

DocuPower™

Automated Document

Management & Assembly System

for Microsoft Word for Windows 2.x

Copyright © Total System Solutions, Inc. 1992-93

Preface:

Using This User's Guide

This is more than just a typical User's Guide. This document combines two elements: "On-line User's Guide" and "Program Installer".

The "On-line User's Guide" provides easy, automatic access to any information you might need about DocuPower™. The "Program Installer" actually installs the ref * charformat

NameOfProductµDocuPower§™ program & program libraries into Word for Windows (more on that later).

You may scan through the User's Guide "normally" (sequentially), the same way you might read any other document. But what makes this User's Guide special is the ability to instantly and automatically jump to anywhere else in the document.

Green text means jump. You can jump around this User's Guide the same way you jump around screens in the Windows "Help" system.

Double-click the green chapter titles in the Table of Contents to jump directly to that chapter. At the end of each chapter you can easily return to the Table of Contents by double-clicking the jump text Gotobutton TOC Double-Click Here To Return To Table Of Contents§. Double-click the green cross-references throughout the document to jump to a complete explanation of that topic. (This method for jumping around documents was pioneered by Woody Leonhard of PineCliffe International. It's used extensively in his Word for Windows enhancement package, "WOPR" — Woody's Office Power Pack.)

To enhance the speed of jumping, we recommend that you copy this User's Guide to your hard drive. To make printing the User's Guide more useful, the Table of Contents as well as all cross-references include page numbers.

Try your first jump right now. Double click the "jump text" cross-reference:

gotobutton What ref * charformat WhatError: Reference source not foundError! Bookmark not defined.gotobutton Docn Error: Reference source not foundgotobutton Ack Error: Reference source not foundgotobutton What Error: Reference source not foundref * charformat NameOfProductError: Reference source not foundError: Reference source not foundThe Configuring the Error: Reference source not found™ Foldersgotobutton DeleteDoc Error: Reference source not foundgotobutton AddFolder Error: Reference source not foundgotobutton Action Error: Reference source not foundgotobutton ModifyFolder Error: Reference source not foundgotobutton Open Error: Reference source not foundgotobutton DeleteFolder Error: Reference source not foundgotobutton Insert Error: Reference source not foundref * charformat NameOfProductError: Reference source not foundgotobutton Print Error: Reference source not foundgotobutton AddDoc Error: Reference source not foundgotobutton FoldersButtonError: Reference source not foundgotobutton ModifyDoc Error: Reference source not foundError: Reference source not found8gotobutton WhyReg Error: Reference source not foundgotobutton WayToPay Error: Reference source not foundgotobutton CobbRapError: Reference source not foundgotobutton RegCode Error: Reference source not foundgotobutton RegHowTo Error: Reference source not foundpageref RegHowToError: Reference source not foundgotobutton RegisterButton Register ButtonError: Reference source not found14gotobutton TechSuppError: Reference source not foundgotobutton OtherProd Error: Reference source not foundgotobutton sysreq Error: Reference source not foundgotobutton CustApps Error: Reference source not foundgotobutton beta Error: Reference source not foundError: Reference source not

found15ref * charformat NameOfProductError: Reference source not foundgotobutton
CurrSysDirError: Reference source not foundgotobutton Reinstall Error: Reference source not
foundgotobutton Legalese Error: Reference source not foundError: Reference source not found18Error:
Reference source not foundDocuPowerError: Reference source not foundDocuPower###ref *
charformat NameOfProduct™ item can be opened, inserted or printed.

- Open any file that you want to work on — just highlight its description. No need to search through directory after directory every time you need it.

Error: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \hError: Reference source not
foundDocuPowergotobutton WhyReg Error: Reference source not foundError: Reference source not
found10gotobutton RegHowToError: Reference source not foundpageref RegHowTo\$).

Error: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of
ContentsError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerEr
ror: Reference source not foundDocuPowerError: Reference source not foundDocuPowergotobutton
WhyReg Error: Reference source not found###pageref whyreg.

Installation

Make sure that this document (DPOWER.DOC) is the only document window open. To verify that installation will proceed properly, click the "Window" menu. If more than one document window is listed, please close all others before trying to install.

Double click the Install button below to begin. Installation will automatically do the following:

Error: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \h###ref * charformat
NameOfProductError: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \href * charformat
NameOfProductError: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \hError: Reference
source not foundDocuPowertheref * charformat NameOfProductError: Reference source not
foundmacrobutton DCPWInstall Error: Reference source not foundDocuPowerError: Reference source
not foundDocuPowerref * charformat NameOfProductError: Reference source not foundGotobutton
TOC Double-Click Here To Return To Table Of ContentsError: Reference source not
foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not
foundDocuPowerError: Reference source not foundDocuPowerref * charformat NameOfProductError:
Reference source not foundError: Reference source not found6Error: Reference source not
foundDocuPowerref * charformat NameOfProductError: Reference source not foundGotobutton TOC
Double-Click Here To Return To Table Of ContentsError: Reference source not
foundDocuPowerError: Reference source not foundDocuPowergotobutton Action Error: Reference
source not foundError: Reference source not found8Error: Reference source not foundDocuPowerError
: Reference source not foundDocuPowerError: Reference source not foundDocuPowerref * charformat
NameOfProductError: Reference source not foundgotobutton CurrSysDir Error: Reference source not
foundError: Reference source not found16Error: Reference source not foundDocuPowerError:
Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference
source not foundDocuPowerError: Reference source not foundDocuPowerref * charformat
NameOfProductError: Reference source not foundGotobutton TOC Double-Click Here To Return To
Table Of Contentsref * charformat NameOfProductError: Reference source not foundGotobutton TOC
Double-Click Here To Return To Table Of Contentsref * charformat NameOfProductError: Reference
source not foundGotobutton TOC Double-Click Here To Return To Table Of ContentsError: Reference
source not foundDocuPowerError: Reference source not foundDocuPowerref * charformat
NameOfProduct™ (master folders) screen from inside a folder...

Mouse

Click the Folders button

Keyboard

Press Alt+F

OR tab to the Folders button and press Enter

Error: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \h###ref * charformat

NameOfProductgotobutton CobbRap Error: Reference source not foundpageref *charformat

CobbRapgotobutton techsupp Error: Reference source not foundpageref *charformat TechSuppError:

Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \h###ref * charformat

NameOfProductError: Reference source not foundSYMBOL 183 \f "Symbol" \s 10 \h###ref * charformat NameOfProduct™.

- It provides much, but not all of the functionality of the complete program.

§ You can only legally test-run this demonstration for thirty days.

Error: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of

ContentsError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerEr

ror: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError:

Reference source not foundDocuPower###ref * charformat NameOfProduct™ in a multiple-user

environment, whether on stand-alone machines or over a network, you may obtain a site license and

discounted pricing from Total System Solutions, Inc. For information about site-licensing and volume

discounts, call Corporate Sales at 718-375-1261, or leave a message on CompuServe 70154,2463.

Registration

Registration is a three part process.

1. Completion of the Registration/Order Forms (see below).

2. Payment of the Registration License Fee. Payment can be made in a number of ways:

- charge to your CompuServe account

(if you're a CompuServe member)

Error: Reference source not foundSYMBOL 183 \f "Symbol" \s 8 \hpayment,ref * charformat

NameOfProduct™. Enter "Y" to charge payment to your CompuServe account.

7. Complete the order by answering the remaining questions when prompted.

In addition to ordering and paying via the GO SWREG method, you must also send us your registration

form. Send it to us via E-mail, FAX, or US mail. We need the detailed information which you provide

with your completed form. We use this information to keep you informed of product upgrades,

discounts on other software, and to send your free bonus.

* ### *

Paying With A Check Or Money Order

Make your check or money order payable to: Total System Solutions, Inc.

MAIL your check or money order, along with your completed Registration & Order Forms, to:

Total System Solutions, Inc.

1530 East 18th Street, Suite 6H

Brooklyn, NY 11230

* ### *

Paying With A Credit Card

Symbol CALL in your order to our sales department at 718-375-2997 and give your credit card

information over the phone, along with the information from your completed Registration & Order

Forms.

Error: Reference source not foundmacrobutton DCPWRegOrderForms Double Click Here To Fill Out

Registration & Order Formsgotobutton legalese Error: Reference source not foundpageref legalese§).

Make sure that this document (DPOWER.DOC) is the only document window open. Click the Window

menu – if more than one document window is listed, please close all others before trying to install.

1. Double-click the Register button.

2. Enter your first name, last name and Registration License Code in the text boxes provided and press Enter or click the OK button.

3. From this point onward, you will be able to configure all eight folders, and add as many documents as you want to them.

Double Click Here To Register DocuPower

When you receive your registration license code, click the button above.

###

Total System Solutions And You

Tech Support

Registered users can receive 30 minutes FREE telephone technical support for thirty days. After the 30 minutes / 30 days expires, we will continue to provide support via mail and CompuServe. Here's how to contact us:

- Telephone: 718-375-1261

Sunday-Thursday 9:00 AM – 6:30 PM EST

Friday 9:00 AM – 3:00 PM EST

§ FAX: 718-375-6261.

Please send faxes only during these hours:

Sunday-Thursday 9:00 AM – 6:30 PM EST

Friday 9:00 AM – 3:00 PM EST

Fax us a detailed description of the problem.

Error: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of

ContentsError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerEr

ror: Reference source not foundDocuPowerref * charformat NameOfProduct™ and other programs for free. To sign up, call us at 718-375-1261. (Open to registered users only.)

###

Other Products

Fileware™

Fileware™ 2.0 is a suite of thirteen file maintenance, document management, and program launching utilities which integrate seamlessly into Microsoft Word for Windows 2.x. It provides the many commonly requested features that Microsoft "forgot" to include. After auto-installation to the "File" or "Tools" menu, the Fileware™ system is never more than a mouse click or keystroke away. Now you can do everything you need without ever leaving Word for Windows...

- Forget File Manager. Make directories; delete, rename, copy or move files. Because it's integrated into Word, Fileware™ is more convenient and much safer.
- Forget Program Manager. Launch programs instantly with Run Buttons, a customizable toolbox of push buttons (or type a command on the convenient Quick Run Line).
- Forget eight character DOS file names. Fast Files keeps a customizable list of document descriptions close at hand. Just point and click to open the files you want.
- Forget complicated directory paths. Directory Jump gives you push-button access to the directories you use the most. Just one click jumps you anywhere on your PC... or across your network.
- Abolish repetitive keystrokes. Close all open files at the same time with just one command.

Options include Close Without Saving and Prompt To Save.

- Protect your confidential data. Word Lock provides password protection for the complete Word for Windows application (not just certain files).

§ Edit document templates instantly, even if you don't know which directory they're in.

Error: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of

Contentsref * charformat NameOfProductError: Reference source not foundGotobutton TOC Double-

Click Here To Return To Table Of Contentsref * charformat NameOfProductref * charformat

NameOfProductError: Reference source not foundError: Reference source not found3ref * charformat

NameOfProduct§TM:

2. Double-click the Register button

(Error: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of ContentsError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerref * charformat NameOfProductError: Reference source not foundGotobutton TOC Double-Click Here To Return To Table Of ContentsError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerError: Reference source not foundDocuPowerref * charformat NameOfProductpDocuPower§™ is a trademark of Total System Solutions, Inc. Gotobutton TOC Double-Click Here To Return To Table Of Contents§