W P I N D E X

WordPerfect 5.1 and 5.0 Utility
Lists and Prints a Document Index

Version 2.0

WPINDEX is a freeware utility for managing WordPerfect 5.0 and 5.1 files. It enhances the DOS "dir" command and the WordPerfect List File (F5) function by permitting a user to quickly review the first 120 characters of all WP files in a directory or on a disk. In addition, WPINDEX permits a user to print a detailed Document Index for a directory or a diskette.

If you (or your secretary or Word Processing Department) waste a fair amount of time:

-- guessing what a letter you created last month possibly could have been named; or

-- jumping between the List File menu and the Look function in WordPerfect when trying to locate a document of interest, then

You (and they) should look at what WPINDEX can do.

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WHAT IS WPINDEX?

WPINDEX enhances the DOS "dir" command and the WordPerfect List Files (F5) function, including the expanded F5 function offered by WordPerfect 5.1. WPINDEX, can, for example, print an annotated index of all WordPerfect documents in a directory or display it on your screen.

WPINDEX will scan a directory and display by screen or printout (i) the first 120 characters of text from each WordPerfect 5.x, (ii) the size of each such document, and (iii) the date it was last revised.

If this information is not sufficient to identify a document, WPINDEX also enables users to view the full text of documents without exiting WPINDEX or loading WordPerfect (similar to the Look Command from the WordPerfect List Files (F5) Function).

To help you quickly locate important documents, WPINDEX can sort indexed documents alphabetically by name or by date of last revision and distinguishes WordPerfect documents from non-WordPerfect files and WordPerfect backup files.

Finally, once you have identified a document of interest, WPINDEX helps you start WordPerfect and automatically retrieve it -- without having to leave WPINDEX.

WPINDEX COMES AS FREEWARE AND AS A COMMERCIAL PRODUCT

This copy of WPINDEX is yours at no charge. It is a freeware version of a 'bigger and better' commercial package available for a small fee. We invite users to try freeware WPINDEX and explore how well it responds to their word processing and file management needs.

To encourage frequent users to purchase the commercial package, the freeware version contains two limitations: (i) it only recognizes the first 62 files in any directory and (ii) it displays a simple -- if annoying -- copyright message each time it is run. The commercial version also contains enhancements (including additional functions and added printer support) not included in the freeware version. Information on obtaining the commercial version of WPINDEX is included on page 7 of this manual.

USING WPINDEX - A QUICK TOUR

The simplest way to see what WPINDEX does is to "unpack" the WPINDEX.ARC/ZIP file to an empty directory and to then type WPINDEX at the DOS prompt from within that directory.

After some messages, you should see the following information displayed as the DOCUMENT INDEX:

    DOCUMENT INDEX   MANUAL.WP   Changed:02-19-90 1:48p   9613   1 of 10

    MANUAL.WP   # February 19, 1990 Lloyd, I made the following changes and
                 improvements: a) Corrected problem with comment

    WPINDEX.WP   W P I N D E X WordPerfect 5.0 and 5.1 Utility Lists and
                 Prints a Document Index Version 2.0 A Shareware Product

    ....

    TURBOC.BAT   . Not WordPerfect File .

Initially, the first document listed in the DOCUMENT INDEX will be highlighted. This is the SELECTED document. The name of the document, its size, and the last date it was revised are indicated on the top line of the DOCUMENT INDEX screen. The total number of files in the directory is indicated at the right end of this line.

You can **Change the Selected Document** by using the cursor keys to move up or down to highlight a different file. You can also page and scroll additional screens, if any, of the DOCUMENT INDEX using the arrow keys or by pressing the PgDn, PgUp, Home or End keys.

You can **View the Document Text** of a SELECTED document (without loading WordPerfect) simply by pressing ENTER. You can then browse through the text of the document by using the ENTER key as well as the PgDn and PgUp keys. After viewing a document you can return to the DOCUMENT INDEX by pressing F7 or the SPACE bar.

Documents that have a WordPerfect Document Summary are marked by a "#" on the DOCUMENT INDEX. You can **View the Document Summary** by pressing SHIFT-F8 both from the DOCUMENT INDEX and the DOCUMENT TEXT Display. Pressing any key will return you to the previous display.

You can **Revise a Document** by pressing SHIFT-F10 when it is highlighted in the DOCUMENT INDEX or when you are viewing it in full text. SHIFT-F10 starts WordPerfect and automatically retrieves the document. When you finish your work and exit WordPerfect you will return to the DOCUMENT INDEX. (For this function WPINDEX needs to know where your WordPerfect program is located. The default setting is C:\WP50).

You can **Print the Document Index** (including the text of any Document Summaries created in WordPerfect) by pressing SHIFT-F7 at any time. You can either print directly to a Hewlett-Packard compatible printer or **Create an ASCII File** (named WPINDEX.ASC) that you can later revise and edit in WordPerfect.

You can **Sort the Document Index** by pressing CTRL-F9 and choosing one of the two available sort orders. Selection '1' lists the documents in alphabetical order (the default setting). Selection '2' will list them in reverse chronological order.

You can **Change Directory** to be indexed by pressing F7 and typing "n" when asked if you want to exit. You will be asked to choose a new directory (or disk) to be scanned and indexed.

For simple house-keeping, you can **Go To DOS** by pressing CTRL-F1. This brings you out to a DOS prompt where you can enter regular DOS command and run other programs. Typing 'EXIT' at the DOS prompt will return you to WPINDEX.

You can **Exit WPINDEX** by pressing F7 followed by the 'y' key.

For your convenience, a summary table of WPINDEX commands is included as Appendix 1 and a more detailed description of WPINDEX functions is contained in Appendix 2.

INSTALLING WPINDEX

       The easiest way to install WPINDEX is to run the INSTALL.BAT procedure that you just unpacked from the archive file. INSTALL will create a directory named C:\WPINDEX and copy all the unpacked files to it. Alternatively, you can copy WPINDEX.EXE into any directory of your choice.

       Running WPINDEX requires only the WPINDEX.EXE program.

       (A descriptive list of the other files included in the WPINDEX package is contained in Appendix 3.)

       WPINDEX.EXE accepts two parameters:

            C><d:path>WPINDEX <scan-dir> <wp-dir>

                 where

            <d:path>   is the location of your WPINDEX.EXE file if you are not using a PATH statement.

            <scan-dir>   is the disk drive or directory you want to scan, e.g. C:\DOCS or A:\.

            <wp-dir>   is the directory where WordPerfect (WP.EXE) has been installed, e.g. C:\WP50.

Default values for <scan-dir> and <wp-dir> are C: and C:\WP50.

       If WPINDEX.EXE has been installed correctly, you can run it by typing WPINDEX followed by the description of the directory you want to scan. If you are in that directory on the C: drive, you only need to type WPINDEX.

       EXAMPLES

            C>WPINDEX
                    Lists documents in your C: drive and requires that your WordPerfect program (WP.EXE) is in C:\WP50.

            C>WPINDEX C:\DATA\MYDOCS
                    Lists documents in your C:\DATA\MYDOCS directory and requires that your WordPerfect program is in C:\WP50.

            C>WPINDEX C:\DATA\MYDOCS C:\PROGRAMS\WORDPERF
                    Lists documents in your C:\DATA\MYDOCS directory and requires your WordPerfect program to be in C:\PROGRAMS\WORDPERF.

       NOTE: To use WPINDEX, make sure that the directory C:\WPINDEX is included in the PATH command of your AUTOEXEC.BAT file or that you specify the full path as part of the DOS command. If your WordPerfect program is not located in C:\WP50, we recommend that you take advantage of the A-INDEX, B-INDEX and C-INDEX programs described below.

       <u>A-, B- AND C-INDEX 'PROGRAMS'</u>

       WPINDEX will run in DOS, Windows and Desqview environments. The A-INDEX, B-INDEX and C-INDEX 'programs' have been included in the package as examples of how to use WPINDEX in these different environments. They simplify the use of WPINDEX by storing the <scan-dir> and the <wp-dir> parameters as part of a BAT, PIF or DVP file.

       A-INDEX   has parameters set to list files on a diskette in your 'A:' drive.

       B-INDEX   is set to list files in your 'B:' drive.

C-INDEX   lists files in your current 'C:' directory.

Your archive file contain sample BAT, PIF and DVP files for these functions. You may need to adjust these files to match your own directory structure in order to use them. This is how you modify them:

RUNNING WPINDEX UNDER DOS

        1. Copy the BAT files A-INDEX.BAT, B-INDEX.BAT and C-INDEX.BAT to the root directory or another directory of your choice.

        2. Adjust the drive specification in each batch file to point to the directory containing WPINDEX.EXE (the default setting is C:\WPINDEX).

        3. Leave the first command line parameter as is.

        4. Adjust the second parameter in each batch file to point to the directory containing WordPerfect (the default is C:\WP50).

EXAMPLE:
```
                @echo off
                rem A-INDEX.BAT -- Index of A: drive
                rem WPINDEX in WPINDEX, WordPerf in \WORDPERF
                C:\WPINDEX\WPINDEX  A:\  C:\WORDPERF
```

RUNNING WPINDEX UNDER WINDOWS

        1. Copy the PIF files A-INDEX.PIF, B-INDEX.PIF and C-INDEX.PIF to \WINDOWS\PIF or another directory of your choice.

        2. Use PIFEDIT to adjust the DIRECTORY CONTAINING PROGRAM in each PIF file to point to the directory containing the WPINDEX.EXE module (the default is C:\WPINDEX).

        3. Adjust the second parameter in the PROGRAM PARAMETERS in each batch file to point to the directory containing WordPerfect (the default is C:\WP50).

RUNNING WPINDEX UNDER DESQVIEW

        1. Add program prefixes AX, BX and CX to your DesqView menu. Use the following values in DesqView's Add a Program menu:

```
        Program Name: WP Index -- A: Drive            for AX
                      WP Index -- B: Drive            for BX
                      WP Index -- C: Directory  for CX


        Program...: C:\WPINDEX\WPINDEX.EXE
        Parameters: A:\   C:\WP50   for AX
                    B:\   C:\WP50   for BX
                    C:         C:\WP50   for CX
   Directory:  C:                    (any value will do)
        Memory Size: 440              (if SHIFT-F10 to WP used)
                     50               (if SHIFT-F10 NOT used)
```

Three DVP files AX-PIF.DVP, BX-PIF.DVP and CX-PIF.DVP are included in the WPINDEX library and can be used as models for installing WPINDEX under DesqView.

        2. If your directory structure is different from the defaults, you must change the Program value 'C:\WPINDEX\' and the Parameters value 'C:\WP50' for the AX, BX and CX programs to conform to your system's requirements.

COMMERCIAL VERSION OF WPINDEX

A COMMERCIAL version of WPINDEX is available for a small fee. If you find WPINDEX to be a useful product that could save you or your company valuable time, please complete and mail the WPINDEX 2.0 Commercial Payment Form included as Appendix 4, along with your payment, to the address indicated on the form.

ADVANTAGES OF COMMERCIAL WPINDEX

1.   Unlike the freeware version, the COMMERCIAL version indexes all -- not just 62 -- files in a directory or on a diskette.

2.   Unlike the freeware version, the COMMERCIAL version doesn't display an advertisement each time you start the program.

3.   COMMERCIAL WPINDEX contains features not available in the freeware version, including additional functions, easier user interface, and additional printer support.

4.   Licensees of COMMERCIAL WPINDEX will be mailed the first major upgrade completed after their licensing date.

5.   Licensees of COMMERCIAL WPINDEX will also be entitled to receive the second major upgrade after their licensing date by sending in a diskette (swap-a-disk) or by downloading.

LICENSE FEES FOR COMMERCIAL WPINDEX

License fees for COMMERCIAL WPINDEX are based on the following schedule:

$15   Private user license; the right to use the program on ONE stationary personal computer and on ONE portable computer, both owned by the same family.

$30   Company user license; the right to use the program on ONE personal computer owned by the company and on ONE personal computer owned by an individual employed by the company.

$15   Academic user license; the right to use the program on ONE personal computer owned by an academic institution or a non-profit organization.

The COMMERCIAL license does NOT permit installation of WPINDEX on a network file server. Firm-wide and network licensing rates are available upon request.

TECHNICAL NOTES

SOFTWARE REQUIREMENTS

WPINDEX operates both with WordPerfect 5.0 and 5.1 documents. The program does not recognize WordPerfect 4.x files as documents since they do not contain WordPerfect headers.

WPINDEX is written in Borland Turbo C. It runs on any IBM-compatible personal computer. It uses text-mode display only and will run on any type monitor.

WPINDEX runs under DOS releases 3.2, 3.3 and 4.0.

WPINDEX runs under MicroSoft Windows 2.1, 2.11 and 3.0.

WPINDEX runs under QuarterDeck DesqView 2.22.

Printing currently requires a HP LaserJet or DeskJet or other HP-compatible printer (though, as described in Appendix 2, users can print a Document Index by using WPINDEX to create an ASCII file and then retrieving, formatting and printing the file using WordPerfect).

REVISION NOTES

Release 2.0, completed 06/24/90, is the initial public release of WPINDEX. Previous versions were tested by the word-processing department of a large New York law firm. This freeware version of WPINDEX was created to test whether the program would be valuable to a broader audience. An enhanced commercial version is also available, as described on page 7.

Any comment on the usefulness and the quality of this product, critical or complementary, would be greatly appreciated. Even if you will not obtain the commercial version, we would appreciate any comments or suggestions by printed or electronic mail. All future corrections and enhancements will be based on your comments and suggestions.

Obtaining a commercial license for the product will entitle you to subsequent major revisions, as described on page 7.

TECHNICAL SUPPORT

The authors support WPINDEX by providing technical assistance, bug fixes, and enhancements. They can be reached on Compuserve at 76314,2340, via MCI mail at PSandin, or at the address below.

       Peter Sandin
         Riverwood Ave.
         Bedminster, NJ 07921

If you encounter problems with the program or have suggestions to improve it, please let us know.

LICENSE TO FREEWARE VERSION WPINDEX

The Authors agree to grant, and any user agrees to accept on the following terms and conditions, a non-exclusive license to the use of the software package delivered under this agreement. The term "software package" includes the enclosed program and all support materials required to be furnished with it.

This license authorizes you to copy and distribute the freeware version of WPINDEX so long as 1) the program and the support materials are not altered in any way, 2) a copy of the support materials, including this agreement, is always included; and 3) no charge is imposed other than a modest disk preparation fee or regular connect time cost.

You are encouraged to pass the freeware version of WPINDEX on to as many users as you possibly can. For bulletin board distribution please use the file name WPINDEX.ARC/ZIP or WPIND20.ARC/ZIP. You may not use, copy, modify or transfer the software package or any copy, in whole or in part, except as expressly provided for in this license.

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IN NO EVENT WILL THE AUTHORS BE HELD LIABLE FOR ANY LOSS, EXPENSES OR DAMAGE, OF ANY KIND WHATSOEVER, WHETHER DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL ARISING FROM THE DESIGN OR USE OF THE PROGRAM OR SUPPORT MATERIALS.

Sorry, we had to say all that.

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APPENDIX 1 -- TABLE OF WPINDEX COMMANDS

FUNCTION	KEYS
Select document	Use cursor keys, PgDn, PgUp, Home and End to highlight document.
View document text	ENTER, then ENTER, PgDn and PgUp.
Revise document	SHIFT-F10
Print Index	SHIFT-F7
Save Index as ASCII	SHIFT-F7
Sort alpha	SHIFT-F9, 1
Sort reverse chrono	SHIFT-F9, 2
View WordPerfect Document Summary	SHIFT-F8
Exit	F7 or ESC
Go To DOS	CTRL-F1
Cancel	Esc

APPENDIX 2 -- WPINDEX FUNCTIONS IN MORE DETAIL

This appendix may be helpful for users who want additional information on WPINDEX. It is certainly not essential, and we recommend reading this only after you run the program and experiment with its functions.

WPINDEX has five modes (or screens):

DOCUMENT INDEX
DOCUMENT TEXT,
DOCUMENT SUMMARY,
GO TO DOS, and
WORDPERFECT MODE.

DOCUMENT INDEX MODE

When you start WPINDEX, it scans the designated directory or diskette for documents. The program indicates the progress of the scan by displaying a band of characters at the top of the screen: '*' for a WordPerfect 5.x file, '#' for a WordPerfect 5.x file containing a Document Summary and '?' for a non-WordPerfect file.

After the scan is complete, WPINDEX displays the first page of the DOCUMENT INDEX, similar to the following:

DOCUMENT INDEX   MANUAL.WP   Changed:02-19-90 1:48p   9613   1 of 10

MANUAL.WP   # February 19, 1989 Lloyd, I made the following changes and
                 improvements: a) Corrected problem with comment

WPINDEX.WP   W P I N D E X WordPerfect 5.0 and 5.1 Utility Lists and
                 Prints a Document Index Version 2.0 A Shareware Product

....

TURBOC.BAT   . Not WordPerfect File .

Each file in the directory will be listed by name. All WordPerfect documents will appear in alphabetical order followed by backup files and non-WordPerfect files. In addition, the first 120 characters of text from each document will be displayed. Each document containing a WordPerfect Document Summary will be marked with a "#" before the text. Files which are not WordPerfect 5.x documents will not display any text.

Note: The freeware version of WPINDEX only recognizes the 62 first files in a directory. Sixty-two entries is the size of a DOS directory cluster. Limiting your directories in size serves you well for multiple reasons: it is a good practice of 'disk hygiene' in general and it will not limit your use of WPINDEX.

SELECTING DOCUMENTS

Initially, the first document listed in the DOCUMENT INDEX will be highlighted. This is the SELECTED document. The name of the document, its size, and the last date it was revised are indicated on the top line of the DOCUMENT INDEX. The total number of files in the directory is indicated at the right end of this line.

You can use the Up- and Down-Arrow cursor keys to highlight and SELECT a new document. If the DOCUMENT INDEX contains too many files to fit on one screen, you can page forward and backward using the PgDn and PgUp keys. The Home key will always return you to the first screen. The End key will bring you to the last screen of the DOCUMENT INDEX.

If you press F7, the program will ask if you want to exit WPINDEX (See "Exiting WPINDEX" below).

SORTING DOCUMENTS

The DOCUMENT INDEX displays the documents in alphabetical order. You can sort them differently by pressing CTRL-F9 and choosing one of the two available sort orders. Selection '1' (the default setting) lists the documents in alphabetical order. Choosing selection '2' will list them in reverse chronological order (i.e. you will see the documents you LAST worked on first). For each sort, WordPerfect documents are always displayed before backup files and non-WP files.

PRINTING (OR SAVING) THE DOCUMENT INDEX

The DOCUMENT INDEX can be printed out in hard copy or saved as an ASCII file. The printout and the file display the DOCUMENT INDEX in columnar format and in the current sort order. Any Document Summaries will also be included in the printout/file.

To print or save the DOCUMENT INDEX, press SHIFT-F7 to call up a sub-menu with three options:

Option 1 ('Print Index') and option 3 ('Print Index and Save File') prints out the DOCUMENT INDEX. The printout is in compressed mode. The freeware version supports HP LaserJet and DeskJet compatible printers.

Option 2 ('Save File') and option 3 ('Print Index and Save File') saves the DOCUMENT INDEX as an ASCII file in the directory you are scanning under the name WPINDEX.ASC. You can later retrieve the file in WordPerfect (using the "Text In" feature from the List Files F5 menu) and revise it.

To be certain that the ASCII file looks similar to the printed DOCUMENT INDEX you will need to:

(i) insert formatting codes for a small pitch font (for example, by blocking all the text and choosing the "small" font from the Font Menu selection -- Ctrl-F8,1,4); AND

(ii) set the left and right margins to .2" (8 characters).

DOCUMENT TEXT MODE

After you have highlighted a SELECTED Document, hitting the ENTER key or the Right Arrow key will move you into DOCUMENT TEXT mode for that document.

In DOCUMENT TEXT mode, you may browse the SELECTED Document text in a manner similar to the WordPerfect Look function. For example, you can page back and forth through the document using the PgDn and PgUp keys. You cannot revise or edit the document text in this mode (for this you need to activate WordPerfect for the document by pressing SHIFT-F10). After browsing the text, you can return to the DOCUMENT INDEX mode by pressing the F7 or the SPACE bar.

DOCUMENT SUMMARY MODE

Documents that contain a WordPerfect Document Summary are marked with an number sign ('#') in the Document Index display. If you press SHIFT-F8 in the DOCUMENT INDEX or DOCUMENT TEXT modes, the WordPerfect Document Summary for the SELECTED Document will be displayed. You return from the Document Summary display to the previous screen by pressing any key.

WORDPERFECT MODE

If you press SHIFT-F10 (Retrieve) either in DOCUMENT INDEX or DOCUMENT TEXT MODE, WordPerfect will start up and automatically retrieve the SELECTED document for revision. When you finish your work and exit WordPerfect you will return to the DOCUMENT INDEX. (For this function, WPINDEX needs to know where your WordPerfect program is located. The default setting is \WP50).

GOING TO DOS WHILE RUNNING WPINDEX

WPINDEX permits users to execute DOS commands without exiting WPINDEX. To go to DOS from WPINDEX, press CTRL-F1 from DOCUMENT INDEX mode. You can then execute as many DOS commands as you wish. Simply type EXIT at the DOS (">") prompt to return you to the DOCUMENT INDEX in WPINDEX.

EXITING WPINDEX

To exit the program, return to the DOCUMENT SUMMARY screen and press the F7 key.

You will be asked whether you want to exit WPINDEX. Answering 'y' will end the program. Answering 'n' will let you scan documents in either the same or a different directory.

SELECTING DIRECTORY TO SCAN

If you answer 'n' to the question 'Do you want to leave WPINDEX (Y/N):', a sub-menu will appear that lets you specify which directory to scan:

Option 0 ('Rescan the Current Directory') will rescan the current directory displayed on the sub-menu screen. You may want to use this option if you have used WordPerfect from within WPINDEX, since the freeware version will not automatically rescan the DOCUMENT INDEX even if you have created new documents in WordPerfect.

Option 1 ('Scan a Different Directory') will let you enter the name of a new directory or disk for WPINDEX to scan and create a DOCUMENT INDEX.

If you change your mind, you can exit this sub-menu and return to the previous screen without any scanning by pressing the ESC key.

APPENDIX 3 -- FILES IN THE WPINDEX PACKAGE

The WPINDEX.ARC/ZIP file contains the following files:

WPINDEX.EXE   The WPINDEX program

WPINDEX.WP   This manual in WordPerfect format

README.   ASCII file of this listing with startup instructions

INSTALL.BAT   The installation program

SAMPDOC1   } Sample WordPerfect documents
SAMPDOC5.1 }
SAMPDOC5.BK!}

SAMPLE.RPT   Sample ASCII file of Index printout

WORDPERF.BAT}   Sample non-WordPerfect data

A-INDEX.BAT }
B-INDEX.BAT } Suggested Batch files to run WPINDEX
C-INDEX.BAT }   under DOS

A-INDEX.PIF)
B-INDEX.PIF) Suggested PIF files for running WPINDEX
C-INDEX.PIF)   with Windows

AX-PIF.DVP }
BX-PIF.DVP } Suggested DVP files for running WPINDEX
CX-PIF.DVP }   with DesqView

Only the WPINDEX.EXE program is needed to operate the system. Other files are samples or documentation.

APPENDIX 4 -- WPINDEX 2.0 COMMERCIAL Payment Form

Name _____

Company_____

Address_____

City _____ State ____ Zip _____

Country _____

Office Phone _____   Home Phone _____

NO. OF PRIVATE COPIES ___   PAYMENT _____ ($15/copy)

NO. OF COMPANY COPIES ___   PAYMENT _____ ($30/copy)

NO. OF ACADEMIC COPIES ___   PAYMENT _____ ($15/copy)

TOTAL   _____

DISK SIZE DESIRED: 5 1/4" ___   3 1/2" ___

Enclose check in US funds for total.

Signature _____

Send your payment to the address below. Prices are in U.S. dollars and include shipping within North America.

Foreign orders: payment must be by international money order in U.S. dollars. Payment must also include $5 shipping for airmail delivery.

Mail to: Peter Sandin
Riverwood Ave.
Bedminster, NJ 07921
USA