

, version

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To install or demo simply double click on the button below. You will be given a choice to demonstrate the macro, install the macro globally (default) or install to a specified template:

{Install/Demo}

Installation

When you click on the macro button above (Install/Demo), you will have a choice to install globally, to a template, or to demo. The suggested location of ChooseDirectory is in NORMAL.DOT, so choose Global.

To have ChooseDirectory run every time you start Word for Windows, you can rename it to AutoExec, or if you have an Autoexec macro, simply add it to the existing AutoExec macro.

It is also recommended that you assign ChooseDirectory to both a menu and a key combination.

Renaming

After installation

- 1) select Macro from the top menu (if you don't see Macro as a choice turn on Full Menus by selecting View and Full Menus).
- 2) Select Edit
- 3) Select ChooseDirectory
- 4) press Alt-R (or Select Rename)
- 5) type in AutoExec, Carriage Return.
- 5) Select Close.
- 6) Select FileSaveAll and answer Yes to the prompt to save Global glossry and command changes.

Adding to Autoexec

If you already have an Autoexec macro, simply add the following line to the macro (just before End Sub):

```
Macro Run "ChooseDirectory"
```

The Dialog Box

Directory/Document

A list box of available directories. See Configuration for how to change these to suite your system.

Operation

Notice that your path specification can be either a single directory, a single

document, or multiple path specifications separated by semi-colons (as in FileFind).

Depending on which type of path specification you have supplied, ChooseDirectory will perform a different action.

If it is a single path it will display the File Open dialog in that directory.

If it is a document, it will open that document.

If it is a multiple path specification, it will run File Find using that path specification as the SearchList.

Configure

Edit description

allows you to edit a directory/document description and path designation

If the path is a directory, [directory] will be added to the description.

If the path is a document, [document] will be added to the description.

If the path is a multiple path specification, [directories] will be added to the description.

Alternate extensions

allows you to edit the alternate extensions list

Change size of list

allows to alter the size of the list of directories.

Extension

A combo box that will displays a list of alternate extensions. By default this is the normal DOC. If, however, you highlight an alternate extension, such as TXT, and then open a directory, the File Open dialog box will be run with the alternative extension.

This box has no effect if the main Description/Document item points to either a single document, or to a multiple path specification.

Create new file

A check box that changes to the directory pointed to by the list box choice, and then creates a new file, prompting you for the template. Note that if the list box selection is on a document, then that document is opened even if **Create new file** is checked.

Configuring

When you first run the macro, you will be presented with a list box containing twelve choices (Choice 1 to Choice 12). To configure ChooseDirectory you should select the item to customize, click on Edit, and press enter.

You will be prompted for a Description. This should be a phrase describing a

directory, a document, or a search path.

For example

Main directory

My Journal

Macro files

You will then be prompted to supply a path specification. The path specification for the three examples above might be:

C:\WINWORD\DOCS

C:\WINWORD\DOCS\JOURNAL.DOC

C:\WINWORD\MACROS;C:\WINWORD\DOT

How it works

The macro uses a series of keywords in your WIN.INI file under [Microsoft Word] to store alternate extensions, and path descriptions/specifications

The alternate extensions are stored in a line like the following:

xExt=*,TXT,XWS,DOT

When first run, this line will not exist. ChooseDirectory will prompt you for input. Note that the extensions are **just** that: no preceding period. Also note that the default extension (DOC) should not be entered in this line (though doing so won't harm anything).

The description/directories are stored in lines such as:

Dir 0=Main Directory [directory|C:\WINDOWS\WINWORD

Dir1=My journal [document]|C:\WIN\WORD\JOURNAL.DOC

Dir2=Macro files [directories]|C:\WIN\WORD\MACROS

.

.

.

DirN

These lines are added as needed. By default, ChooseDirectory presents a listbox of 12 entries. This value is written to WIN.INI as **DNum=11** (computers start counting at zero...)

When first run the list box will display:

Choice 1

Choice 2

.

.

.

Choice 12

To install a description/path/document name for one of these "blank" choices, simply double click on the choice (or highlight it and check Edit).

One of the suggested alternate extensions is DOT (to show a directory of you DOT files and allow direct loading). If this extension is selected, you will automatically be changed to the path specified in WIN.INI next to the keyword

~~DOT-PATH (if you don't have a DOT-PATH, an error will be returned; see the manual under WIN.INI for instructions on setting the DOT-PATH).~~ The point is, it is possible to tie an extension to a path. To see how that is done, examine the macro and look for the following line:

If dlg.Ext = "DOT"

Warning:

The WIN.INI lines that contain the description/path specification **must** contain text on either side of the vertical bar (otherwise an error will be generated). This version of ChooseDirectory contains error checking to make it very difficult to incorrectly install these lines, however, nothing is fool proof... If you get an error when first running the macro, please check you WIN.INI (using NOTEPAD or SYSEDIT) and examine the section following [Microsoft Word]. If you see a line such as the following --

Dir0=!c:\winword
Dir1=Main Directory|

-then you know there is a problem. Add the missing information (in the first case, a description, in the second case a path specification).

Registration

~~Click~~

This macro is distributed as ShareWare. If you use (and learn) from the macros contained in this document, please consider a payment comensurate with their utility. For a suggested fee of \$20.00 per installation is suggested.

Corporate site licenses are available. Please contact the author at the address below and a fee will be negotiated for the specific macro and use involved.

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COMMENTS:

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