

# Fileware™ 3.2/w2

**File & Document Management,  
Personal Information Management,  
and Macro Power Utilities for  
Microsoft® Word for Windows™**

## **Software Manual & Program Installer**

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**Double Click Buttons To...**

**Fileware 3.2/w6 – WinWord 6.x version (FW32W6.ZIP)**

**Fileware 3.2/w2 – WinWord 2.x version (FW32W2.ZIP)**

### **Table of Contents**

*Double Click A Green Chapter Title To Jump Directly To That Chapter*

----- **Overview** -----

**Introduction**

§.....3	§.....Error:
Reference source not found	
§.....Error: Reference source not found	

**Installation**

§.....5	§.....6
§.....5	§.....6
§.....5	§.....7
§.....6	

----- **Button Group One** -----

**Directory Jump Plus**

§.....7	§.....10
§.....8	§.....11
§.....9	§.....12
§.....9	§.....12
§.....10	

**General WinWord Utilities**

§.....13	§.....20
§.....17	§.....21
§.....19	

----- **Button Group Two** -----

**WinWord File Management**

§.....21	§.....24
§.....22	§.....25
§.....23	§.....26
§.....23	

----- **Button Group Three** -----

**TSS Address Book**

§.....26	§.....30
§.....27	§.....32
§.....29	§.....33
§.....30	§.....34
§.....30	§.....Error:
Reference source not found	
§.....30	

**Writer's Tools**

§.....Error: Reference source not found.....	§	Error:
Reference source not found		
§.....Error: Reference source not found.....	§	Error:
Reference source not found		

----- **Appendices** -----

## Technical Information

§ .....Error: Reference source not found.....§ Error:  
Reference source not found  
§ .....Error: Reference source not found.....§ Error:  
Reference source not found  
§.....Error: Reference source not found

## Total System Solutions And You

§.....Error: Reference source not found.....§ Error:  
Reference source not found  
§.....Error: Reference source not found.....§ Error:  
Reference source not found  
§.....Error: Reference source not found.....§ **Error:**  
**Reference source not found**



## Introduction

### Using This Software Manual

This document combines two elements: "On-line User's Manual" and "Program Installer".

The "On-line User's Manual" provides easy, automatic access to all the information you'll need about *Fileware*<sup>™</sup>. The "Program Installer" actually installs the *Fileware*<sup>™</sup> program libraries into your copy of Word for Windows.

You may scan through this software manual "normally" (sequentially), the same way you might read any other document. Or you can use our **green hypertext** to *jump* from topic to topic. For your convenience, we've formatted the table of contents with hypertext links. We've also included hypertext cross-references throughout this manual. To enhance the speed of jumping, we recommend that you copy this WinWord document to your hard drive.

Reading this manual from your computer screen is fast and easy. It's also a very "green" thing to do, because it helps the environment by saving paper. Because this is a Word for Windows document, however, it's always easy to print hard copy. You can print the entire software instruction manual, or **any part** that interests you.

### What is Fileware<sup>™</sup>?

- Chosen one of the "48 Best Add In" products by PC Magazine (February '93)
- PC Week says, "...adds a good selection of file and program management features that were left out of Word for Windows." (January '93)
- In "Hacker's Guide to Word for Windows" (Addison Wesley) Woody Leonhard (creator of WOPR) writes, "...the system that Microsoft forgot...makes WinWord stand on its ear." (December '92)

- A Shareware Magazine Editor's Choice Award Winner (July/August '93)

*Fileware™* is a suite of eighteen file maintenance, document management, program launching and word processing utilities which integrate seamlessly into Microsoft® Word for Windows™. *Fileware™* provides the many commonly requested features that Microsoft "forgot" to include.

### ***Do everything you need without ever leaving Word for Windows...***

- **Manage your files.** Make directories, remove directories; delete, rename, copy or move files. Because it's integrated into WinWord, *Fileware™* is the easiest, safest way to manage files — on stand-alone PC's or over networks.
- **Keep Names And Addresses At Your Fingertips.** The indispensable *TSS Address Book* utility keeps a database of names, addresses and telephone numbers always handy. Pop up the list...point and click on a name. The name and address are instantly inserted into your document, followed by the appropriate salutation. Or use *TSS Address Book* to dial the telephone!
- **Launch Programs Instantly.** Launch programs instantly with *Run Buttons*, a customizable toolbox of push buttons (or type a command on the convenient *Quick Run Line*).
- **Forget Eight Character DOS File Names?** The *Fast Files List* keeps a customizable list of document **descriptions** close at hand. Just point and click to **open** or **print** the files you want.
- **Forget Complicated Directory Paths?** With *Directory Jump Plus* you can give your directories real descriptive names, up to 60 characters long. Then **jump** instantly between them. Just one click will **open** or **save** documents anywhere on your PC or LAN.
- **Abolish Repetitive Keystrokes.** Close all open files at the same time with just one command. Options include *Close Without Saving* and *Prompt To Save*.
- **Take Control Of WinWord.** *Font Minder* analyzes the font composition of your document. Use it to globally replace any or all of your fonts for a whole new look. *Bookmark Lister* creates a detailed report outlining your bookmark names, the text they mark, and the pages on which they appear.
- **Edit document templates instantly**, even if you don't know which directory they're in.
- **Get A Little Privacy.** *Word Lock* hides WinWord from prying eyes.
- **Exit Or Restart Windows.** You can end or restart your Windows session with just one click, from right inside WinWord.

### ***Call Today***

To order, or for more information call toll free **800-814-2300** or **718-375-2997**.

## ***Acknowledgments***

Special thanks to: Woody Leonhard for his encouragement and good humor; Mitchell D. Mittman for his unfailing support; and Wim Morrison for his camaraderie.

## ***Installation***

### *Before You Begin*

This file is more than a simple Word for Windows document. All the *Fileware*<sup>™</sup> macro program libraries are stored inside this file. Double clicking the INSTALL button at the top of this document will install *Fileware*<sup>™</sup> to **your** copy of Word for Windows.

### *Installing Fileware*<sup>™</sup>

Make sure that this document is the **only** document window open. To verify that installation will proceed properly, click the "**Window**" menu. If more than one document window is listed, please close all others before trying to install.

**Please Note** *If you received Fileware<sup>™</sup> electronically, you **don't** need to copy any files to a floppy for proper installation. This installation program only requires that **this document** be in the **same directory** as all the other included files.*

Double click the **Install** button at the top of the document to begin. Installation will do the following:

- Copy the included support files (DLL's), to the WINDOWS\SYSTEM sub-directory
- Install all the macro program libraries to the global context (NORMAL.DOT)
- Create a menu item for *Fileware*<sup>™</sup> on the menu of your choice
- Assign *Fileware*<sup>™</sup> to the ALT+SHIFT+F "hot key" keyboard combination (Due to differences in keyboard mapping, this hot key short-cut is automatically installed to *English* versions of WinWord only. International users can, however, install their own keyboard commands.)
- Install a custom color *Fileware*<sup>™</sup> toolbar (WinWord 6.x only).

If you are unable to complete installation successfully, please call our Technical Support line at 718-375-1261 for assistance. Alternatively, you can send us your questions via electronic mail. Send your messages to either our CompuServe address 70154,2463, or dial directly into our product support BBS at 718-375-6261.

### *Network Compatibility*

To ensure complete functionality, **network** users must have the text files NET.CFG and/or SHELL.CFG in the root directory of each workstation running *Fileware*<sup>™</sup>.

These files must include the line: **SHOW DOTS=ON**.

## *Running Fileware™*

Complete the installation procedures described above.

There are two ways to display the *Fileware™* main window:

- Select the "Fileware" menu item.  
This will appear on whichever menu you specified during installation.
- Press **Alt+Shift+F** (English version of WinWord only).

Alternatively, you can run any individual *Fileware™* utility directly (bypassing the main window) by clicking its toolbar button (see below).

## *What Are Button Groups?*

The *Fileware™* main window has nineteen command buttons. These are divided into three "button groups", as follows: **General WinWord Utilities**, **WinWord File Management Utilities**, and **Writer's Tools**. The *Fileware™* toolbar (WinWord 6.x) is also divided into these same three button groups.

## *The Fileware™ Toolbar*

*Fileware™* comes with its own custom color toolbar (WinWord 6.x).

Click a button to instantly run any utility.

### *What Does Each Button Do?*

If you're not sure what a toolbar button represents, there are two ways to find out. Position your mouse pointer over that button...

- If you have your Word for Windows "Tool Tips" feature enabled, a balloon will come up at the tip of the mouse pointer (this might take a moment). In the balloon you'll see a brief description of the purpose of that button.
- The status bar (at the bottom of the WinWord application window) will always display a description of the *Fileware™* feature represented by the button indicated with your mouse pointer.

For more information about using WinWord toolbars, see your Microsoft Word for Windows instruction manual or press F1 to access the on-line help system.

### *Where Is My Fileware Toolbar?*

After you complete installation, your *Fileware™* toolbar should automatically appear in WinWord 6.x above all your documents. If it does not appear, here's what to do:

1. Run the **Toolbar** customization window.

### Mouse

Click the **View–Toolbars...** menu item

OR double-click next to one of the toolbar buttons currently displayed

### Keyboard

Select the **View–Toolbars...** menu item

2. A “Fileware” entry should appear on the toolbar list. Make sure that the checkbox to the left of the entry is checked.
3. Then, click the **OK** button or press **Enter**.
4. If you don’t see a “Fileware” entry on the list, see below:  
§ (page Error: Reference source not found).

## Customizing Fileware™

You can also create your **own** shortcuts. It's easy to bypass the main window and assign *Fileware*™ functions directly to any menu or key combination. **It's completely flexible.** For example, you could assign *Rename File* to the “File” menu, or *Make Directory* to the “Tools” menu. You could run *Directory Jump Plus* from the Control+Shift+J hot key combination. **Any part** of *Fileware*™ can always be immediately available.

Below is an alphabetical list of all the *Fileware*™ utility macro names. Use this information to customize your copy of *Fileware*™ and assign features to the menus or hot key combinations of your choice. (For more information about WinWord customization, see your Microsoft Word for Windows instruction manual or press F1 to access the on-line help system.)

<b>BookmarkLister</b>	<b>MakeDirectory</b>
<b>CloseAllFiles</b>	<b>MoveFile</b>
<b>ChooseTemplateToEdit</b>	<b>QuickRunLine</b>
<b>CopyAnyFile</b>	<b>RemoveDirectory</b>
<b>DeleteFile</b>	<b>RenameFile</b>
<b>DirectoryJumpPlus</b>	<b>RestartWindows</b>
<b>ExitWindowsSession</b>	<b>RunButtons</b>
<b>FastFiles</b>	<b>SetPassword</b>
<b>FontMinder</b>	<b>WordLock</b>
<b>FWAddressBook</b>	

## **Directory Jump Plus**

### Introduction

Do you keep your document files in more than one directory? The more directories you have, the more bothersome opening files can become. To open or save a document you'll have to **click** and **click** through sub-directory after sub-directory to get to the directory you want. You'll also need a good memory. Directory names are limited to eight characters. You must remember

exactly where it is, and what it's named.

Wouldn't it be GREAT to be able to give your directories long, descriptive names? And be able to access them **quickly** with just one click?

**Directory Jump Plus** provides you with intuitive, single click access to all your document directories.

No need to remember cryptic eight character directory names, or labyrinthine directory tree structures. Just add your descriptions once, then you'll always be able to **open** or **save** files with one simple mouse click. With *Directory Jump Plus* you can even create **new** directories — from right inside WinWord. Save yourself a lot of time and bother. Use *Directory Jump Plus* instead!

### **Running Directory Jump Plus**

To run *Directory Jump Plus*...

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Directory Jump Plus** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press **J**

OR press **Enter**

#### **Toolbar**

Click the  button on the *Fileware*<sup>™</sup> toolbar

**Tip:** *Because Directory Jump Plus is the most commonly used Fileware<sup>™</sup> feature, we've made it the easiest to use. After running the Fileware<sup>™</sup> main window, run Directory Jump Plus just by pressing the **Enter** key.*

The *Directory Jump Plus* main window will be displayed. Next, you'll need to select a directory description from the Jump List. There are two ways to do this:

#### **Mouse**

Use the scroll bars to move up and down the Jump List, then click directly on the desired directory description.

#### **Keyboard**

Press the **alphanumeric key** corresponding to the first character of the desired directory description. The highlighting will jump to the first directory description starting with that letter.

After a description is selected you can then **open** files from that directory, **save** files to that directory, **edit** the directory description or path, or **remove** the directory description from the Jump List.

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## **Features In Depth**

Here's how you can get up and running fast! Follow the instructions below to add descriptions of your favorite directories to the Jump List.

## **Add Directory To Jump List**

To add directories to the *Directory Jump Plus* directory list...

### **Mouse**

Click the **Add Directory To Jump List** button

### **Keyboard**

Press **Alt+A**

OR tab to the **Add Directory To Jump List** button and press **Enter**

## **Select A Directory**

The "Select Directory" screen that follows contains drive and directory list boxes. Notice that the directory of the *active* document (the document which is active on your Word for Windows application workspace) is displayed by default. If there is no active document, or if the active document has not yet been saved, then the current system directory will be displayed.

Choose a directory to add and then...

### **Mouse**

Click the **Choose** button

### **Keyboard**

Press **Enter**

OR press **Alt+C**

## **Assign Description**

Next, enter a description for the selected directory in the screen that follows. Make sure that the description is no longer than the length of the text field. When you are satisfied with the directory description you've entered...

### **Mouse**

Click the **OK** button

### **Keyboard**

Press **Enter**

## **Opening Files**

Highlight the description of the directory that you want to open. Then...

### **Mouse**

Click the **Open File** button

### **Keyboard**

Press **Alt+O**

OR press **Enter**

*Directory Jump Plus* will jump you to the directory you want, then display the Word for Windows **File Open** screen.

**Tip:** *Because the Open File command is the most commonly used Directory Jump Plus feature, we've also made it the easiest to use — you can also*

*double click a directory description to jump to a directory and open files.*

**Please Note:** *Directory Jump Plus* does not change the Current System Directory (see §) to be that of the jumped-to directory **unless** you actually **open** a file from that directory or **save** a file to that directory. (Compare this with the Word for Windows File Open and File Save As screens — **they always leave you stuck** in the sub-directory you've clicked into.)

## **Saving Files**

To save a file into a *Directory Jump Plus* directory, first highlight the description of the directory into which you want to save your file. Then...

### **Mouse**

Click the **Save File** button

### **Keyboard**

Press **Alt+S**

OR tab to the **Save File** button and press **Enter**

*Directory Jump Plus* will jump you to the directory you've specified, then display the Word for Windows **File Save As** screen. Enter a filename for your document. If the file was previously saved, the current filename will appear in the File Name combo box by default.

**Please Note:** *Directory Jump Plus* does not change the Current System Directory (see §) to be that of the jumped-to directory **unless** you actually **open** a file from that directory or **save** a file to that directory. (Compare this with the Word for Windows File Open and File Save As screens — **they always leave you stuck** in the sub-directory you've clicked into.)

## **Creating A New Directory**

Have you ever been ready to save a new file and then realized that there was no appropriate directory to put it in? To create a new directory for your file you'll need to task switch to the Program Manager to run the File Manager, make your new directory, then switch back to Word for Windows. This is a lot of bother. And what happens if Windows crashes while you're doing all this? You could *lose* the document you were trying to save.

There's a better way. Use the *Directory Jump Plus* **Create New Directory Now...** button and you'll never need to leave Word for Windows to create a new directory again. It's faster, safer, and easier.

1. Run *Directory Jump Plus* and click the **Create New Directory Now...** button or press **Alt+C**.
2. In the screen that follows, the directory of the *active* document (the document which is active on your Word for Windows application workspace) is displayed by default. If there is no active

document, or if the active document has not yet been saved, then the current system directory will be displayed.

Point and click to change directories, if necessary. Make sure that the directory **under** which you want to create the **new** directory is displayed. Then...

**Mouse**

Click the **Choose** button

**Keyboard**

Press **Alt+C**

OR press **Enter**

3. In the next screen, enter the name for the new directory you want to create (remember to follow DOS naming conventions). Then click the **OK** button or press **Enter**.

That's it! You've created a new directory for your documents — without ever leaving Word for Windows.

***Tip:** **Create New Directory Now...** will change the current system directory (see §) to the **new directory** you've just made. This makes saving your new files even easier.*

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## Configuring Directory Jump Plus

### *Edit Directory On Jump List*

You can always change the *Directory Jump Plus* Jump List description associated with a directory. You can even specify a new directory path for a given directory description. First, highlight the entry to be edited, then...

**Mouse**

Click the **Edit Directory On Jump List** button

**Keyboard**

Press **Alt+E**

OR tab to the **Edit Directory On Jump List** button and press **Enter**

The “Edit Jump List Item” screen will be displayed. You may choose one of three actions:

### *Change A Description*

To change a directory description as it appears on the Jump List, select the **Edit Item Description** option. Then...

**Mouse**

Click the **OK** button

**Keyboard**

Press **Enter**

In the screen that follows, the current directory description will appear. Edit or replace it, making sure not to exceed the width of the text entry box. When you are satisfied with the new directory description...

**Mouse**

Click the **OK** button

**Keyboard**

Press **Enter**

*Directory Jump Plus* will return you to the main window, where the modified directory description will be displayed on the Jump List.

## **Modify A Directory Path**

To modify the directory path associated with a Jump List directory description, select the "Modify Directory Path" option and then...

**Mouse**

Click the **OK** button

**Keyboard**

Press **Enter**

In the Select Directory screen that follows, select a new directory path for the entry. If the current path is still valid, it will be highlighted in the drive-directory list box. If the current path is not valid, the display will default to the Current System Directory. Choose a new directory path and then...

**Mouse**

Click the **Choose** button

**Keyboard**

Press **Enter**

OR press **Alt+C**

## **Display Current Information**

To display detailed information about any Jump List entry, first highlight the directory description, then...

**Mouse**

Click the Display Description and Directory Path button

**Keyboard**

Press **Alt+D**

OR tab to the Display Description and Directory Path button and press Enter

A message box will appear displaying the directory description and its current directory path.

## **Remove Directory From List**

When you remove an entry from the Jump List, you only remove the directory description from *Directory Jump Plus* — the actual directory and the files in it are **not** deleted.

To remove a directory description from the Jump List, select the entry that you want to delete

and then...

**Mouse**

Click the **Remove Directory From List** button

**Keyboard**

Press **Alt+R**

OR tab to the **Remove Directory From List** button and press **Enter**

## Commonly Asked Questions

**What is the maximum number of characters for each directory description on the Jump list?**

The Directory Jump Plus list box will accommodate from 40–60 characters, depending on which characters are used in the description.

**How many directories can I add to the Directory Jump Plus list?**

You can add an **unlimited** number of directory descriptions to the jump list.

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## General WinWord Utilities

### Fast Files List

Simple document management means immediate access to the files you need. The **Fast Files List** keeps a customizable list of document **descriptions** always at hand. No need to remember confusing eight character DOS file names and arcane directory paths. Just point and click on a file description to **open or print** the document you want.

To display the *Fast Files List*...

**Mouse**

Run *Fileware*<sup>™</sup> and click the **Fast Files List** button

**Keyboard**

Run *Fileware*<sup>™</sup> and press **F**

**Toolbar**

Click the button on the *Fileware*<sup>™</sup> toolbar

### Add

To **ADD** an entry to *Fast Files List*...

1. Click the **Add** button or press **Alt+A**.
2. In the screen that follows, use the point and click interface to highlight a file and then...

**Mouse**

Click the **Add** button

**Keyboard**

Press **Alt+A**  
OR press **Enter**

### ***Please Note***

The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see §).

3. In the following screen, enter a descriptive title that will appear in the *Fast Files List* and then click the **OK** button or press **Enter**.

### ***Important***

**The following three characters can't be used in the description: = [ ]**

### ***Highlighting A File On The Fast Files List***

The key to using the *Fast Files List* features is to first highlight the description of the document you want.

#### **Mouse**

Use the scroll bars to move the list box up and down, then click directly on the description.

#### **Keyboard**

Press the **alphanumeric key** corresponding to the first character of the description. The highlighting will jump to the first document description starting with that letter. Press the **down arrow** key until the highlight rests on the desired document description. If the folder list is very long, you might want to use a combination of **Page Down** and **down arrow** keys to reach the desired document description

For example, to select a document whose description starts with the letter "S", press **S**. The highlight will jump to the first document description beginning with the letter "S".

After you've highlighted a document description, you're ready to use the *Fast Files List*.

### ***Opening Files***

Display the *Fast Files List*. Highlight the description of the file you want to open and then...

#### **Mouse**

Click the **Open** button  
OR simply double-click the document description

#### **Keyboard**

Press **Alt+O**  
OR press **Enter**

### ***Printing Files***

Display the *Fast Files List*. Highlight the description of the file you want to print and then...

#### **Mouse**

Click the **Print** button

## Keyboard

Press **Alt+P**

OR tab to the **Print** button and press **Enter**

Next, choose the number of copies you wish to print (1 is the default). Click **OK** and the document will be sent directly to the printer.

## Configuring Fast Files List

### Edit

You can always change the *Fast Files List* description associated with a document. (Alternatively, you can also specify a new file path for a given description). First, highlight the entry to be edited, then...

#### Mouse

Click the **Edit** button

#### Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

In the window that follows, you are offered two option buttons (**Edit Item Description** and **Modify File Path**) and a command button (**Display Description and File Path**).

## Changing An Item Description

To change a description, select the "Edit Item Description" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the screen that follows, the current document description will appear. Edit or replace the document description, making sure that the new document description does not exceed the width of the text entry box.

When you are satisfied with the new document description...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

## Modifying The File Path

To modify the file path associated with a document description, select the "Modify file path" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the Modify File window that follows, select a new file path for the entry. If the current path is still valid, it will be highlighted in the drive-directory-file list box. If the current path is not valid, the display will default to the §.

Choose a new file path and then...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**

OR press **Enter**

## Displaying Current Information

You can also display detailed information about a document as follows:

Mouse

Double-click the **Display Description and File Path** button

Keyboard

Press **Alt+D**

OR tab to the **Display Description and File Path** button and press **Enter**

A message box will appear displaying the document description and its current file path.

## **Delete**

To delete an entry, highlight the entry you want to delete and then..

**Mouse**

Click the **Delete** button

**Keyboard**

Press **Alt+D**

OR tab to the **Delete** button, then press **Enter**

***How many characters will fit in a Fast Files List entry description?***

*40–60 characters, depending on which characters you use.*

***What is the maximum number of files that can be added to Fast Files List?***

*You can add as many files as you want to the Fast Files List.*

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## Exit Windows

When you need to exit Windows you don't want to waste time. **Exit Windows** is the quick, safe way to exit Windows *from inside Word for Windows*. It's easy, fast, reliable and completely safe.

### **Running Exit Windows**

1. To Exit Windows...

#### **Mouse**

Run *Fileware*™ and click the **Exit Windows** button

#### **Keyboard**

Run *Fileware*™ and press **X**

#### **Toolbar**

Click the button on the *Fileware*™ toolbar

2. A confirmation screen appears. Click the **Yes** button or press **Enter** to exit Windows.
3. To stay in Windows, click the **No** button or press **N**.

### **Does Exit Windows prompt to save changes?**

Yes. Exit Windows will prompt you to save any unsaved files before closing down Windows.

## **Restart Windows**

Is your computer's performance slowing down? Maybe the memory is getting clogged up. Run **Restart Windows** to instantly restart Windows (and flush out the memory) with just one click.

### **Running Restart Windows**

1. To Restart Windows...

#### **Mouse**

Run *Fileware*™ and click the **Restart Windows** button

#### **Keyboard**

Run *Fileware*™ and press **W**

#### **Toolbar**

Click the button on the *Fileware*™ toolbar

2. A confirmation screen appears. Click the **Yes** button or press **Enter** to restart Windows.
3. To stay in Windows, click the **No** button or press **N**.

### **Does Restart Windows prompt to save changes?**

Yes. Restart Windows will prompt you to save any unsaved files before restarting Windows.

## **Run Buttons**

**Run Buttons** allows you to launch any program from inside Word for Windows! Don't waste time "mousing" around with the Program Manager (or any other Windows shell). Run the

application you want immediately, from right inside WinWord. *Run Buttons* can run applications two ways:

### **Run Buttons Tool Box**

A customizable button palette of program descriptions. Just point and click!

### **Quick Run Line**

Every power user's dream — a command line interface. Just type the file name of the application you want to run. Access the *Quick Run Line* from either inside the *Run Buttons* utility, or directly from the *Fileware™* main window.

### **Using Run Buttons**

1. To display the *Run Buttons* button palette...
  - Mouse**  
Run *Fileware™* and click the **Run Buttons** button
  - Keyboard**  
Run *Fileware™* and press **R**
  - Toolbar**  
Click the button on the *Fileware™* toolbar
2. Click the Run Button representing the program you want to run.

### **Configuring Run Buttons**

1. Display the *Run Buttons* button palette.
2. Click the **Configure...** button or press **C**.

### **Adding Programs**

1. Choose the **Add Program** option button or press **A**.
2. Click the blank button you want to configure.
3. Using the point and click interface, highlight the program executable that you want to add and then...
  - Mouse**  
Click the **Add** button
  - Keyboard**  
Press **Alt+A**  
OR press **Enter**
4. Type a title for the program in the next window, and click the **OK** button or press **Enter**.
5. To specify an **accelerator key** for a button face, type an ampersand ("&") before the letter to be the accelerator. For example, to set up a button called **Paintbrush**, in which the first letter **P** will be the accelerator key, type **&Paintbrush** as the button face. **Don't use** "R", "C", "H", "A", "M", or "D", as they are reserved for various *Run Buttons* command buttons. Also, don't specify the same accelerator key for two different buttons.

## **Modifying Run Buttons**

1. Choose the **Modify Run Button** option button or press **M**.
2. Click the Run Button that you want to modify.
3. In the next window, choose either "Path & File Name" or "Button Face" to modify, and click the **Modify** button or press **M**.

### Path & File Name

Use the point and click interface of the window that follows to choose a program executable to associate with the program button, and then...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**

OR press **Enter**

### Button Face

In the window that follows, modify the current program button face text, including the accelerator key if desired (see **Error! Bookmark not defined.**§ above for more information) in the window that follows. Click the **OK** button or press **Enter**.

## **Clearing Run Buttons**

Clearing a run button means erasing the description on the button face and removing its association with a program.

1. Choose the **Clear Run Button** option button, or press **C**.
2. Click the Run Button that you want to clear.

### ***How many characters are allowed in a program description?***

*No limit is imposed. Use your aesthetic judgment to determine how many characters will fit comfortably on a button face. Remember, you can modify the button face text again and again.*

## **Quick Run Line**

You can access the *Quick Run Line* in several ways:

### **Mouse**

Run *Fileware*™ and click the **Quick Run Line** button

### **Keyboard**

Run *Fileware*™ and press **Q**

## Toolbar

Click the button on the *Fileware™* toolbar

## From Inside The Run Buttons Palette

Click the **Run Line** button or press **R**

## Starting A Program Using The Quick Run Line

1. Access the *Quick Run Line*.
2. Enter the program's command line in the window that follows.

If the application isn't on the path, include path information. *Run Buttons* assumes an .EXE extension. Other application extensions (.COM, .BAT and .PIF) must be appended.

Power Users: You can open a file in an application in one step. Enter the application executable name and follow it with a fully qualified file-name (e.g. "NOTEPAD C:\FILEWARE\README.TXT).

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## Word Lock

Leaving your desk and don't want the world to saunter by and "flip through" your Word documents? Lock Word for Windows from prying eyes. **Word Lock** and its companion module, **Set Password**, provide password protection for the WinWord application. *Word Lock* should only be considered a **deterrent**, **not** an actual security system. When enabled, Word for Windows "vanishes", replaced by a small window in the lower right-hand corner of the screen. Inside, a text box displays the prompt: "Fill in password".

### Running Word Lock

1. Run the *Word Lock* macro (FWWordLock).  
**Don't** run *Word Lock* before setting up your own password. This is done using the **Set Password** utility (see below). However, if you want to test run *Word Lock* before setting up a new password, you can. The default password is "**Fileware by TSS**".
2. To disable *Word Lock* and re-access Word for Windows:  
fill in your password, then click the **OK** button or press **Enter**.

### How does Word Lock work?

*Word Lock does not shut down or minimize Word for Windows. Instead, it repositions the application window out of sight, in the "virtual screen" area (the area of the screen which is not visible because it is "beyond" the monitor's borders).*

### Couldn't someone start another instance of the Word for Windows application?

**Yes.** If you load *SHARE.EXE* before Windows is started, or if you are running Windows for Workgroups, multiple instances of WinWord **can** be started. For this reason, *Word Lock* should only be considered a **deterrent**, and **not** an actual security system.

### ***Couldn't someone display part of the top-most Word for Windows document by using the Task Manager to cascade or tile all the running application windows?***

No. Before repositioning the Word for Windows application window, Word Lock first opens a new document at full screen size, obscuring all other document windows. In addition, Word Lock displays the following message in that top-most document:

**Security alert!**  
**Unauthorized access attempt!**

#### ***Running Set Password***

**Set Password** is the companion module to *Word Lock* that allows you to set and modify your password. *Set Password* will not allow a password change unless the current password is first entered correctly.

1. Run the **Set Password** macro (FWSetPass).
2. A *Verify Authorization* window appears. Enter your current password (the one you want to change) and click the **OK** button or press **Enter**. If you are setting your password for the **first** time, type in "**Fileware by TSS**".
3. In the next screen, enter your new password and click the **OK** button or press **Enter**. Passwords are **not** case sensitive.
4. Verify your new password. Enter it a second time and click the **OK** button or press **Enter**.

### ***What type of characters are allowed in a password (and how many can I use)?***

You can use any letters or numbers, up to a maximum of five characters.

### ***What if I can't remember my password?***

Save yourself a headache by keeping a copy of your password written down in a safe place. You can't set a new password without knowing the old one.

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## ***File Management***

### ***File Management Overview***

If you're like most Word for Windows users, you often need to do file management while working on a document. The *Fileware*<sup>™</sup> suite of file management functions contains **all** the file management features you'll need throughout the day. Now you can easily:

- **Create Directories**
- **Remove Directories**
- **Delete Files**
- **Rename Files**
- **Copy Files**

- **Move Files**

And all without ever leaving Word for Windows!

You can access *Fileware*<sup>™</sup> file management functions in two ways:

- Display the *Fileware*<sup>™</sup> main window (see the middle button group)
- Click a *Fileware*<sup>™</sup> custom toolbar button from the **middle** button group

Not only is *Fileware*<sup>™</sup> file management faster and more convenient than using a Windows file manager, it's also **safer**. When a document is open, Word for Windows may often keep "temporary files" open along with it. If you attempt to perform file management functions on an open file, there's a chance that you'll corrupt the file, leading to an Unrecoverable Disk Error. Use *Fileware*<sup>™</sup> and rest assured that your files are safe — we completely protect against these kind of problems.

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## *Make Directory*

Have you ever been ready to save a new file and then realized that there wasn't an appropriate directory to put it in? This is especially annoying when you've done a lot of creative work on a document before naming and saving it for the first time. Use **Make Directory** to quickly create a new directory for your document — from right inside Word for Windows.

### *Running Make Directory*

1. To display the *Make Directory* window...

**Mouse**

Run *Fileware*<sup>™</sup> and click the **Make Directory** button

**Keyboard**

Run *Fileware*<sup>™</sup> and press **D**

**Toolbar**

Click the  button on the *Fileware*<sup>™</sup> toolbar

2. In the screen that follows, the default directory displayed will be the path of the active document, except in the following situations: (1) the active document has never been named and saved; (2) the active document is the macro editing window. In these cases, the default directory displayed will be the Current System Directory. Change directories if necessary, then...

**Mouse**

Click the **Choose** button

**Keyboard**

Press **Alt+C**

OR press **Enter**

3. A new screen appears: enter a name for the new directory (remember to follow DOS naming conventions). Then click the **OK** button or press **Enter**.

**Tip:** *Make Directory will change the current system directory to the new directory you've just created. This means that new documents can*

*automatically be saved directly into your new directory.*

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## Remove Directory

Have you ever had a whole directory full of documents that you just didn't need anymore? Since there's no way to remove a directory and all its files while inside WinWord, you probably just put the chore aside. **So that's why you're running out of disk space.** There's no need to put it off any longer. Use **Remove Directory** to safely and quickly remove directories while inside Word for Windows.

### *Running Remove Directory*

1. To display the *Remove Directory* window:

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Remove Directory** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press **O**

#### **Toolbar**

Click the  button on the *Fileware*<sup>™</sup> toolbar

2. In the screen that follows, the default directory displayed will be the path of the active document, except in the following situations: (1) the active document has never been named and saved; (2) the active document is the macro editing window. In these cases, the default directory displayed will be the Current System Directory. Change directories if necessary, then...

#### **Mouse**

Click the **Choose** button

#### **Keyboard**

Press **Alt+C**

OR press **Enter**

3. Click the **Yes** button at the prompt to remove the selected directory (and all of its files).

**Please Note:** *If a directory has files in it, Remove Directory will remove the directory along with its files. However, if a directory has **sub-directories** under it, Remove Directory **will not** remove the chosen directory.*

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## Rename File

When the content of the document you are editing changes significantly, it's time to use **Rename**

**File.** It's the fastest way to change the file name. Don't use "File Save As" — that only duplicates the file and gives the second copy a new name. *Rename File* is the simple way to do the job right.

### **Running Rename File**

1. To display the *Rename File* window...

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Rename File** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press **N**

#### **Toolbar**

Click the button on the *Fileware*<sup>™</sup> toolbar

2. Use the point and click interface to highlight a file to be renamed. Then...

#### **Mouse**

Click the **Rename** button

#### **Keyboard**

Press **Alt+R**

OR press **Enter**

**Tip:** *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see §).*

3. Enter the new file name in the text box provided in the next screen. Follow DOS naming conventions. No need to append the extension, just type in the file name — *Fileware*<sup>™</sup> will append the *default extension* automatically.

4. If the file was open when you renamed it, *Rename File* will give it the current focus. If the file was not open, *Rename File* will give you the option to open it.
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## **Delete File**

Use **Delete File** to delete any document, open or closed. Delete files from any of your drives: floppy, local, or network.

### **Running Delete File**

1. To display the *Delete File* window...

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Delete File** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press **L**

#### **Toolbar**

Click the  button on the *Fileware*™ toolbar

2. Use the point and click interface to highlight the file to be deleted. Then...

**Mouse**

Click the **Delete** button

**Keyboard**

Press **Alt+E**

OR press **Enter**

**Tip:** *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see §).*

3. Click the **Yes** button or press **Enter** at the confirmation prompt.

## Copy File

Use **Copy File** to copy any document, open or closed. Copy files to any of your drives: floppy, local, or network.

### Running Copy File

1. To display the *Copy File* window...

**Mouse**

Run *Fileware*™ and click the **Copy File** button

**Keyboard**

Run *Fileware*™ and press **C**

**Toolbar**

Click the  button on the *Fileware*™ toolbar

2. Using the point and click interface, highlight the file to be copied on the left side of the screen, and the destination drive and directory on the right. Then...

**Mouse**

Click the **Copy** button

**Keyboard**

Press **Alt+C**

OR press **Enter**

**Tip:** *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see §).*

3. A message confirming the successful execution of the copy command will appear in the status bar (at the bottom of the WinWord window). The confirmation message will show the name of the file selected, and the

destination directory to which it was copied.

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## Move File

**Move File** allows you to move documents to any directory on any drive: floppy, local or network. *Move File* does it in one step, right inside Word for Windows.

### *Running Move File*

1. To display the *Move File* window...

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Move File** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press **M**

#### **Toolbar**

Click the button on the *Fileware*<sup>™</sup> toolbar

2. Using the point and click interface, highlight the file to be moved on the left side of the screen, and the destination drive and directory on the right. Then...

#### **Mouse**

Click the **Move** button

#### **Keyboard**

Press **Alt+M**

OR press **Enter**

**Tip:** *The active document (the document you're working on) will be highlighted on the file list, except in the following situations: if (1) the active document has never been named & saved; (2) the active document is the macro editing window. In these cases, files from the Current System Directory will be displayed. (For more information see §).*

3. A confirmation window will show you the name of the file you chose to move, and its source and destination drives and directories. Click the **Yes** button or press **Y** to move the file as shown.
  4. If the file was open when you moved it, *Move File* will give it the current focus after finishing. If the file was not open, *Move File* will give you the option to open it.
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## **TSS Address Book**

### *Introduction*

A while back, we did an experiment. The **marketing mavens** at **Total System Solutions** took an informal poll. They asked WinWord users a simple question: “What’s at the top of your ‘WinWord Wish List?’” Nine out of ten people said the same thing: “I wish there was an easy way to get names and addresses into my documents.” Funny thing, that was at the top of **our** Wish List too!

So the **macro mavens** at **Total System Solutions** were put to work. And now here it is, the better mousetrap, WinWord style: **TSS Address Book**. A compact personal information manager (PIM) exclusively for Word for Windows.

**TSS Address Book** keeps track of your most frequently needed names, addresses, and phone numbers. One click will insert a name, address, and salutation directly into your document. If you have a modem, you can even dial the phone from right inside WinWord. And of course you can print a detailed report of all your *TSS Address Book* records.

### **Running TSS Address Book**

To run *TSS Address Book*...

#### **Mouse**

Run *Fileware*™ and click the **Address Book** button

#### **Keyboard**

Run *Fileware*™ and press **E**

#### **Toolbar**

Click the button on the *Fileware*™ toolbar

### **Highlighting A Record**

The key to using *TSS Address Book* is to first highlight the record you need.

#### **Mouse**

Use the scroll bars to move the list box up and down, then click directly on a name.

#### **Keyboard**

Press the **alphanumeric key** corresponding to the first character of the name. The highlighting will jump to the first record starting with that letter. Press the **down arrow** key until the highlight rests on the desired entry. For example, to highlight "Smith, John", press **S**. The highlight will then jump to the first name beginning with the letter "S".

After you've highlighted the desired name, you're ready to use all the *TSS Address Book* features.

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## **Adding A Record**

You'll need to add at least one record to *TSS Address Book* in order to work with the program. To add a record...

1. Click the **Add** button or press **Alt+A**

The “Add Name and Address” window that follows contains the following text entry fields:

- Title (Mr., Ms., Dr., etc.)

- First and Last Names
- Job Title (e.g. Vice President)
- Company
- Street 1, Street 2
- City, State, Zip
- Country
- Phone numbers: Home, Work, Fax, Pager
- Notes

Move forward from field to field by pressing the **Tab** key, and backwards by pressing **Shift+Tab**. The first name and last name fields must be completed to make a valid record.

2. When you have finished entering information, click the **OK** button or press **Enter**
3. Once you've added a record, it will be highlighted by default for easy access.

**Important**

**The following characters can't be used in any field: = [ ]**

**Telephone Number Formatting**

**Standard Formats**

The **preferred** telephone number format is to separate the parts of the number with spaces:

xxx xxx xxxx

Most standard telephone number formats will not interfere with the *TSS Address Book* dialer.

For example:

xxx-xxx-xxxx

(xxx) xxx-xxxx

xxx.xxx.xxxx

are all acceptable formats. However, using ( )'s around the area/city code is not recommended. Doing so will make the telephone number longer than the visible telephone number field. For most telephone numbers, this will make it difficult to read the entire number at a glance.

**Local Area Code**

Be sure to include the area code when entering all telephone numbers, including **local** telephone numbers. Don't worry: when dialing a local number, *TSS Address Book* will skip the area code, dialing only the number. The program "knows" how to dial local and long distance numbers differently. To set up the correct dialing behavior, you'll need to specify your local area code — see §.

## Special Characters

You can use special characters to send messages to your modem that will actually change the way your modem behaves when it dials a number. Depending upon what kind of modem you are using, you might find that ! generates a hook flash, or that ,, makes the modem pause when dialing. Refer to the command guide of your particular modem.

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## Inserting A Record

To insert an address book record into a document...

1. Position the cursor in a document.
2. Run *TSS Address Book*
3. Highlight a name, then...
  - Mouse**  
Click the **Insert** button  
OR double-click on the name you want to insert
  - Keyboard**  
Press **Alt+I**  
OR press **Enter**

*TSS Address Book* will insert the name and address for the highlighted record, along with the appropriate salutation.

For example:

Ms. Edwina Rossland  
Vice President  
United Flange & Widget, Inc.  
990 Holyoak Ave.  
Suite 210  
Cedarhurst, NY 11232

Dear Ms. Rossland,

To change the salutation style, see below §. Don't worry: you don't have to fill in all the fields. Even if you've left some fields blank, *TSS Address Book* **won't** leave blank lines in your document. It's smart enough to know that you've left fields blank on purpose. For example, you do not need to fill in "Street 2" or "Country". If you leave them blank, your name and address will still be formatted properly.

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## View/Edit/Delete A Record

Clicking the **View...** button allows you to look at records that you've previously entered, and optionally edit or delete them. To access these functions, highlight a record and then...

### Mouse

Click the **View...** button

### Keyboard

Press **Alt+V**

OR tab to the **View...** button and press **Enter**

This displays the *View / Edit / Delete* window, which has three command buttons: **Save**, **Delete** and **Cancel**

## Save

To edit a record and save changes that you've made...

### Mouse

Click the **Save** button

### Keyboard

Press **Alt+S**

OR tab to the **Save** button and press **Enter**

## Delete

To completely delete a record, and remove it from *TSS Address Book*...

### Mouse

Click the **Delete** button

### Keyboard

Press **Alt+D**

OR tab to the **Delete** button and press **Enter**

## Exit

To simply view a record without making any changes...

### Mouse

Click the **Cancel** button

### Keyboard

Press the **Escape** key

## Set Up

You can customize the *TSS Address Book* default display:

**FirstName LastName**

OR

**LastName, FirstName**

You can also customize the standard salutation style:

**Dear Fred,**

**Dear Mr. Smith,**

**Hi Fred,**

To access the *Set Up* window...

**Mouse**

Click the **Set Up** button

**Keyboard**

Press **Alt+S**

OR tab to the **Set Up** button and press **Enter**

The *Set Up* window has three command buttons: **Default Display**, **Salutation Style**, and **Cancel/Close**

### **Default Display**

The default display refers to the way *TSS Address Book* displays the list of names. Choose either **First Last** (with this option, names would be displayed, for example as "Fred Smith") or **Last, First** (with this option, names would be displayed, for example, as "Smith, Fred") .

1. To change the default display...

**Mouse**

Click the **Default Display** button

**Keyboard**

Press **D**

OR press **Enter**

2. Select either the "Last, First" or "First Last" option button and then

**Mouse**

Click the **OK** button

**Keyboard**

Press **Enter**

Note that when the display is set to **First Last**, pressing an alphanumeric key will jump you to the first record whose *First Name* starts with that letter. When the display is set to **Last, First**, pressing an alphanumeric key will jump you to the first record whose *Last Name* starts with that letter.

### **Salutation Style**

When you insert a *TSS Address Book* record into your correspondence, the program also includes a salutation (for example: "Dear Mr. Smith,"). You can specify both the Salutation Text (e.g. "Dear", "Hi", etc.), and the Salutation Format (e.g. "Fred" or "Mr. Smith").

1. To change the Salutation Style...

**Mouse**

Click the **Salutation Style** button

## Keyboard

Press **S**

OR tab to the **Salutation Style** button and press **Enter**

2. In the window that follows, you will see two group boxes. The first group box has an edit field for entering a *Salutation Text*. The second group box has option buttons for setting the *Salutation Style*.

## Changing The Salutation Text

Enter a greeting in the text field. Keep in mind that the Salutation Text will be followed either by a first name, or by the title and last name. Don't enter punctuation: *TSS Address Book* automatically inserts a comma (,) after the addressee's name.

## Changing The Salutation Style

Select an option button for the Salutation Style in the second group box. Choose either "First Name", or "Title + Last Name".

3. When you have completed setting the Salutation Text and Style, click the **OK** button or press **Enter**.

*Tip: Even if you specify "Title + Last Name" for the Salutation Style, records which have no title specified are automatically formatted as "Salutation + First Name" (i.e. "Dear Fred" or "Hi Fred").*

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## Dialing

With *TSS Address Book* you can dial phone, fax and pager numbers right from your PC. (You'll need a modem. It is also helpful to have the modem's speaker turned on). To dial a number...

1. Click the **Dial** button or press **Alt+D**

2. In the window that follows, select the option button corresponding to the number you want to dial (home, work, fax, or pager). When you have selected a number to dial...

### Mouse

Click the **OK** button

### Keyboard

Press **Enter**

*Tip: Before you can dial numbers, you must first have set up all the Dialing Options (see below).*

*TSS Address Book* will dial the number you have chosen. A message box will appear telling you who is being called: e.g. "Dialing the home number for Fred Smith." Notice that the actual

phone number being dialed appears in the title bar of this message box.

3. When the call goes through, pick up the phone and click the **OK** button or press **Enter**.

### **Setting Up Dialing Options**

Before you can dial phone numbers using the *TSS Address Book*, you'll first need to set up all the dialing options. To access the *Set Up Dialing Options* window...

1. Click the **Dial** button or press **Alt+D**
2. In the window that follows, click the **Set Up...** button or press **S**.
3. The *Set Up Dialing Options* window follows. It has four command buttons: **Com Port**, **Dialing Profile**, **Dialing Prefix**, and **Done**.

### **Choosing A Com Port**

In order for *TSS Address Book* to make your modem dial the phone, you have to specify what com port your modem is connected to.

To choose a **COM PORT**...

1. Click the **Com Port** button or press **C**.  
The window that follows has four option buttons: Com 1, Com 2, Com 3, and Com 4. If you have not yet chosen a com port, none of the option buttons will be selected.
2. Select an option button, then click the **OK** button or press **Enter**.

### **Setting The Dialing Profile**

*TSS Address Book* uses the Dialing Profile information to distinguish between local and long distance calls. All you need to do is specify the number of digits in your:

- local phone number (e.g. 7 in the US, 6 in France, etc.)
- area (city) code

To set the dialing profile...

1. Click the **Dialing Profile** button or press **D**.  
The window that follows has two small text boxes.
2. In the first text box, specify how many digits are in your local phone number (e.g. local phone numbers in the USA have 7 digits).
3. In the second text box, enter your local area code (e.g. 212 for New York City).
4. When you have entered the required information, click the **OK** button or press **Enter**.

### **Setting The Dialing Prefix**

You can specify two dialing prefixes: "1" for non-local numbers, and/or a specific PBX prefix.

Many cities require that you dial "1" before all non-local telephone numbers. *TSS Address Book* can automatically distinguish between local and non-local numbers, and be configured to dial

“1” before all non-local calls.

Some office phone systems require that a specific number or sequence of numbers be dialed before **all** outgoing calls. Dialing this prefix (e.g. "9") will then enable a dial tone for outgoing calls. One such implementation of this system is called “PBX”. If you have a PBX-type phone system, you can configure *TSS Address Book* to dial such a prefix before all calls.

To set dialing prefixes...

1. Click the **Dialing Prefix** button press **P**
2. In the window that follows, you will see two group boxes titled "Non-Local Dialing" and "PBX Dialing".

Setting The Non-Local Dialing Prefix To "1"

Mouse

Click the check box in the *Non-Local Dialing* group box

Keyboard

Tab to the *Non-Local Dialing* group box and press the **Spacebar** to check the checkbox

Setting A PBX Prefix

Mouse

Click the check box in the *PBX Dialing* group box

Keyboard

Tab to the check box in the *PBX Dialing* group box and press the **Spacebar** to check it.

Next, enter a prefix in the text box (e.g. "9").

3. When you have specified the necessary prefix(es), click the **OK** button or press **Enter**.

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## Reports

*TSS Address Book* can generate a detailed report summarizing all your *TSS Address Book* records in an easy-to-read format. (You can then print out hard copy if necessary.) These reports can also be configured to be automatically saved to a specific directory location.

1. To create a *TSS Address Book* report, click the **Report** button or press **Alt+R**.
2. In the window that follows, click the **OK** button or press **Enter** to immediately generate a report.

### Setting The Report Location

The **Set Up Report Location** option is used to specify a default file path for *TSS Address Book* reports. This option ensures that the latest *TSS Address Book* report is always stored in an easy-to-find place.

Setting this option will:

- Automatically save the report to the correct directory

- Name the report ADBKRPT.DOC
- Overwrite any previous version of the report in that directory

### **Setting The Default Report File Path**

1. To set the Default Report File Path...

#### **Mouse**

Click the **Set Default Report File Path** button

#### **Keyboard**

Press **D**

OR tab to the **Set Default Report File Path** button and press Enter

2. In the drive-directory window that follows, choose a default directory for the report, then click the **OK** button or press **Enter**. The next time you create a report, it will be saved in the default directory with the filename "ADBKRPT.DOC".

### **Creating A Report As An Unsaved Document**

Use this option to create a report that will **not** be automatically named and saved.

#### **Mouse**

Click the **New document; don't save** option button

#### **Keyboard**

Press **N**

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## **Custom Templates**

*TSS Address Book* comes with a customizable, automated letter template: "TSSLETTR.DOT". It facilitates access to *TSS Address Book* where it's needed most — in writing letters.

When a new document is created using the TSSLETTR.DOT template, here's what happens:

- It's automatically formatted for business correspondence
- The current date is inserted at the head of the letter
- A streamlined *TSS Address Book* window pops up. This window doesn't have all the bells and whistles of the main *TSS Address Book* list. It's optimized for fast selection and insertion of names and addresses.

All you have to do is double-click a name and voila: the properly formatted name and address are inserted into the document.

### **Attention: More Free Templates**

Keep your eyes open for more **free** *TSS Address Book* templates. Coming soon: a template that will allow you to embed individual fields into your documents. A great way to personalize automated form letters! (To download additional free templates, log on to our customer support BBS periodically: 718-375-6261.)

## The TSSLETTR.DOT Template

To base documents upon the TSSLETTR.DOT template...

1. Copy the file TSSLETTR.DOT into your template directory.

*Tip: Not sure what your template directory is? Run **Edit Templates** to find out! (see §)*

2. Click the **File-New** menu item, or press **Alt+F, N** to create a new file (File-New).
3. In the window that follows, make sure that the TSSLETTR template is highlighted in the “Use Template” list box. Then click the **OK** button or press **Enter**.

## Customizing TSSLETTR.DOT

TSSLETTR.DOT can be customized in two ways:

### Appearance

You can customize TSSLETTR.DOT’s appearance as much as you like. Put a letter-head or logo in the header, change the Normal style, etc.

*Tip: Use Fileware’s Edit Templates feature to easily open and edit TSSLETTR.DOT again and again (see §).*

### Macro Code

If you like to tinker, you can customize the WordBasic macro code in the “AutoNew” macro. You can also copy the code, and incorporate the functionality into **any other** WinWord template.

1. Select the **Tools-Macro** menu item.

#### **WinWord 6.x**

Make sure that the open template’s name is showing in the “Macros Available In” drop box

#### **WinWord 2.x**

Click the “Template” option button in the “Show” group box

2. Highlight the “AutoNew” macro on the “Macro Name” list.
3. Click the **Edit** button or press **Alt+E**.
4. The WordBasic code for TSSLETTR.DOT’s AutoNew macro appears in the macro pane that follows.
5. Make the desired changes, then select the **File-Save All** menu item.
6. Click the **Yes** button or press **Enter** at the prompt.

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## Writer's Tools

### Bookmark Lister

One of the roughest things about working with bookmarks is... working with them. Those cryptic little names that we give bookmarks make so much sense at the time and then, comes time to remember what "RBD" stands for and – uh oh....

*Fileware™* includes a utility which provides an efficient, easy way to nail down your bookmarks. Error: Reference source not found takes the mystery out of bookmark management. Run it and you'll get an accurate and easy-to-read listing of all bookmarks, their locations, and the text or insertion points that they mark. Remember, working with bookmarks is far from foolproof. Sooner or later you're going to jump to a bookmark which looks very different than what you expected. Don't panic — run Error: Reference source not found instead.

Error: Reference source not found will clearly detail:

- Bookmark names
- Page number of each bookmark
- Text or location represented by each bookmark

#### *How to Run Bookmark Lister*

1. To run *BookMark Lister* ...

##### **Mouse**

Run *Fileware™* and click the **BookMark Lister** button

##### **Keyboard**

Run *Fileware™* and press **T**

##### **Toolbar**

Click the button on the *Fileware™* toolbar

2. Answer "Yes" at the prompt, and *Bookmark Lister* will search the active document for bookmarks.

3. *Bookmark Lister* will open a new document and insert the following information

- Page number where the bookmark is located: in auto (usually **black**)
  - Name of the bookmark: in **dark red**
  - Text covered by the bookmark: in **dark blue**
4. If there are no bookmarks in the active document, *Bookmark Lister* will display a message box:

"The Bookmark Lister utility has determined that this document has NO bookmarks."

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## Edit Templates

You are writing or editing a document. You want to change the document formatting; on second thought, you would like to *edit the template* as well. How do you do it?

First you have to know *where* to find the templates. Then be prepared to click. Run the "File

Open" window ([Click, Click](#)). Change directories to the template directory ([Click, Click](#)). Re-filter the list to \*.DOT ([Click, Click](#)). Select the right template and open it ([Click, Click](#)). And the *next* time you run "File Open", don't forget to change the file list filter back to \*.DOC — because it will *still* be \*.DOT ([Click, Click](#)).

That's a lot of clicking!

Do it all in one step, with ***Edit Templates*** —

1. It automatically locates your template directory.
2. It displays the Word for Windows File Open screen in the correct directory.
3. It filters the file list for templates (\*.DOT).
4. And after you edit the template...
  - It restores the current system directory to what it was before you ran *Edit Templates*.
  - It re-sets the default File Open filter to your default document extension (e.g. \*.DOC).

### ***Running Edit Templates***

To run *Edit Templates*...

#### **Mouse**

Run *Fileware*<sup>™</sup> and click the **Edit Templates** button

#### **Keyboard**

Run *Fileware*<sup>™</sup> and press S

#### **Toolbar**

Click the  button on the *Fileware*<sup>™</sup> toolbar

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*Edit Templates* performs a Word for Windows **File–Open** in your template directory.

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## **Close All Files**

You are working on a large project in Word for Windows. You have taken advantage of the Windows multiple-document interface by keeping several related documents open at once. You finish working on the project and want to move on — what do you do next?

Until now, you would have to go from file to file, closing each one individually. This would mean several mouse clicks or key strokes per file. With five or six files open, this adds up to a lot of repetitive work. (With nine files open at once, it could take as many as 27 separate mouse clicks to close all of them!)

***Close All Files*** can quickly and safely get the old work out of the way. *Close All Files* has two options: "Prompt to Save Each One" and "Close All Together Now".

### **Prompt to Save Each One**

(Default) This option will prompt you to save changes before closing.  
If there aren't any unsaved changes, files will close without prompting

you to save.

## Close All Together Now

This option will close all files immediately, *without saving any changes*. Use this option, for example, when you are using several documents as source material for the work that is being done on a single document. After you are finished working on the project, you would save the document that you modified, then choose the "Close All Together Now" option.

### *Running Close All Files*

1. To display the *Close All Files* window...

#### **Mouse**

Run *Fileware*™ and click the **Close All Files** button

#### **Keyboard**

Run *Fileware*™ and press **A**

#### **Toolbar**

Click the button on the *Fileware*™ toolbar

2. Choose between two option buttons, titled: *Prompt to Save Each One* and *Close All Together Now*. Select one of the options and press **Enter** or click the **OK** button.
3. *Close All Files* closes all files and opens a blank document using the Word for Windows File New Default command.

### ***Why does Close All Files end by creating a new document?***

*When there are no documents open, only two menus are available to the user ("File" and "Help"). Opening a blank document allows full access to **all** menus. We also create a blank new document as a convenient way to get you started working on your next project.*

### ***What if the documents to be closed have complicated Auto Close routines?***

*Close All Files bypasses Auto Close routines for faster, simpler execution.*

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## Font Minder

One of the wonderful things about WinWord is that you can format documents with any number of colorful, interesting fonts (typefaces). The hard part is keeping track of them. Experiment with too many fonts and you'll have a mess. Cut and paste between different documents and you might be in for a big surprise. Rid your document of unwanted fonts. Run *Font Minder* to globally replace any font with the font of your choice.

### *How To Run Font Minder*

1. Open a document, then...
  - Mouse**  
Run *Fileware*™ and click the **Font Minder** button
  - Keyboard**  
Run *Fileware*™ and press **I**
  - Toolbar**  
Click the button on the *Fileware*™ toolbar
2. Click the **Yes** button or press **Enter** at the prompt.

*Font Minder* will then begin checking fonts in your document. It even checks fonts in fields! When *Font Minder* finds a font, it will ask you whether you want to keep the font, replace it with another font, or exit the program.

### **Keep**

Preserves all instances of the specified font in the document. To keep a font...

- Mouse**  
Click the **Keep** button
- Keyboard**  
Press **K**  
OR press **Enter**

*Font Minder* will continue checking fonts.

### **Replace**

Allows you to *globally* replace the specified font with another. To replace a font...

1. Click the **Replace** button or press **R**.
2. In the window that follows, highlight a replacement font. Then...
  - Mouse**  
Click the **Replace** button
  - Keyboard**  
Press **Alt+R**  
OR press **Enter**

*Font Minder* will replace the original font with the one you have chosen, then continue checking the document for other fonts .

3. If you decide that you want to keep a font...
  - Mouse**  
Click the **Skip** button
  - Keyboard**  
Press **Alt+S**  
OR tab to the **Skip** button and press **Enter**

*Font Minder* will skip the specified font, then continue checking the rest of the fonts in the document.

## Exit

Exits the program immediately. To exit, click the **Exit** button or press **E**

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## Technical Information

### Installing The Fileware™ Toolbar

After installation, the *Fileware*™ toolbar should **automatically** appear above **all** of your documents (WinWord 6.x). If it doesn't, you may need to manually copy the template "FWTOOLBR.DOT" to your WinWord STARTUP directory. (You can find FWTOOLBR.DOT in the *Fileware*™ program package. The WinWord STARTUP directory is a sub-directory of WinWord 6.x, just like your "TEMPLATE" directory.)

Copy FWTOOLBR.DOT into the WinWord STARTUP directory, then restart WinWord. If the toolbar still doesn't appear, run the **View-Toolbar** window. A "Fileware" entry should appear on the toolbar list. Check the checkbox to the left of the entry, then click the **OK** button or press **Enter**. The *Fileware*™ toolbar will then appear in your WinWord application workspace.

### Fileware™ Shortcuts

1. A quick way to change directories in a drive-directory-file window is to type the directory path "\ **[directory path]** \" in the directory combo box and press **Enter**. Be sure to put the backslash character "\" before **and after** the directory name. That directory will then appear in the directory box, and its files will show in the file box.
  2. To go to the root directory, type "\" in the directory combo box and press **Enter**.
  3. To re-filter a file list, type a new file specification (e.g. \*.BAK) in the file combo box and press **Enter**.
  4. Confused about where you are in the directory tree? A path statement of the system directory appears above all directory list boxes.
  5. Change directories in the directory list box by double-clicking with your mouse: double-click on the **[..]** symbol to move up a level in the directory tree, and double-click on a directory name to move down a level.
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### Current System Directory

The Current System Directory is the default directory which is displayed by Word for Windows. You see this directory when performing the **File Open** and **File Save As** operations. Clicking

through the "Directories" box to change directories will change the Current System Directory, whether or not you actually perform a File Open or File Save. This means that the **next** time you do a **File Open** or **File Save As**, that's where you'll **still** be. If you keep your files in more than one directory... you've got a life full of clicking ahead of you.

*Fileware*™ **only** changes the Current System Directory if this will make your work **easier** — so most of the time it won't change it. The following functions **will** change it:

1. *Make Directory* changes the Current System Directory to be the newly created directory, on the assumption that you'll want to save new files in your new directory.
2. *Directory Jump Plus* changes the Current System Directory to be the directory you've "jumped" to, but **only** if you **open** a file from that "Jump Directory". Our assumption is that if you actually open one file, you might want to open more. If you jump to a directory, but then choose **not** to open a file, the previous Current System Directory will be maintained.

*Fileware*™ will sometimes **use** the Current System Directory information as a default directory in its drive-directory-file window. In general, the **active document** and its drive and directory, will be highlighted as the default. However, if (1) the active document has not yet been named and saved; or (2) there is no file open; or (3) the active document is a macro — the Current System Directory will be highlighted instead.

## Maintenance Releases

**Registered users** may re-install maintenance releases at no extra cost. To re-install, simply double-click the **Install** button at the top of this document.

## WinWord 6.x & WinWord 2.x Versions

Separate versions of *Fileware*™ are available **specifically** for WinWord 6.x and WinWord 2.x. Are you still running WinWord 2.x? If you upgrade to WinWord 6.x, make sure to **re-install** *Fileware*™. This way you will enable the functionality which is only available when running WinWord 6.x (for example, our custom color *Fileware*™ toolbar).

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## Total System Solutions And You

### Tech Support

Registered users can receive **30 minutes** FREE **telephone** technical support for **thirty days**. After the 30 minutes / 30 days expires, we will *continue* to provide unlimited support via fax, e-mail, and paper mail. Here's how to contact us:

- Telephone: 718-375-1261  
Sunday–Thursday 9:00 AM – 8:00 PM EST

Friday 9:00 AM – 3:30 PM EST

- FAX: 718-375-6261
  - E-Mail messages —
    1. CompuServe E-Mail: 70154,2463
    2. Total System Solutions BBS: 718-375-6261
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## System Requirements

*Fileware*™ is designed to enhance **all** versions of Word for Windows. Separate versions of *Fileware*™ are available specifically for WinWord 6.x as well as WinWord 2.x. See page 1 (below the **Install** button) for version numbers and file names.

*Fileware*™ is also fully compatible with all language versions of WinWord — English as well as international (French, German, Swedish, Norwegian, etc.) *Fileware*™ is designed to be run under Windows 3.1. All documents included in this package are formatted using True Type Fonts.

### Network Users

*Fileware*™ is designed for use on stand-alone PC's as well as networks. To ensure complete functionality, network users should have the text files NET.CFG and/or SHELL.CFG in the root directory of each workstation running *Fileware*™. These files must include the line: SHOW DOTS=ON.

For additional compatibility information, call our technical support line: 718-375-1261.

## Beta Testing Program

Are you a computer "whiz"? Do you have comments about how *Fileware*™ could be improved? Maybe you can join the Total System Solutions beta-testing team! If approved, you'll receive pre-release versions of *Fileware*™ and other programs for free. To sign up, call us at 718-375-1261. (Open to **registered** users only.)

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## DocuPower Pro™

A total document management system. Store and retrieve files effortlessly. Integrates seamlessly with all versions of Microsoft® Word for Windows™ Never misplace a file again!

- Shareware Magazine Editor's Choice Award Winner (Sept/Oct '93)
- “*DocuPower Pro*™ provides you with all the power you need for easy, effective document management... you have to check this program out! Excellent!” — Michael Callahan (aka Dr. File Finder), Shareware Magazine.

- “...see for yourself what *DocuPower Pro*<sup>™</sup> can do. One word of caution, however, make sure you have your seat belt fastened before taking this program for a test ride. Or, it might just blow your socks off.”, Ed Hoffman, WinOnLine Review (September 1993)
- “I find *DocuPower Pro* to be quite valuable. It freed me from the problem of trying to figure out which file was which. I continue to use the product constantly. Is that recommendation enough?”, Library Software Review, (Winter, '93)

After you create Word for Windows documents, how do you find them? You know they're on your hard drive, or on the network file server... somewhere. If only you could remember the file name, or the directory — you might actually be able to get some work done.

*DocuPower Pro*<sup>™</sup> smashes the eight character DOS file name barrier! File names like TER4MIZ.DOC are a confusing waste of time. Now you can give your documents real descriptive names up to **255 characters long**. Name your files with a sentence instead of a word.

Point and click on your own file descriptions to: **open, merge, print** or **fax** your documents. We've also included **File Find** and **Text Search** utilities to recover your “missing” documents, even if you've forgotten their file names. Integrated **File Management** features are provided to delete, rename, copy or move files — all from inside Word for Windows.

After giving your documents long descriptive names, you can then group them together in “folders”. Give each folder a meaningful title and get organized fast. It's easy to create, rename, or delete folders. Best of all, documents can appear in more than one folder at the same time. This means that the same materials can be organized and displayed in a variety of ways simultaneously.

*DocuPower Pro*<sup>™</sup> also comes with the **TSS Address Book** so you can keep names and addresses at your fingertips. Pop up the Address Book list... point and click on a name. The name and address are instantly inserted into your document, followed by the appropriate salutation. Or use TSS Address Book to dial the telephone!

*DocuPower Pro*<sup>™</sup> makes Word for Windows more powerful and intuitive than the Apple Macintosh. Available in stand-alone PC, network and work group configurations.

### **Call Today**

*DocuPower Pro*<sup>™</sup> costs only **\$39.95**. We accept: Visa, MasterCard, American Express and Discover.

### **Special Offer**

If you're a registered *Fileware*<sup>™</sup> user, you can order *DocuPower Pro*<sup>™</sup> at **\$10.00 off** the regular price of \$39.95 — that's a **25% discount**. That means you'll get *DocuPower Pro*<sup>™</sup> for only **\$29.95**.

To order (or for more information) call toll free **800-814-2300** or **718-375-2997**. Or download a copy by dialing into our own BBS: **718-375-6261**.

## *Custom Applications*

Word for Windows can do great things! *Fileware*<sup>™</sup> is a good example. Ask yourself what you really wish computers could do. Then call us.

Total System Solutions, Inc. creates customized Windows solutions for serious business users. We've developed turn-key Word for Windows applications to automate document processing for many major corporations. If you work with words, we can really help you.

For example, we developed a system to automate the generation of commercial leases for one of the largest commercial real estate management companies in the world. The time required for the creation of customized leases was cut from over 2 weeks to under 20 minutes per lease!

We can save your company time and money while improving and standardizing the quality of your output.

Call us today at 718-375-1261 for more information.

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*Fileware*<sup>™</sup> consists of the main interface and all of its component macro applications, including: ***Directory Jump Plus, Fast Files List, Exit Windows, Restart Windows, Run Buttons, Quick Run Line, Make Directory, Remove Directory, Rename File, Delete File, Copy File, Move File, Bookmark Lister, TSS Address Book, Edit Templates, Close All Files, Font Minder, Word Lock*** and ***Set Password*** plus the support files ***FWDLG.DLL, TSS2.DLL*** and ***METZX.DLL***.

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***Total System Solutions, Inc. guarantees your satisfaction with this product. We're so sure you'll love it that we will refund your money for a period of 30 days from the date of original purchase. If you are unsatisfied with Fileware***<sup>™</sup> at any time within that period, please contact us for a full refund.

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