

INTRODUCING 1-2-3 POWER WINDOWS v. 4.0:

1-2-3 Power Windows 4.0 is a fast file and directory manager for Lotus 1-2-3. You can setup subdirectories to categorize your worksheets. You can retrieve, view, or delete your worksheets from a display list.

1-2-3 Power Windows supports Lotus releases 2.2, 2.3, 3.0, 3.1 (for DOS) and 1.0 (for Windows). The setup begins when you retrieve 123PW.wk1. During setup, a customized worksheet for 1-2-3 Power Windows is saved. Since it is a worksheet, you can retrieve 1-2-3 Power Windows anytime.

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Page down to read each section. The instructions have been keep brief. The instructions may be printed by pressing the ALT and I keys together.

1. 1 - 2 - 3 P O W E R W I N D O W S S E T U P:

You MUST know the following information to setup properly:

1. The drive letter the 1-2-3 program is on.
2. The directory name the 1-2-3 program is in.
3. The release number you are using.

As a option, you may input a subdirectory name as part of the default directory path that 1-2-3 Power Windows reads each time it is retrieved. If you leave this blank, the default path will be the 1-2-3 program directory. To change this later, retrieve 123PW.WK1 and setup again.

1-2-3 Power Windows will be saved as a worksheet in the 1-2-3 program directory with the name AUTO123. 1-2-3 Power Windows will be loaded automatically when you first "boot" (start up) Lotus 1-2-3.

You can retrieve 1-2-3 Power Windows from any worksheet by typing:

1. / F(ile) R(etrieve) from the 1-2-3 program directory.
2. / BACKSPACE F(ile) R(etrieve) from another subdirectory.

2. 1-2-3 POWER WINDOWS DISPLAY:

At first, 1-2-3 Power Windows will read the default directory path and display the contents. Here is a representation of the display:

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-          -          -          -
|          ACTION BAR          | < INDICATES ACTION TAB
-          -          -          -
          CONTROL PANEL          < MENU OR PROMPTS INP
-          -          -          -
PATH WINDOW          i <-----
          i
          i
SUBDIRECTORY WINDOW i <-----
          i
          i DIRECTORY          < LISTS NAME, DATE, TIM
          i DISPLAY WINDOW          SIZE OF FILES OR DIREC
          i
VIEWER WINDOW          i <-----

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NOTE: Having ALLWAYS/WYSIWYG attached may somewhat alter the display.

3. USING 1-2-3 POWER WINDOWS:

1-2-3 Power Windows was written to help you ORGANIZE and MAINTAIN your worksheet files. 1-2-3 Power Windows can be best used as a menu system to retrieve or delete your worksheets with a single key.

If you have many worksheets packed in one directory, you may want to make separate subdirectories and categorize them. You need to make subdirectories and copy your worksheets over through DOS. You can do this before or after setup. 1-2-3 Power Windows then makes it easy to switch between subdirectories to retrieve, view, or delete worksheets.

The windows work in combination to maintain your files and directories. The PATH WINDOW will always show the current path and what's displayed. The SUBDIRECTORY WINDOW will list up to 12 subdirectories available. The VIEWER WINDOW allows you to see a snapshot of a worksheet before you retrieve or delete it. Tip: Put a title or description in the top left corner of your worksheets, since this part appears in the window. The DIRECTORY DISPLAY WINDOW will list the current directory items.

4. 1 - 2 - 3 POWER WINDOWS MAIN MENU:

The menu items begin with numbers so that you can use the numeric keypad exclusively to select menu items or for cursor movement corresponding to the correct key. An exception to this rule is during setup or when asked for confirmation (Y/N).

The MAIN MENU consists of the following items:

- | | |
|------------|---|
| 1. FILE | File menu covered below. |
| 2. DIR | Directory menu covered below. |
| 3. DRIVE A | Reads root directory of disk in drive A. You will be prompted to confirm that drive A is ready to be read. |
| 4. DRIVE B | Same as above for drive B. |
| 5. NEW WKS | Creates a blank worksheet. |
| 6. DOS | Exits to the Disk Operating System. When you are done, type EXIT and 1-2-3 Power Windows will reread the 1-2-3 program directory. |
| 7. PRINT | Prints directory items as displayed. |
| 8. QUIT | Quits Lotus 1-2-3. |

5. 1 - 2 - 3 POWER WINDOWS FILE MENU:

When you press 1 from the main menu, the FILE MENU will appear.

- | | |
|-------------|--|
| 1. MAIN | Returns you to the main menu (ESCAPE key will also). |
| 2. DOWN | Moves the cursor down once on the directory listing. |
| 3. PG DN | Moves the cursor a page down on the directory listing. |
| 4. RETRIEVE | Retrieves the current worksheet the cursor is on.
If you are not on a valid worksheet, an error message will appear and you are returned to the main menu. |
| 5. VIEW | Views the current worksheet the cursor is on.
An error message could appear similiar to RETRIEVE. |
| 6. DELETE | Deletes the current worksheet the cursor is on.
If you are not on a valid worksheet or graphics file such as an ALWAYS or WYSIWYG files, an error message will appear and you are returned to the main menu.
As a safeguard, a prompt will ask for confirmation.
Also, you cannot delete a file named AUTO123 here. |
| 8. UP | Moves the cursor up once on the directory listing. |
| 9. PG UP | Moves the cursor a page up on the directory listing. |

6. 1 - 2 - 3 P O W E R W I N D O W S D I R M E N U :

When you press 2 from the main menu, the DIR MENU will appear.

- | | |
|------------|---|
| 1. MAIN | Returns you to the main menu (ESCAPE key will also). |
| 2. DOWN | Moves the cursor down once on the directory listing. |
| 3. PG DN | Moves the cursor a page down on the directory listing. |
| 4. SUBDIR | Reads the subdirectory the cursor is on. You will be prompted for worksheets only or all items. On your input, the desired subdirectory display will appear. You will be returned to the main menu. |
| 5. 123 DIR | Reads the 1-2-3 program directory. This allows you to return to the 1-2-3 program directory if you were reading a subdirectory or disk drive. |
| 8. UP | Moves the cursor up once on the directory listing. |
| 9. PG UP | Moves the cursor a page up on the directory listing. |

NOTE: Some menu numbers are intentionally left out of the FILE MENU and DIR MENU in order to work with the numeric keys for cursor movements.

7. W A R R A N T Y A N D D I S C L A I M E R S :

- 1-2-3 Power Windows version 4.0 is property of Soft Parade Enterprises and is protected under the copyright laws provided by the laws of the United States (title 17, U.S. Code).
- Soft Parade Enterprises or 1-2-3 Power Windows version 4.0 is NOT affiliated in any way with Lotus Development Corporation.
- Soft Parade Enterprises makes no general or specific warranties about the performance of 1-2-3 Power Windows version 4.0 on your particular system. However, 1-2-3 Power Windows version 4.0 has been fully tested on all listed releases of Lotus 1-2-3 and should run safely on those listed releases.
- An unregistered copy may be provided to all on a trial basis. The user is expected to register 1-2-3 Power Windows version 4.0 within a reasonable time of use. See the following section concerning the benefits of registration.

\0 {INDICATE

\I /ppcrINSTRU

\R /ppcrREGIST

Menu
Menu

ROUNDING PLACE

ROUND OFF OR ERRORS

ADDITION, DISPLAY
MULTIPLY NUMBER

FACTORIES

PERCENTAGE, AND
PROPORTIONS

WORKSHEETS

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1-2-3 POWER WINDOWS v. 4.0 INSTRUCTIONS }

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