WOPR File Manager

File Management Add-In for Word 6.0 for Windows®

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WOPR File Manager

WOPR File Manager is a Word 6.0 add-in that allows you to manage your document files without leaving Word for Windows. Using WOPR File Manager you can <u>Open</u>, <u>Copy</u>, <u>Move</u>, <u>Rename</u>, <u>Delete</u> and <u>Print</u> your documents all from one dialog. Additionally, you can change file <u>attributes</u>, make new <u>directories</u>, <u>preview</u> a file's contents and summary information (before you open the file), and jump to commonly used subdirectories with a quick click of your mouse.

The <u>WOPR File Save As</u> dialog allows you to quickly save your documents to commonly used directories with user-friendly names such as "Work Documents" instead of "C:\WinWord\Docs\Work". The WOPR File Save As dialog also adds the ability to create new directories just before saving a document.

By default **WOPR File Manager** appears on the File menu. You can, however, assign WOPR File Manager to any key combination or Toolbar button. To do this, create a macro with the following text:

```
Sub Main
WOPRFileManager
End Sub
```

After creating this macro, assign the macro to any menu, key combination or Toolbar button using Word's Customize dialog (from the Tools menu choose Customize).

See also:

<u>WOPR File Save As</u>

Opening Files

WOPR File Manager is designed to give you quick access to your documents.

Opening Files

1. From the File menu choose **WOPR File Manager**.

2. Click on a Cubbyhole or use the Directories list box to change directories.

3. Select a file type from the "List Files by Type" list box to narrow your selection of files (Document or Text files).

4. Select a file from the File Name list box.

   When a file is selected the date, time and size is displayed below the "List Files of Type" list box. If the document is a Word 6.0 or 2.0 document, the document summary information is displayed. The list box at the bottom of the dialog displays the document's contents (the first 4K of document text). WOPR File Manager can preview Word 6.0 documents, Word 2.0 documents and text files.

5. Click the **Open File** button to open the document in Word for Windows.

Show Titles

Mark this check box and WOPR File Manager displays your Word document titles (when available) instead of the MS-DOS file name in the File Name list box. The document title is taken from the File Summary Information dialog of Word for Windows. To change the document title, open the document into Word and choose Summary Info from the File menu.

The document title is displayed in a thinner font so that more text can fit left to right. You can increase the size of the File Name list box by marking the **Keep It Simple** check box. This option keeps the dialog simple by removing the directories and drives list boxes. To change to a different drive/directory, just click on the Cubbyhole name.

If your document title is less than 8 characters, File Manager will display the document title and the MS-DOS file name in parenthesis. For example: "`Letter (LETSD.DOC)`". If 8 characters is too many or too few, you can change the AddFileNameWhenTitleLenLessThan setting in your `WOPRFILE.INI` file (`WOPRFILE.INI` is a preference file in your \Startup directory).

```
[WOPR File Open]
AddFileNameWhenTitleLenLessThan=8
```

File Giblets

When you select a document file name or document title from WOPR's File Name list box, information about the file is displayed just above the file preview list box. The first line of the file information includes the file's last modified **date** and **time**, as well as the **file size** in bytes and kilobytes. If the selected file is a Word 2.0 or 6.0 document, the second line displays the document's summary information (File Giblets); **Title**, **Author** and **Subject**.

If File Giblet information is not displayed when you select a file name, the file is either not a Word document or the document is currently open in Word for Windows or another application.

See also:

Cubbyholes

Copying and Moving Files

Using WOPR File Manager, you can copy and move files without leaving Word for Windows.

Copying Files

1. From the File menu choose **WOPR File Manager**.

2. Select a file from the File Name list box and click the **Copy** button.

3. Choose a new drive and/or directory (the destination location) or click on a <u>Cubbyhole</u> location. The default file name is the current file name, but you can change the name by typing in the File Name edit box.

4. Choose the OK button to copy or copy and rename the file.

If the file already exists in the destination directory, you will be prompted to replace the existing file.

Moving Files

1. From the File menu choose **WOPR File Manager**.

2. Select a file from the File Name list box and click the **Move** button.

3. Choose a new drive and/or directory (the destination location) or click on a <u>Cubbyhole</u> location. The default file name is the current file name, but you can change the name by typing in the File Name edit box.

4. Choose the OK button to move or move and rename the file.

See also:

<u>Deleting, Renaming and Printing Files</u>
<u>Opening Files</u>

Deleting, Renaming and Printing Files

Deleting Files

1. From the File menu choose **WOPR File Manager**.

2. Select a file from the File Name list box and click the **Delete** button.

3. Word prompts you with a Yes/No message box to confirm deletion. Choose the Yes button to delete the file from disk.

Renaming Files

1. From the File menu choose **WOPR File Manager**.

2. Select a file from the File Name list box and click the **Rename** button.

3. Type a new file name in the New File Name edit box and click the OK button.

Printing Files

1. From the File menu choose **WOPR File Manager**.

2. Select a file from the File Name list box and click the **Print** button. If Word's background printing option is active, a dialog will appear briefly to indicate that the file has been prepared for background printing.

Clicking the Print button causes Word to lock the file. The file cannot be moved, copied, renamed or printed until Word lets go of the file handle. This is usually after the file has been printed, but in some cases it may be longer. You may need to close WOPR File Manager and any open documents to convince Word to release the file.

See also:

Opening Files
Copying and Moving Files

Creating Directories

The **New Dir** button in the WOPR File Manager dialog allows you to create a new MS-DOS directory. Use either of the following methods:

Click the New Dir button and type the full path for the new directory. For example, "A:\DOCS".

Prior to choosing the New Dir button, change the current directory by changing the path in the Directories list box or click on a Cubbyhole. When you click on the New Dir button, type a valid MS-DOS directory name and WOPR File Manager will create the directory under the current directory. For example, if the current directory is C:\WINWORD and you type DOCS in the New Directory edit box, the following directory path will be created:

   C:\WINWORD\DOCS

A New Dir button is also available in the WOPR File Save As dialog and the functionality is exactly the same.

See also:

WOPR File Save As

File Attributes

The **Attributes** button in the WOPR File Manager dialog allows you to change the MS-DOS file attributes for the selected file. Select a file in the File Name list box and click the Attributes button. A dialog will appear allowing you to set the following MS-DOS file attributes:

Read Only
Hidden
Archive
System

Clear or mark the check boxes to set or remove a file attribute.

Note: If you select a file that is currently open in Word for Windows or another application, the Attributes dialog will not appear when you click the Attributes button.

Cubbyholes

What are *Cubbyholes*? Cubbyholes are subdirectories you commonly use to store your documents. Cubbyholes allow you to assign user-friendly names to your subdirectories. For example, you can create a Cubbyhole called "Work documents" for your D:\WinWord\Docs\Work subdirectory. To quickly jump to your Work subdirectory, just click on the Cubbyhole name ("Work documents") in the WOPR File Manager dialog.

Adding Cubbyholes

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Cubbyholes** button.

3. From the **Cubbyhole Directory** list box, switch to a directory path you commonly use for Word documents.

4. In the **Cubbyhole Name** edit box, type a name to describe the directory path (there is a limit of 32 characters).

5. From the **Cubbyhole File Type** list box select a default file type for your cubbyhole. For example, choose the "Document" type for a default file extension of *.DOC when you switch to your cubbyhole directory.

   Note: If none of the defined file extension types apply to your cubbyhole, click the Set Types button to define a new file type for your cubbyhole (see <u>File Types</u> for more information on adding, renaming and removing File Types).

6. From the **Default Save As Type** list box select a default file format for your cubbyhole. For example, if you normally save documents to your *Help Files* Cubbyhole in the Rich Text Format (RTF), you can select Rich Text Format as the default file format. Now, when you select the *Help Files* Cubbyhole in the <u>WOPR File Save As</u> dialog, the file format will automatically change to Rich Text Format and the file extension to RTF (the default file extension for the RTF converter).

7. By default, **WOPR File Save As** will save your document with the file extension that Word associates with the file format. For example, **WRI** for *Windows Write* and **DOC** for *Word Document*. You can however, select a different file extension that matches your the **Cubbyhole File Type** set in step 5 above. From the **Extension** list box, select a file extension.

8. Click the **Add** button.

9. Click the **Close** button.

Your new Cubbyholes will appear in the main WOPR File Manager dialog as well as the <u>WOPR File Save As</u> dialog. To switch to one of your Cubbyhole directories, just click on a Cubbyhole name in the Cubbyholes list box.

Changing Cubbyholes

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Cubbyholes** button.

3. From the **Your Cubbyholes** list box, select a cubbyhole you want to change/edit.

4. Make a change to your cubbyhole name, cubbyhole directory path, or cubbyhole file type and click the **Change** button.

Removing Cubbyholes

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Cubbyholes** button.

3. From the **Your Cubbyholes** list box, select a cubbyhole you want to delete/remove.

4. Click the **Remove** button.

Keep It Simple

If you create Cubbyholes for your directory paths, you can mark the "Keep it Simple" check box in the main WOPR File Manager dialog. This option keeps the dialog simple by removing the directories and drives list boxes. To change to a different drive/directory, just click on the Cubbyhole name.

See also:

File Types
WOPR File Save As

File Types

The WOPR File Manager dialog includes a list box labeled "List Files of Type". When you select an entry from this list box, a file extension appears in the File Name edit box and the files listed below change to reflect the extension change. For example, when you select "Documents", Word changes the files listed in the File Name list box to those that have a DOC file extension. To add, rename or remove entries from the "List Files of Type" list box, click the Types button.

Adding a File Type

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Types** button.

3. In the **Types** edit box, type a name to describe your file extension(s).

4. Click the **Add** button (on the left).

5. In the **Extension(s)** edit box, type a file extension (up to three letters). Wildcards such as ? and * are allowed.

6. Click the **Add** button (on the right).

    You can add multiple file extensions for a single file type by repeating steps 5 and 6.

7. When you have finished adding file types, click the **Return to WOPR File Manager** button.

Renaming a File Type

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Types** button.

3. From the **Types** list box, select a file type you want to rename.

4. Type a new name in the Types edit box and click the **Rename** button.

If you want to change the file extension for a file type, select a file extension from the **Extension(s)** list box, type a new extension and click the **Rename** button to the right.

Removing a File Type

1. From the File menu choose **WOPR File Manager**.

2. Click the **Set Types** button.

3. From the **Types** list box, select a file type you want to remove.

4. Click the **Remove** button.

If you want to remove a file extension for a file type, select a file extension from the **Extension(s)** list box and click the **Remove** button to the right.

Note: The "All Files" file type cannot be changed or removed.

See also:

Cubbyholes

WOPR File Save As

The WOPR File Save As dialog allows you to quickly save your documents to one of your Cubbyholes and adds the ability to create new directories just before saving your documents (see Creating Directories for information on using the **New Dir** button).

Saving a New Document

1. From the File menu choose **WOPR File Save As**.

2. Type a name for your document in the **File Name** edit box.

3. Click on a Cubbyhole name or choose a drive and/or directory.

4. Select a document format from the **Save As Type** list box. If you always save documents to your Cubbyhole using the same format, you might consider setting a "Default Save As Type" for your Cubbyhole. See Adding Cubbyholes for more information.

    If a file format you need it not shown, click the **Show All Types** button.

5. By default, **WOPR File Save As** will save your document with the file extension that Word associates with the file format. For example, **WRI** for *Windows Write* and **DOC** for *Word Document*. You can however, select a different file extension that matches your the **Cubbyhole File Type**. From the **Extension** list box, select a file extension. See File Types for more information on setting File Types.

6. Fill in the Document Information boxes at the bottom of the dialog. Note: The Show Titles option in the WOPR File Manager dialog can be used to display document titles instead of MS-DOS file names. Type a Title for your documents when saving in order to take advantage of the Show Titles option.

7. Click the **Save File** button.

Saving an Existing Document

If you want to save a copy of an existing document to a new file name or location, follow these steps.

1. From the File menu choose **WOPR File Save As**.

2. If you want to save a copy of your file to a new file name, type a new name in the **File Name** edit box.

3. If you want to save a copy of your file to a new location, click on a Cubbyhole name or choose a new drive and/or directory.

4. Select a file format from the **Show All Types** list box. If a file format you need it not shown, click the **Show All Types** button.

5. If you want to use a file extension that matches your File Type, select a file extension from the **Extension** list box.

6. Change or add text to the Document Information boxes at the bottom of the dialog.

7. Click the **Save File** button.

By default **WOPR File Save As** appears on the File menu. You can, however, assign WOPR File Save As to any key combination or Toolbar button. To do this, create a macro with the following text:

```
Sub Main
WOPRFileSaveAs
End Sub
```

After creating this macro, assign the macro to any menu, key combination or Toolbar button using Word's Customize dialog (from the Tools menu choose Customize).

See also:

Opening Files
Creating Directories
Cubbyholes

<u>File Types</u>

Registration Information

The WOPR File Manager add-in is just a small part of Woody's Office POWER Pack product or "WOPR" for short. WOPR (pronounced as *whopper*) includes a collection of Word for Windows macros and add-ins such as Enveloper, Two by Four (2 X 4), TBEdit, TSS Address Book Lite, WinBreak Lite and File New. "WOPR 6.0" is brought to you by Pinecliffe International and can be yours for the low, low price of $49.95 plus a $4.50 shipping and handling charge ($9.50 outside the USA). Registered users of WOPR 2.0 can update to WOPR 6.0 for $24.95.

Benefits for registering the WOPR product include the following:

A diskette with the latest versions of the WOPR 6.0 macros and add-ins without any pesky "nag screens".

Getting Started Newsletter

On-disk User's Manual.

Enveloper cheat sheet to keep envelopes from wrinkling.

Full source code for WordBasic routines.

Product Support via CompuServe (GO WOPR) or the telephone (314 965-5630).

Discounts on autographed books from WOPR contributors Woody Leonhard, Vince Chen, Lee Hudspeth, Scott Krueger and Jim Lee.

Offbeat WOPR goodies catalog offering unique WOPR baseball caps and our WOPR Power Putty hand exerciser.

Discounts on other fine Word for Windows add-ons, including PRIME, WinBreak PRO, FileWare and others.

Our internationally famous guarantee: If WOPR ever fails to live up to your expectations -- doesn't matter what you expected, or why -- simply return it to us and tell us how much you paid. You will received a full refund, immediately. Period.

and most importantly, you'll receive our sincere **thanks** for helping keep WOPR alive. Our registered users made WOPR 6 possible. Your registration will help us continue making innovative, useful products for Word. We're counting on you; our families are counting on us!

To order WOPR call 1-800-659-4696 or 1-314-965-5630. If you reside outside of the United States see the README.DOC file for registration information. We take Mastercard or Visa, and try hard to ship within 24 hours. To register by mail, send a check (in U.S. dollars, please) to:

Pinecliffe International
Advanced Support Group
11900 Grant Place
Des Peres, Missouri USA 63131

Site licenses and discounts for multiple product purchases (i.e. 10+ units) are available for WOPR 6.0. Call one of the above phone numbers for more information.

Troubleshooting

⇔ File contents do not appear in Preview window.

WOPR File Manager can preview the contents of Word 6.0 and Word 2.0 documents as well as text files. If the document is in another format, the contents of the file will not appear in the preview edit box (instead something like WC|| may appear). If the preview box is entirely blank and the file is not a program file, it may be that the document is opened by another application or Word for Windows. WOPR File Manager cannot preview, open, print, copy, move, delete... any file that is in use by Word or another application.

⇔ Cannot manipulate a file after printing

Clicking the Print button causes Word to lock the file. The file cannot be moved, copied, renamed, deleted, opened or printed until Word lets go of the file handle. This is usually after the file has been printed, but in some cases it may be longer. You may need to close WOPR File Manager and any open documents to convince Word to release the file.

⇔ Attributes button does nothing

If you select a file that is currently open in Word for Windows or another application, the Attributes dialog will not appear when you click the Attributes button in WOPR File Manager. In order to change a file's attributes, the file cannot be open in any application.

⇔ File Giblets are not displayed

If File Giblet information is not displayed when you select a file name in WOPR File Manager, the file is either not a Word document or the document is currently open in another application such as Word.

⇔ Files installed with WOPR File Manager

WOPRFILE.WLL   This is the Add-In or program file. Place this file in your \WinWord\Startup directory or use the File Templates dialog in Word to load the WLL file.

INTLSTR.DLL   This is supporting program file for WOPR File Manager. This file should be located in your \Windows\System directory.

WOPRDOS.DLL   This is supporting program file for WOPR File Manager. This file should be located in your \Windows\System directory.

CTL3D.DLL   Program file used to give 3-D affects to the WOPR File Manager dialog. This file should be located in your \Windows\System directory.

WOPRFILE.INI   Preference file for WOPR File Manager.

WOPRFILE.HLP   WOPR File Manager Help file.