Somar OfficeCab (TM) Version 1.1 Help Contents
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Overview

Somar OfficeCab is a file cabinet for Microsoft® Office, including Word 6.0, Excel 5.0 and Powerpoint 4.0. Somar OfficeCab allows you to manage documents by title instead of by filename. It is much less clumsy (in the our opinion) than the Find File dialog.

Somar OfficeCab can also be used with Word 1.x or 2.0 files or files produced by applications that are not part of the Microsoft Office suite.

A good way to use Somar OfficeCab is as follows. Invoke OfficeCab. Select a document. Edit the document in the associated application (Word, Excel, Powerpoint, etc). Close the document, but do not close the application (CTRL+F4). Use ALT+TAB to switch back to Somar OfficeCab. Select another document to be edited. By keeping the application active between documents, the second and subsequent documents can be opened much faster.

Installation

1) Place `OFFCAB.EXE` and `OFFCAB.HLP` together in any directory.

2) Files `OFFCAB.INI` and `OFFCAB.DAT` will be created in this same directory the first time Somar OfficeCab is run, and updated each time Somar OfficeCab is run thereafter. Somar OfficeCab makes no other changes to your system besides creating these two work files.

3) By default, Somar OfficeCab only displays files with suffixes containing the patterns .DO, .TXT, .RTF, .XL or .PPT. You can modify this default by changing the Extensions parameter in `OFFCAB.INI`. There is a limit of 50 extensions. For example:

```
Extensions=.DO .TXT .RTF .WW2 .WPF .W51 .XL .PPT
```

Note that extension `.DO` matches `.DOC` and `.DOT` (as well as any other extensions beginning with `.DO`).

Uninstallation

1) Delete files `OFFCAB.EXE`, `.HLP`, `.INI` and `.DAT` from your system.

Notes on using

1) Somar OfficeCab displays the title that is set using the Summary Info dialog under the File menu. You can set an option in each of the Office applications (Tools menu, Options dialog, Save group for Word 6.0, 2.0 and 1.x, General group for Excel 5.0 and Powerpoint 4.0), that will cause you to be prompted for a title whenever a document is saved for the first time. You should set this option if you will be using Somar OfficeCab to manage your documents.

2) Somar OfficeCab accepts an optional pathname as a command line parameter. This pathname can be either a directory or a file. If a directory, Somar OfficeCab will use this directory as its starting directory, instead of the directory from `OFFCAB.INI`. If a file, Somar OfficeCab will open this file in the associated application. This allows you to drop a file on the Somar OfficeCab icon, if you are using Norton Desktop.

3) The Refresh command on the View menu causes Somar OfficeCab to read the current directory and update the list box to reflect documents deleted, added or changed since Somar OfficeCab was started. A Refresh is needed, for example, when the title of a document is changed and the file is saved. Somar OfficeCab will not reflect this new title in its listbox until a refresh is performed. A Refresh is automatically performed whenever Somar OfficeCab is started or when the current directory is changed. Also, deletes performed using the Somar OfficeCab file menu are immediately reflected without requiring a refresh.

4) The Copy all command on the Edit menu allows you to copy the title, date and filename information to the clipboard. You can then paste this information into Excel or WinWord or other application.

Known bugs and limitations

1) Only first 64 characters of the title will be shown.

2) Maximum number of files in a single directory that can be shown is 744. If there are more than 744 files in a directory, only the first 744 will be displayed and you will be notified by a message box.

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