File Manager Jr. 97

For Microsoft® Word 97, Version 8.0

File Manager Jr. gives you rapid access to files in all your favorite folders. The program makes it easy to open, move, copy, delete, rename and print documents, and to perform many other operations.

Before using File Manager Jr. to gain access to a folder, you need to identify the folder so the program will be able to find it. You perform this operation only once. Files in the folder will be readily accessible thereafter. For more information, see "Assigning folder names" on page 3.
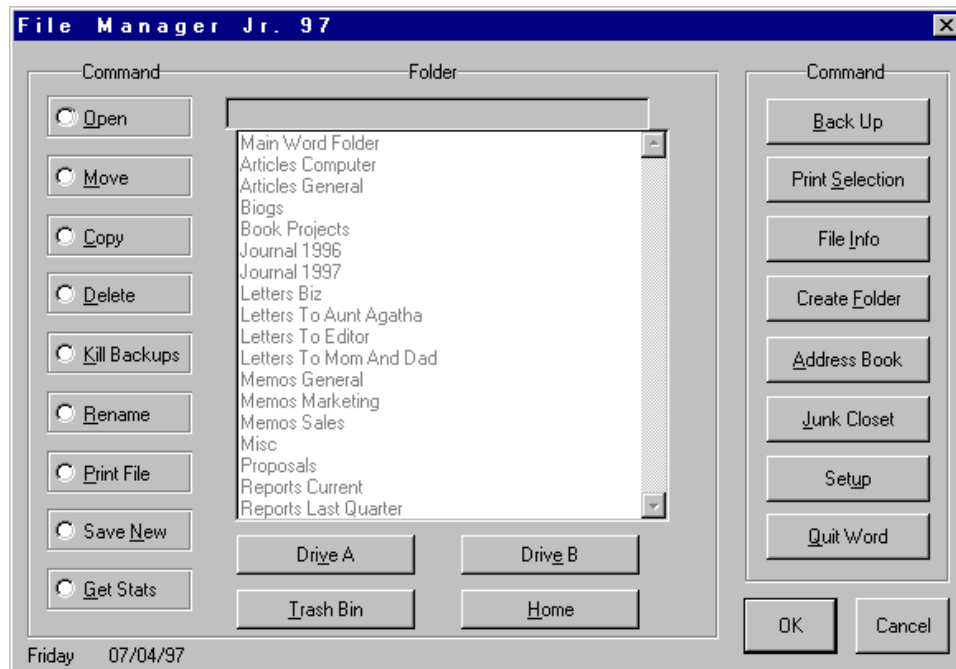
Conventions used in this guide

Names of commands and command buttons appear in bold. (Command buttons are sometimes referred to simply as "commands.") Examples of words to be typed by the user appear in lowercase bold. Paths and filenames appear in sans serif. Example**:** C:\Apps\Word\Wombat.doc.

Names of keys appear in small capitals. In typing instructions, the plus sign and comma have special meanings when used between names of keys. A plus sign (as in ALT+B) means that the first key is to be held down while the second key is pressed. A comma (as in TAB, H) means that the first key is to be pressed and released before the second key is pressed.
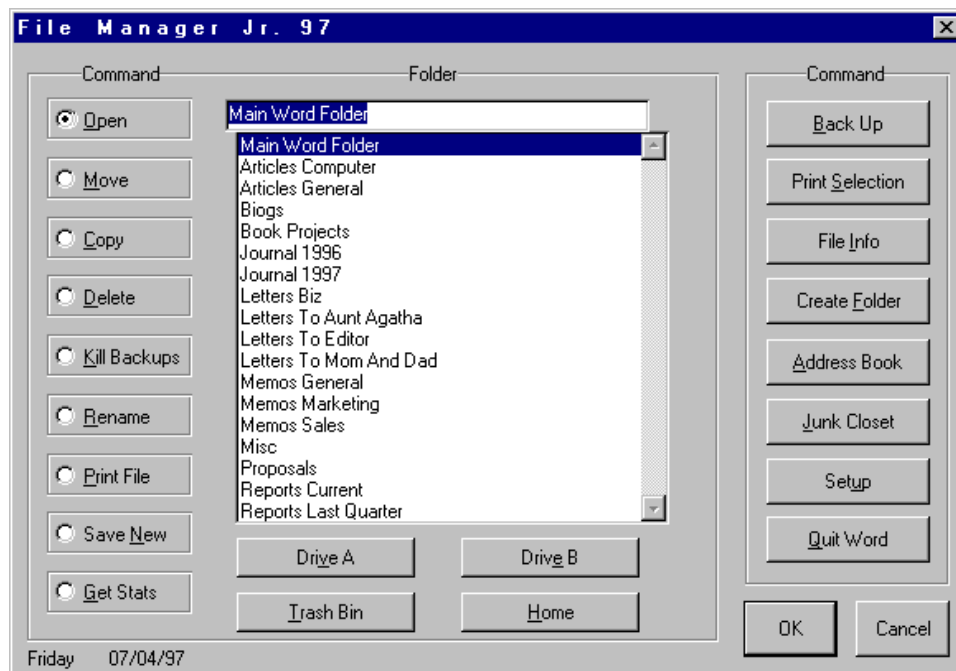
Starting the program

To make it easy to start File Manager Jr., you should assign the program to a shortcut key and/or toolbar button. (Step-by-step directions appear in the Read_1st.fmj file.)

When the program starts, you see the main menu. One column of commands appears on the left and another on the right. A Folder box appears at the center. The names in the box are faintly visible (as seen in the following example).

If you select a command in the left-hand column, the names in the Folder box come into sharp focus (as illustrated below). You can then pick the folder in which you want to carry out the command you have selected.

Commands in the right-hand column are enclosed in a free-standing box and operate independently, making no use of the Folder box. If you select a command button on the right, the specified command is set in motion immediately.

Assigning folder names

The first time you start File Manager Jr., the name "Main Word Folder" appears alone in the Folder box. To gain access to additional folders, you simply add names to the Folder box. Procedure**:**

Starting at the main menu, click the **Setup** button and then the **Assign Folder Name** button. In the **Assign Folder Name** box, click a drive button to identify the drive containing the folder you want to assign. A new box appears, displaying the name of the drive. Example**:** d:\. After the drive name, type the rest of the path leading to the folder you're assigning. Here is an example of a completed path**: d:\martha\memos**.

After completing the path, press TAB to move to the lower part of the box. Type a brief descriptive name for the folder you're assigning. Example**: martha's memos**. Then press ENTER. The program assigns the folder. The descriptive name appears in the Folder box the next time the main menu is displayed.

Note   Typing a descriptive name for a folder is optional. After completing the path of the folder you want to assign, you can press ENTER without typing anything else. If you do so, the program treats the folder path as a descriptive name and displays that path in the Folder box on the main menu. Suggestion**:** Don't omit descriptive names if you're assigning folders with long paths. A short descriptive name is easier to read than a long path.

You can assign up to 100 folders. Some can be subfolders of others. Example**:** You can assign the folder C:\Docs and the subfolder C:\Docs\Biz, so that each will occupy a separate line in the Folder box. You can also assign a subfolder you've created on a disk in a floppy drive. (But make sure the right disk is in the floppy drive when you try to gain access to the subfolder.) If you have two hard drives, folders on both drives can be assigned.

The descriptive name of the main Word folder always appears at the top of the Folder box. Descriptive names of the folders you assign are arranged alphabetically below the name of the Word folder. For uniformity, the program capitalizes the first letter of each word in each descriptive name. (You don't need to use capitals when you type descriptive names.)

If you want to remove a descriptive name from the Folder box, click the **Setup** button and then the **Remove Folder Name** button. Follow the onscreen directions. The **Remove Folder Name** command does not delete a folder. It merely clears a name from the Folder box. If you no longer need access to a folder, you can use the command to discard the folder's descriptive name.

If you want to change a descriptive name, click the **Setup** button and then the **Change Folder Name** button. If you discover a typing error in one of your descriptive names, you can use the **Change Folder Name** command to correct the error. You can also use the command to replace a descriptive name if you think of a more suitable name.

If you try to gain access to a folder that has been deleted, renamed or moved, a message informs you that the folder cannot be found. Use the **Remove Folder Name** command to discard the descriptive name associated with the folder.

Note   If your computer is connected to a network, you may be able to use File Manager Jr. to gain access to folders on network drives—just as you gain access to folders you've created on local drives. It may not be possible, however, to use certain File Manager Jr. commands on network drives. Your network privileges, for example, may not extend to deleting or renaming files in some folders.

Performing common operations

Mouse   To open a file, click the **Open** button on the left side of the main menu and then double-click a descriptive name in the Folder box. A file list appears. Double-click a filename.

To move, copy, delete, rename or print a file, first click the appropriate command button in the left-hand column. Then double-click a descriptive name just as you would if you were opening a file.

Keyboard   To open a file, first select the **Open** button by typing the letter O. Use the DOWN-ARROW key to highlight a descriptive name in the Folder box. Then press ENTER. A file list appears. Highlight a filename and press ENTER.

To move, copy, delete, rename or print a file, first press a letter key to select the appropriate command button in the left-hand column. Then choose a descriptive name just as you would if you were opening a file.

General   If you select a command button in the left-hand column and discover that you picked the wrong button, you can reselect. Example**:** If you select the **Delete** button when you meant to select the **Copy** button, just click **Copy**. Or press ALT+C or TAB, C. Alternatively, you can click the **Home** button to start over. To choose the **Home** button using the keyboard, press ALT+H or TAB, H.

If the Folder box contains dozens of descriptive names and the name you want is buried in the list, try this**:** After selecting a command button in the left-hand column, type the first few characters of the descriptive name you're looking for. Then tap the DOWN-ARROW key once. The first name beginning with the characters you typed will be highlighted in the Folder box. The name you want should then be within easy reach.

To gain access to a file on a disk in drive A or drive B, select a command in the left-hand column and then click a drive button. To choose the **Drive A** button using the keyboard, press ALT+V or TAB, V. To choose the **Drive B** button, press ALT+E or TAB, E. (The **Drive A** and **Drive B** buttons give you direct access to files stored in the root directories of floppy disks. A:\Wombat.doc, for example, would be in the root directory on A. The files A:\SubDirOne\Aardvark.doc and A:\SubDirTwo\Platypus.doc would be in subfolders. If you need regular access to a subfolder on a floppy disk, assign the subfolder to the Folder box. See page 3.)

To execute one of the eight commands in the column on the right side of the main menu, simply click a command button or press a letter key. Example**:** To execute the **Address Book** command, click the **Address Book** button or press the A key.

Back buttons appear in many File Manager Jr. dialog boxes. Clicking a **Back** button takes you back one step, closing a dialog box and redisplaying the previous box. To choose a **Back** button using the keyboard, press ALT+B or TAB, B.

Note　Because word processing is keyboard-intensive, using keystrokes to carry out commands is sometimes more efficient than using a mouse. In the time it takes to reach for a mouse and click a button, you may be able to enter a half dozen keystrokes—without moving either hand out of typing position. For that reason, several examples of keyboard operations appear earlier in this guide. No keyboard directions appear in later step-by-step examples, or in most File Manager Jr. screen messages, but the directions are omitted for brevity only.

The command list

Open　The command opens a previously saved file.

You can also use the **Open** command to see which files are in a given folder. After viewing the file list, click **Cancel**.

Move　The command transfers a file from one folder to another. Procedure**:**

Click the **Move** button and then double-click the descriptive name of the folder containing the file you want to move. In the next box, double-click the name of the file. A **Destination** box appears. Choose a destination by double-clicking the descriptive name of the folder you want the file moved to. Or, to move the file to the root directory of a floppy disk in drive A or drive B, click a drive button.

You can also move a file from a floppy disk. Example**:** To move a file from the root directory of a floppy disk in drive A, first click **Move** and then click the **Drive** A button. Pick a file, then a destination.

You can usually move a file even if it's open. If you move the active document, it is reopened at its new location after the move, unless you move it to a floppy disk.

Copy   The command creates a duplicate of a file and sends the duplicate to a destination of your choice, leaving the original copy of the file in place. The command is structurally similar to **Move**.

Delete   The command deletes a file. By default, File Manager Jr. does not ask for confirmation before carrying out the command. If you want to be asked, click the **Setup** button on the main menu and then click the **File Delete Confirmation** button.

You can usually delete a file even if it is open.

Note   You can restore files deleted with the **Delete** command. For more information, see "The Trash Bin" later in this guide.

Kill Backups   The command deletes backup files in a selected folder. Click the command button and then double-click a name in the Folder box.

The command saves and closes all files before deleting backups. If you have a non-backup file onscreen, it is reopened after the command has been carried out.

You can't use **Kill Backups** to delete backup files on floppy disks. When you select the command button, the **Drive A** and **Drive B** buttons are unavailable.

Rename   The command changes the name of a file. Pick a file as you would if you were using one of the commands described earlier. When asked to enter a new name for the file, don't type a path ahead of the filename. Type the filename only. Example**:** Type **wombat.doc**, not **c:\docs\wombat.doc** .   (If you type a filename without a one-to-three-character extension, a .doc extension is added.)

You can usually rename a file even if it's open.

Print File   The command allows you to print documents without opening them. You can print any document in any folder identified by a descriptive name in the Folder box. After choosing a document to print, you can elect to print one copy of the complete file, or to print multiple copies, or to print only certain pages.

Save New   Use the command to specify where a file will be stored when saved for the first time. Example**:** If you have a new file onscreen and want to store it in the main Word folder, click the **Save New** button and then double-click the descriptive name of the main Word folder. When asked to enter a name for the new file, don't type a path ahead of the filename. Example**:** Type **wombat.doc**, not **c:\program files\microsoft office\office\wombat.doc**.

You can also use the **Save New** command to create a copy of a file under a new name. Example**:** The file Able.doc is in the main Word folder. With that file onscreen, you click **Save New** and then double-click the descriptive name of the main Word folder. In the next box, you type **baker.doc** and click **OK**. You now have two identical files—Able.doc and Baker.doc—in the main Word folder. Another example**:** Able.doc is again onscreen. You proceed as before, except that this time you double-click the second descriptive name in the Folder box. Result**:** Baker.doc is created in the second folder rather than in the main Word folder. Used this way, **Save New** is a cousin of the **Copy** command, which also copies a file from one folder to another, but without giving the copy a new name.

You can't use the **Save New** command to store a new document on a floppy disk.

Get Stats   The command displays statistical information about files in a specified folder. After clicking the **Get Stats** button, double-click a descriptive name in the Folder box. A list of files appears. To view statistical information about a file, double-click a filename. If you then want to see statistics for another file, double-click a second filename.

Back Up   The command sends a copy of the active document to a backup disk in drive A. Any previous backup copy is overwritten. If you have a drive B and want to use that drive for backups instead of the drive A, click the **Setup** button and then the **Change Backup Drive** button.

Print Selection   The command prints a selected block of text. First highlight the text you want to print. Then click the **Print Selection** button.

File Info   The command displays a word count, a page count and other statistical information about the active document.

Create Folder   The command makes a new folder. When you click the command button, a **Create Folder** box appears. Click a drive button to identify the drive where the new folder will reside. A **Folder Path** box appears, displaying the name of the drive. Example**:** c:\. After the drive name, type a folder name. Then click **OK**.

You can create a folder and one or more levels of subfolders at the same time. Example**:** If **c:\one\two\three** is entered in the **Folder Path** box, the program creates a C:\One folder, a C:\One subfolder called Two, and a C:\One\Two subfolder called Three. (If C:\One already exists, only the two subfolders are created. If C:\One\Two already exists, only the Three subfolder is created.)

You can also use the command to create a subfolder on a disk in a floppy drive.

Address Book   The command gives you access to a list of addresses. You can use it, for example, to copy addresses to letters and envelopes. For additional information, see "More about Address Book**"** later in this guide.

Junk Closet   The command is used to store text temporarily in a holding file. For additional information, see "More about Junk Closet**"** later in this guide.

Quit Word   The command closes any open files and shuts down Word. If any open files have been changed since they were last saved, the changes are preserved. If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name before quitting Word.

The Trash Bin

Overview**:** Using the File Manager Jr. **Delete** command, you can delete files from within Word instead of having to leave the program to delete them. When files are deleted from within Word, Windows does not provide backup protection by sending the files to the Recycle Bin. But File Manager Jr. allows you to protect such files by having them sent to a Trash Bin folder.

If you don't want to use the Trash Bin feature, skip the rest of this section, bearing in mind that files deleted with the **Delete** command may then be irretrievable.

To create a Trash Bin folder that will protect deleted files, click the **Setup** button, then the **Trash Bin** button, then the **Create Trash Bin** button. Follow the onscreen directions. You can put the Trash Bin folder on any hard drive. If the folder you want to use doesn't exist, File Manager Jr. can create it.

When you delete a file, it is sent to the Trash Bin with an extended name that includes the date and time of the deletion. A 24-hour time format is used. Examples**:** The date is August 1, 1997. At 3:10:05 p.m. (or 15 hours, 10 minutes and 5 seconds on the 24-hour clock), you delete a file called Bluto.doc. The file is sent to the Trash Bin as Bluto.doc 08-01-1997 15.10.05. The following day, at 9:06:03 a.m., you delete another file called Bluto.doc. That file is sent to the Trash Bin as Bluto.doc 08-02-1997 09.06.03.

You can quickly restore a deleted file. Starting at the main menu, click the **Trash Bin** button and then the **Restore** button. A list of Trash Bin files appears. Double-click the name of the file you want to restore. Then choose a destination. When a file is restored, the date-and-time stamp is removed from the filename.

You can discard Trash Bin files when you know you'll have no further use for them. Click the **Trash Bin** button and then the **Discard** button. Files can be discarded individually or all at once. Directions appear onscreen.

The Trash Bin does not capture files deleted with the **Kill Backups** command.

If you've set up a Trash Bin folder and no longer wish to use it, click the **Setup** button, then the **Trash Bin** button, then the **Remove Trash Bin** button. Do not use any other method to remove the Trash Bin.

More about Address Book

When you click the **Address Book** button, a dialog box displays seven command buttons. The first button is **Add Listing**.

You use the **Add Listing** command to create address listings and add them to a file in which frequently used addresses are stored. (The file is called Namelist.fmj. It is placed in the main Word folder during installation of File Manager Jr.) When you click **Add Listing**, an empty address box appears. You type information in the box. Here is an example of a completed box:

If you want to use a courtesy title such as "Ms." or "Mr.," place the title ahead of the first name. In the Horatio Blunt address listing illustrated above, "Mr. Horatio D." could have been typed in the FirstName field in place of "Horatio D."

If you want to use a middle name or middle initial, just add it to the FirstName field. See the FirstName field in the Horatio Blunt listing.

If you want to use an abbreviation such as "M.D.," "Esq." or "Jr." after an addressee's name, place the abbreviation at the end of the LastName field. See the Horatio Blunt listing.

You can skip some fields. Example: If you want to record a company address rather than the address of an individual, skip the first two fields and type the company name in the Organization field.

If a listing includes a Salutation field, the text entered in that field is used as part of a salutation when the listing is copied to a letter. The Horatio Blunt listing, for example, would be copied with a "Dear Mr. Blunt:" salutation. If "Horatio" had been typed in the Salutation field instead of "Mr. Blunt," the address would be copied with a "Dear Horatio:" salutation.

The Phone&Misc field is used to store telephone numbers and miscellaneous information. The field accommodates about 250 characters.

The second command in the **Address Book** dialog box is **Copy Address**. It places an address block in a business letter, saving you the trouble of typing an inside address. To copy an address block, first place the insertion point anywhere on the top line of the body of your letter. Click the **Address Book** button and then the **Copy Address** button. When a new box appears, type a last name, a first name or some other combination of characters known to be in the listing you're looking for. Then click **OK**. The program searches for a listing containing the characters you typed. If the first listing found is not the one you want, click the **Skip This Listing** button. The program then searches for a second listing containing the characters you typed. (It is of course helpful to avoid typing a sequence of characters likely to be found in many listings.)

The third command in the **Address Book** dialog box is **Print Envelope**. It works much like the **Copy Address** command. Have an envelope ready to print when you use the command.

By default, the **Print Envelope** command uses the Courier New font and does not print a return address on envelopes. To override either or both defaults, do this**:** On the main menu, click the **Setup** button. In the **Setup** dialog box, click the **Envelope Format** button. Select a font and a point size. When asked whether you want a return address printed, click the **Yes** or **No** button. If you click **Yes**, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, first display the **Tools** menu in Word. Click **Options** and then the **User Information** tab.

The fourth **Address Book** command is **Delete Listing**. Use it when you want to remove a listing from the address file. After clicking the **Delete Listing** button, type a name just as you would if you were using the **Copy Address** or **Print Envelope** command. Then click **OK**.

The fifth command, **View Listing**, is used to look up information in an address listing. Example**:** If you need Horatio Blunt's street address, telephone number or fax number, click the **View Listing** button and type **horatio** in the next box.
Then click **OK**.

The sixth command, **View All Listings**, is also used to look up information. Unlike the previous command, which displays a single address record, the **View All Listings** command displays a file containing all your address listings. After viewing the listings, you can close the file as you would any other—by clicking **Close** on the **File** menu or by clicking the lower of the two **X** buttons at the upper-right corner of the screen.

The last command in the **Address Book** dialog box is **Fix Listing**. If you discover a typing error in one of your listings, you can use the **Fix Listing** command to correct the error. (Do not try to correct a listing by editing the Namelist.fmj file. You can open Namelist.fmj to view its contents, but you can't edit the file and then save it. If you try, a message informs you that Namelist.fmj is a read-only file. Should that message appear, press ESC twice and then close the file.)

A fictitious Horatio Blunt listing has been placed in the address file for demonstration purposes. You can use the Horatio Blunt listing to experiment with the **Copy Address** command, and also with the **Print Envelope**, **View Listing**, **Fix Listing** and **Delete Listing** commands.

More about Junk Closet

The **Junk Closet** command is used to set aside text you want to remove from the active document but keep available for possible use later.

To store a block of text in the junk closet, highlight the text, click the **Junk Closet** button and then click the **Store Selection** button. The text is removed from the active document and sent to a file called Junk.fmj. (The file is placed in Word's main folder when you install File Manager Jr.)

To find text in the junk file, click the **Junk Closet** button and then the **Open Closet** button. A **Find** box appears. Type a word or phrase peculiar to the block of text you're looking for. Then click **OK**. If the junk file is small and you don't need to do a search, click **Cancel** to close the **Find** box.

To retrieve a block of text from the junk file, highlight the text and place it on the Windows Clipboard. Then close the junk file and paste the text into the active file.

Separator marks appear between blocks of text stored in the junk file so that you can easily tell where one block ends and the next begins.

To delete text from the junk file, open the junk closet, highlight the text you want to delete and press the DELETE key. Then save and close the file.

File Manager Jr. and the Windows Clipboard

Occasionally, File Manager Jr. may clear the Clipboard while carrying out a command. The Clipboard may be cleared because the program needs to use it for storage and retrieval of data while a command is being executed. Or, infrequently, it may be necessary to clear the Clipboard to keep Word from misreading the status of a file. You can still use the Clipboard for normal cut-and-paste operations. But if you cut a block of text and then execute a File Manager Jr. command without first pasting the block somewhere, the deleted text may no longer be retrievable.

Starting File Manager Jr. automatically

If you want the File Manager Jr. menu to appear whenever you start Word, click the **Setup** button on the main menu and then click the **AutoMenu** button. In the **AutoMenu** box, click the **Enable** button. If the AutoMenu feature is switched on and you want to switch it off, click **Disable**.

Uninstalling File Manager Jr.

1. In the main Word folder, delete Junk.fmj, License.fmj, Namelist.fmj, Read_1st.fmj and Tutor.fmj.

2. In the folder where Word templates are stored, delete Fmj.dot (if it has not already been removed).

3. On the **Tools** menu, point to **Macro** and then click **Macros**. In the **Macros** box, click **Organizer**. In the list of Normal.dot macros, delete FileMgrJr, FileMgrJrAux and all macros whose names start with "Fmj."

Acknowledgment

Edward Mendelson of *PC Magazine* has examined several versions of File Manager Jr. and offered helpful suggestions. His assistance is gratefully acknowledged.