

TSS Address Book™ Lite

Personal Information Management System For Microsoft Word for Windows 6.x

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Software Manual & Program Installer



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Introduction

Using This Software Manual

This document combines two elements: "On-line Software Manual" and "Program Installer".

The "On-line Software Manual" provides easy, automatic access to all the information you'll need about *TSS Address Book Lite™*, as well as information about the full version of the program, *TSS Address Book™*. The "Program Installer" actually installs the *TSS Address Book Lite™* program libraries into your copy of Word for Windows.

What Is TSS Address Book™?

A while back, we did an experiment. The **marketing mavens** at **Total System Solutions Software** 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 Software** 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.

There are certain differences between the **Lite** and **Deluxe** versions of *TSS Address Book*. Please read below for a complete explanation.

Lite Vs. Deluxe

TSS Address Book Lite™ is a subset of the deluxe *TSS Address Book* program. Feature for feature, they are the **same**, except for **three** major differences:

- 1) *TSS Address Book* has a built-in phone dialer that lets you **dial phone numbers** from the *TSS Address Book*. That's right — make telephone calls from inside Word for Windows.
- 2) *TSS Address Book* comes with **automated templates**. These templates automate the creation of documents, incorporating all the *TSS Address Book* functionality directly into your templates. And as additional templates are developed, they are provided **free** to registered users of the **deluxe** *TSS Address Book* package. These additional *TSS Address Book* templates include business and personal letters, mail-merge, etc.
- 3) *TSS Address Book* is only one **small part** of our other software packages. The **deluxe** version of *TSS Address Book* is included **free** as part of both of our other WinWord add-in programs, and . Like WOPR, these are world class WinWord add-ins. Each supplies WinWord with incredible new

functionality. Both *Fileware*™ and *DocuPower Pro*™ were Shareware Magazine Editor's Choice Award Winners. Woody Leonhard (creator of WOPR) said about *Fileware*™, "...the system that Microsoft forgot...makes WinWord stand on its ear."

This is software worth looking into. Especially since registered **WOPR** users qualify for a **25%** discount! You can download the latest versions of both *Fileware*™ and *DocuPower Pro*™ by calling the **TSS Software Product Support BBS 718-375-6261** (this is a free BBS) Please see below for more details.

Getting More Features

As mentioned above, the **deluxe** version of *TSS Address Book* is included **free** as part of both of our other WinWord add-ins, and . As a registered WOPR user, you'll be entitled to a **25% discount** on either or both of these programs.

If you don't already have working models of these programs, you can down-load them now. They are available on BBS's in the USA, Canada, Europe, and the Pacific Rim. And you can always download the latest versions from the Total System Solutions BBS: 718-375-6261. CompuServe users can find our files in the MSWORD and WINSHA forums; search for files submitted by 70154,2463.

Special Offer

Fileware™ and *DocuPower Pro*™ regularly cost \$39.95 each. But if you're a WOPR user you can order either product at **\$10.00 OFF** the regular price. You can get either *Fileware*™ or *DocuPower Pro*™ for only **\$29.95** (see).

To order (or for more information) call toll free **800-814-2300** or **718-375-2997**. We accept Visa, MasterCard, American Express and Discover.

Installation

This file is more than a simple Word for Windows document — all the *TSS Address Book Lite*™ macro program libraries are stored inside it. Double click the INSTALL button at the top of this document to install *TSS Address Book Lite*™ to **your** copy of Word for Windows.

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 TSS Address Book Lite™ 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
- Copy all the macro program libraries to the global context (NORMAL.DOT)
- Create a menu item for *TSS Address Book Lite*™ on the menu of your choice
- Assign *TSS Address Book Lite*™ to the **Alt+Ctrl+A** "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.)

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 *TSS Address Book Lite*™. These files must include the line: **SHOW DOTS=ON**.

TSS Address Book

Introduction

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 display the *TSS Address Book*...

Mouse

Select the **Address Book Lite** menu item.

This will appear on whichever menu you specified during installation.

Keyboard

Press **Alt+Ctrl+A**

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.

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.

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.

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").

Dialing (*deluxe version*)

With the deluxe version of *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 check box

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 prefixes, click the **OK** button or press **Enter**.

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**

Custom Templates (*deluxe version*)

The deluxe version of *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.
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.

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. Make sure that the open template's name is showing in the "Macros Available In" drop 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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WOPR Discount: 25% Off

Get the **deluxe** version of *TSS Address Book*™ with integrated phone dialer and automated templates. **But there's more!** *TSS Address Book*™ is only **one** of the **many** essential tools you'll find in the award-winning and WinWord add-in packages (see below).

As a WOPR user, you'll get **\$10.00 off** the regular price of \$39.95 — that's a **25%** discount! Get either program for only **\$29.95**.

If you don't already have our free working models of *Fileware*™ and *DocuPower Pro*™, you can download them now from the **Total System Solutions BBS 718-375-6261**, or from CompuServe.

To order (or for more information) call toll free **800-814-2300** or **718-375-2997**. We accept Visa, MasterCard, American Express and Discover. And remember to tell the operator that you're a WOPR user!

Fileware™

Fully compatible with all versions of Microsoft® Word for Windows™.

- 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 (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, and program launching utilities which integrate seamlessly into Microsoft Word for Windows. *Fileware™* provides the many commonly requested features that Microsoft "forgot" to include.

Fileware™ also comes with its own custom color toolbar — click a button to instantly run any utility.



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

Fileware™ regularly costs \$39.95. But as a WOPR user, you'll get **\$10.00 off** — that's a **25%** discount! Get *Fileware*™ for only **\$29.95**.

We accept Visa, MasterCard, American Express and Discover. 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 product support BBS: **718-375-6261**.

DocuPower Pro™

A total document management system. Fully compatible with all versions of Microsoft® Word for Windows™.

- 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*™ 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 LAN file server... somewhere. If only you could remember the file name, or the directory — you might actually be able to get some work done.

Why wait for Windows 4.0?

DocuPower Pro™ smashes the eight character DOS file name barrier now!

Give your documents real descriptive names more than 60 characters long. Then group them together in “folders”. Quickly create, rename, or delete folders. *DocuPower Pro*™ makes it easy to be organized.

Point and click on descriptions to: **OPEN**, **MERGE**, **PRINT** or **FAX** your documents. **FILE FIND** and **TEXT SEARCH** utilities recover your “missing” documents. Use the **FILE MANAGEMENT** module to make directories; delete, rename, copy or move files from right inside WinWord.

DocuPower Pro™ also includes *TSS Address Book* so you can keep names and addresses at your fingertips. This indispensable 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!

A must have! Integrates seamlessly into WinWord. Available in stand-alone, network and work group configurations.

Features In Depth

- Get up and running with *DocuPower Pro*™ **fast**. It's simple to add large batches of documents to folders at the same time.
- Add as many documents as you like to each folder. Descriptions are displayed in alphabetical order. Just touch the keyboard to jump immediately to any part of the list.
- Toggle folder list displays between *DocuPower Pro*™ document descriptions and DOS file names.

- Because it's tightly integrated into WinWord, *DocuPower Pro*™ will automatically prompt you every time you save a new file. So you're never more than one keystroke or mouse click away from adding your new work directly to a folder.
- Sophisticated folder management: create, rename, or delete entire folders. Plus, you can easily move documents from one folder to another.
- Print single or multiple copies of a document directly from any folder — you don't even need to open the file first. Print all documents in a folder with just one command.
- Fax documents directly from a folder.
- Insert the contents of one document into another. Clicking the "Insert" button lets you perform automated document assembly.
- Find your "missing" files fast with integrated File Find and Text Search utilities. Search on DOS wild cards (e.g. *.doc). Search for text fragments (e.g. all files containing the phrase "Balance Due").
- Integrated file management functions enable you to make directories, copy, rename, delete or move files. Do it all without ever leaving WinWord or *DocuPower Pro*™.
- Free *DocuPower Pro*™ Tool Kit includes powerful utilities: Close All Open Files; Exit Windows; Restart Windows; Run Program (Command Line); Windows System Status.

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