File Manager Jr. 97

For Microsoft® Word, Version 8.0

Installation

1. Copy all files in the File Manager Jr. package to a 3.5-inch floppy disk. The floppy will be your installation disk.

2. Copy Fmj.dot from the installation disk to the folder where Word templates are stored. The default folder is C:\Program Files\Microsoft Office\Templates.

3. With the installation disk in drive A, start Word.

4. On the **File** menu, click **New**. In the **New** box, click the **General** tab (at the upper left). Highlight the name Fmj.dot. Click **OK**.

5. On the **Tools** menu, point to **Macro** and then click **Macros**. The **Macros** box appears. Below the list of macro names, click the shallow **Macros in** box. In that box, click Fmj.dot(template). In the list of macros above the **Macros in** box, click FileMgrJrInstall.Main. Click **Run**. Follow the onscreen directions.

Assigning File Manager Jr. to a shortcut key

1. On the **Tools** menu, click **Customize**.

2. In the lower part of the **Customize** box, click the **Keyboard** button.

3. In the **Categories** list box, click **Macros**.

4. In the **Macros** list box (to the right of **Categories**), click FileMgrJr.Main.

5. Click the **Press new shortcut key** box. Press a key or combination of keys. Example**:** If you want File Manager Jr. to start when you press ALT+J , hold down ALT and type **J**. (Even though two keys are used, they are referred to in the singular, as a *shortcut key.*)

6. In the **Save Changes in** box, click Normal.dot.

7. Click **Assign**.

8. Click **Close**.

Note During installation, File Manager Jr. is assigned to a special shortcut key (ALT+CTRL+SHIFT+BACKSPACE). That key is used by the program and should not be removed. It won't interfere with your own File Manager Jr. shortcut key.

Assigning File Manager Jr. to a toolbar button

1. On the **Tools** menu, click **Customize**.

2. In the upper part of the **Customize** box, click the **Commands** tab.

3. In the **Categories** list box, click **Macros**.

4. In the **Commands** list box (to the right of **Categories**), click Normal.FileMgrJr.Main and keep the mouse button depressed. A small rectangular box appears at the tip of the mouse pointer. Drag the box to the toolbar, positioning it wherever you want the macro button to appear. Release the mouse button.

5. Below the **Commands** list box, click the **Modify Selection** button. A drop-down list appears. Near the top of the list, double-click the box labeled **Name**. The name Normal.FileMgrJr.Main is highlighted. Type a shorter name for the toolbar button. Press ENTER.

6. Click **Close**.

Trying out the program

You're free to evaluate File Manager Jr. for 30 days without charge. If you continue to use the program after the evaluation period, you're obligated to pay a registration fee.

Your copy of File Manager Jr. is not a stripped-down demonstration version. You have the full package, so you'll be able to evaluate all features of the program before deciding whether to become a registered user.

For more about terms of use, see the file License.fmj. That file is placed in the main Word folder when you install File Manager Jr.

How to register

Using a credit card   Call Public Software Library toll-free at 1-800-242-4775 and say you want to order File Manager Jr. 97, item number 14432. (The term "order" is used in place of "register" because Public Software Library is an order-taking service. It ordinarily takes orders from users who have tried demonstration versions of shareware products and want to buy full versions. You already have the full version of File Manager Jr.)

Public Software Library honors MasterCard, Visa, American Express and Discover cards. Operators are available from 5 a.m. to 4 p.m., PST, Monday through Thursday, and from 5 a.m. to 10:30 a.m., PST, on Friday. If you prefer, you can place an order with Public Software Library by fax.(713-524-6398) or by e-mail (71355.470@compuserve.com). Include credit-card information. **Note:** *The telephone, fax and e-mail numbers are for credit-card orders only. They*

cannot be used to reach the author of the program or to get information about the program.

Your credit-card account will be charged $20 (U.S.), plus $2 for shipping and handling ($4 S&H for orders from outside the United States and Canada).

By mail   Send a check to Charles Maher, 409 North 18th Street, Coeur d'Alene, ID 83814-5460. It's not necessary to enclose a letter. Just write "FMJ registration" on the notation line of the check. (If your address is not on the check, please add it.)

Registration benefits

Only registered users of File Manager Jr. are entitled to support. The telephone number for support calls is 208-664-3864. The fax number is 208-664-9743. The e-mail address is cmaher@dmi.net.

Each registered user receives a printout of the program documentation and a 3.5-inch disk containing uncompressed copies of all program files.

If it's necessary to release a maintenance version of File Manager Jr. 97, registered users will get free copies. If another version of File Manager Jr. is produced for use with a later release of Microsoft Word, it will be offered to registered users at half price.

About program size

Microsoft Word has switched from the WordBasic language to Visual Basic for Applications. The new language uses more disk space than the old. So the size of the main program file, Fmj.dot, has increased. To offset much of this increase, the size of the documentation file has been significantly reduced.

After installing the program, you can recover about one-half megabyte of disk space by deleting Fmj.dot from the folder where Word templates are stored. You'll still have a copy of Fmj.dot on your installation disk. You may want to make a backup copy of that disk.

Bonus macros

This version of File Manager Jr. includes a package of stand-alone macros designed to speed up editing. For more information, see the file MacPack.fmj. That file is placed in the main Word folder when you install File Manager Jr.

Caution

You're welcome to examine the program code, but take care not to make any

changes. File Manager Jr. expects to find each line of code at its original position. If you inadvertently add or remove a line, the program may behave unpredictably, and you may have to reinstall it.

Association of Shareware Professionals

File Manager Jr. is produced by a member of the Association of Shareware Professionals (ASP). The association wants to make sure the shareware principle works for you. If you're unable to resolve a shareware problem by contacting the author of the shareware, write the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 (Fax 616-788-2765), or send an e-mail message to ASP Ombudsman, 70007.3536@compuserve.com. The Ombudsman does not provide technical support for File Manager Jr.