChanger's initial dialog opens. Simply choose an Action and click Save Changes.

   DirChanger includes a Go Back button which remembers the directory you were in before the last time you used DirChanger. This can have been ANY directory, not just one you've assigned a button to. This feature makes it simple to toggle repeatedly between two directories. If, as in the example above, you've assigned DirChanger to Ctrl + Alt + D, then you can toggle two directories by pressing Ctrl + Alt + D, then B over and over. This won't work if you have assigned the letter B as a hot letter for one of your own buttons because DirChanger's Go Back uses that letter for itself, and your key assignments take precedence over DirChanger's.

For a thorough explanation of the GLOBAL vs. TEMPLATE contexts see your Word manual. The simple explanation as far as DirChanger is concerned is that button assignments under GLOBAL are available to you in any document; ones assigned under TEMPLATE are only available if your active document is based on a particular template. DirChanger remembers button assignments for each different template you use them with.

DirChanger's Memory:

The DirChanger macro creates and updates a file named WORDIR.INI in your \ WINDOWS directory. If you happen to open WORDIR.INI (with a text editor only please!) you'll see a [section] for each template that you have assigned buttons for.

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