



Leverage your work through the intelligent use of styles.

FreeSTYLE is an add-on that builds on Microsoft's use of styles to radically improve the way you work with Word. FreeSTYLE puts you in complete control of your documents and the content they contain.

## Marking Content / Taking Control

There are 3 guiding principles behind FreeSTYLE:

1. **Documents are built on the content they contain**
2. **Styles are the ideal way of marking content**
3. **By marking content the user takes control**

FreeSTYLE allows you to instantly tag the content in your documents with 15 in-built and customisable paragraph and text styles. It also allows all connected text throughout a document to be marked as a selection for intelligent handling.

The benefits that follow from this marking of content include improved document structuring, formatting, navigation and selection handling. These four major areas of advantage are described in more detail on page 3 but here are some typical examples:

4. **STRUCTURING:** Ensure consistency of use across different users and different platforms.
5. **FORMATTING:** Instantly and globally change the appearance of your documents from one simple dialog. Automatically remove and restore the colour in your file for print and onscreen use.
6. **NAVIGATION:** Jump instantly to any marked content (eg key figure or quote) in your document or cycle intelligently through its content and text features.
7. **DOCUMENT HANDLING:** Interactively or automatically mark up particular sections or paragraphs of a document and export them to a new file (eg to create a file only containing headings and quotes). Alternatively intelligently hide sections of a document to manage multiple versions from the one file.

By marking content and taking control, FreeSTYLE allows you to put the sense into - and get the sense back out of - all the documents you create.

## Program Details

The power of FreeSTYLE is available through a single, easily-installed Word template. Word's own functionality and normal working practice is left unaffected but, in addition, FreeSTYLE offers access to its content-and-control power through its own menu, single control panel and easy-to-remember keyboard shortcuts. This power is available to both beginner and expert; to all Word documents whatever template they are based on; and to all versions of Word from version 6.0 to version 8.0 (and so crossing the Windows 3.1/95 divide).

This is a fully working evaluation version of FreeSTYLE 1.1 for Microsoft Word for Windows. There are no limitations in terms of functionality or length of use, but if you regularly use the program you will be reminded to register. To keep using FreeSTYLE you must register this evaluation version. Registration costs US\$30 or UK£18 (£21.15 inc VAT). Registration details are available at the end of this file or from the FreeSTYLE menu's About FreeSTYLE command.

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If you find this program useful and find that you are using FreeSTYLE and continue to use FreeSTYLE after a reasonable trial period, you must make a registration payment as detailed at the end of this manual or in the form available via the About FreeSTYLE / Register command under the FreeSTYLE menu.

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# FreeSTYLE BENEFITS

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## *What FreeSTYLE can help you to do*

The advantages that FreeSTYLE offers can be divided into four main categories:

### 1. Structuring / Organising

FreeSTYLE recognises that documents are built around the content they contain, and that this content tends to fall into a few main categories within each document. For example correspondence files will contain addresses, contact names and reference numbers while reports will contain various heading levels, quotes, list items, key names, dates and places. FreeSTYLE allows these structural, general and specific content features to be easily marked or "tagged" with Word heading, paragraph and text styles respectively.

The immediate benefit of the marking of content is well-structured documents. This is useful in itself, for navigation (see below) and for future reorganisation (with Word's Outline View). Tagging is particularly useful for those documents that are built up over time and means that you can feel in complete control of your whole document at all times.

FreeSTYLE comes with a comprehensive and well-thought out range of in-built heading, paragraph and text tags that can be used to structure many different document types. It also allows easy customising of the in-built tags for use in other documents.

eg.1 An organisation can ensure consistency across all their documents by using the same FreeSTYLE tags across different Word versions and templates.

eg.2 In this file all example paragraphs, like this one, have been tagged with the Paragraph Tag 6. This is normally used for marking Quotes, but in this file it has been renamed and its formatting changed accordingly. Likewise all commands have been tagged with Text Tag C.

### 2. Formatting

As each FreeSTYLE tag is essentially a Word style, tagging applies a consistent and distinctive format to each marked content feature. In Word modifying the formatting of styles is a complex business. In FreeSTYLE the Format dialog offers instant access to the most common formatting options for individual and multiple tags. Together these enable the easy formatting of different document types and specific documents.

eg.3 A student could turn a notes file into an essay file by instantly double spacing the entire document, changing the heading formatting and removing the colour marking of tags for print out.

eg.4 In this file the tips (para tag 9) have been formatted as italicized, coloured and with the automatic inclusion of the word "Tip:" at the beginning.

### 3. Navigation / Information Retrieval

By marking content, this information is immediately made accessible. It is possible to jump to the next or previous tag, marked text or other instance of the currently selected text with keyboard shortcuts. For information retrieval, it is possible to use the FreeSTYLE Go dialog to cycle through a document based on its tags or text or a combination of the two. (Users of Word 97 can take advantage of the document map to pick out headings or any other paragraph tag.)

eg.5 In this file to jump to the next example (para tag 6) use the shortcut Alt + →, 6.

eg.6 In this file to cycle through all the marked commands you could call up the FreeSTYLE Go dialog and select the C Command option. If you then wanted to find out more about a particular selected command you could search for any other mentions of the command throughout the file.

### 4. Selection Handling

FreeSTYLE allows the user to deal intelligently with a connected cross-section of a document through its use of selection marking. Any paragraphs or sections that are connected (on whatever grounds you decide) can be marked as a selection for future handling. This can either be done directly and interactively with a menu command or keyboard shortcut or automatically throughout a file based on tag or text using the FreeSTYLE Mark dialog.

Once text has been marked it can be managed, also through the FreeSTYLE Mark dialog. There are four options.

8. Marked text can be *deleted* when it is no longer needed in a document.
9. Marked text can be temporarily *hidden* for various purposes including the control of different document types from within the one master.
10. Marked text can be *collected* together from throughout a document to reorganise a file.
11. Marked text can be *exported* to create a new report (eg a handout of headings and quotes) or to use as the basis for a new document.

eg.7 In this file it would be possible to mark a section and hide it or delete it, or mark all paragraphs that deal with selection marking and collect them together. Alternatively you could extract a file that only includes the headings and tips and examples

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# INSTALLATION / INTERFACE

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*How FreeSTYLE is installed and run*

## Installing FreeSTYLE

### Requirements

FreeSTYLE is an add-on template for Microsoft Word for Windows. It will not work without Word. It is written with Word's own programming language WordBasic so works with English language versions of Word 6, 95 and 97.

eg.8 You can use FreeSTYLE on a Windows 95 / Word 95 system at work and on a Windows 3.1 / Word 6 version on a notebook at home.

### Installation

The main FreeSTYLE program is contained within a single file, a Word template file called FSTYLE.DOT. To operate, this file must be installed in your default Word startup directory (eg c:\winword\startup for standalone set-ups, c:\program files\microsoft office\office\startup for an Office 97 set-up).

If you have not already installed FreeSTYLE you can do so automatically by opening the **INSTALL.DOC** file. This will also give the option of synchronising your FreeSTYLE template with your normal template by copying over your existing default paragraph styles.

As the program's functionality depends on the macros contained within the template, some **virus** checkers might object to INSTALL.DOC and FSTYLE.DOT (and any other third-party Word templates) in case they contain a Word virus. You should ignore these warnings.

If you are using **Word 97**, the program will automatically convert the FreeSTYLE macros from WordBasic to Visual Basic for Applications. When you first save a file you will be asked whether you want to save the FSTYLE.DOT template under a new name or overwrite the existing template. You should choose to overwrite. The resulting FSTYLE.DOT template will then work with Word 97 but not with previous versions of Word.

### Running FreeSTYLE

Because FreeSTYLE is installed as a global template it will automatically load whenever you run Word. You will be able to tell the program is loaded because of the presence of the new FreeSTYLE menu.

To use FreeSTYLE with a file, the program must copy over its in-built styles and internal settings. These can then be fine-tuned to your particular requirements. A dialog will appear to inform you of this automatically when you first select any of the FreeSTYLE commands. The file will be saved before the styles and settings are copied over.

Apart from its added functionality, FreeSTYLE has no effect on the normal running of Word - all the normal Word menu commands for opening, saving, printing, spell-checking, footnoting etc are used just as you would expect. All files created with FreeSTYLE loaded are perfectly ordinary Word documents.

*Tip:1 FreeSTYLE does have one small effect on the normal running of Word. It uses the Alt key for its own shortcuts, so these cannot be used for accessing the menus. However this is not a problem as the F10 key works in the same way ie to access the File menu type F10, F rather than Alt + F.*

### Removing FreeSTYLE

To temporarily remove FreeSTYLE, select the Templates command from the File menu (or Tools menu in Word 97) and deselect the FSTYLE.DOT template in the Global section. To permanently remove FreeSTYLE, simply remove it from the Word Startup directory.

## FreeSTYLE Interface

1. In addition to Word's normal menus, FreeSTYLE adds its own [FreeSTYLE Menu](#) from which each of its features can be accessed.

2. The [FreeSTYLE Control](#) is a single dialog that offers easy access to all the power of the program. It has four tabs (Tag/Format/Go/Mark) corresponding to the four major areas of benefit: applying and customising styles, formatting and reformatting styles, navigation and information retrieval and selection handling throughout a document. It is possible to call up the dialog with the desired tab selected using the shortcut keys:

- |                      |         |
|----------------------|---------|
| 12. FreeSTYLE Tag    | Alt + T |
| 13. FreeSTYLE Format | Alt + F |
| 14. FreeSTYLE Go     | Alt + G |
| 15. FreeSTYLE Mark   | Alt + M |

It is possible to change the tab at any time, for example, to search for a tag, reformat a tag and mark all instances throughout the document all from the one dialog.

3. Word's text [Shortcut Menu](#) (right click) is customised with the addition of a FreeSTYLE command from which all of the power of FreeSTYLE can then be accessed.

4. For maximum ease of use, each FreeSTYLE command has a [Keyboard Shortcut](#). These are all based on the Alt prefix key.

eg.9 To apply the Heading Tag 4 the shortcut is Alt + 4, while to jump to the next instance of the tag the shortcut is Alt + →, 4.

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# CONTENT TAGGING

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## *The different types and methods of marking content*

"Tagging" your document is the process of marking paragraphs and selected text as content features. Most documents are built on a few main information categories. A report, for example, could contain headings of different levels, quotes, ideas, names, places etc while a correspondence file could contain addresses, contact names, dates and so on. FreeSTYLE comes with a selection of 15 in-built styles that can be used to mark these features and which are easily customisable for different document types.

FreeSTYLE's tags are essentially built on Word styles, but while Word styles only concentrate on formatting, FreeSTYLE's tags concentrate more on content and meaning and in fact need not contain any formatting information at all.

Each time content is tagged - ie marked as a style - you gain more control through improved document structuring, formatting, navigation and selection handling. Each tag acts as a handle by which the document can be controlled.

## Tag Types

Three types of Tag are used to mark the three different categories of content type:

16. **Heading Tags** mark **structural** features of a document
17. **Paragraph Tags** mark **general** content features on a paragraph basis eg quotes, lists etc
18. **Text Tags** mark **specific** content features *within* paragraphs eg key terms, book titles etc

**Heading** and **Paragraph Tags** can be applied to the currently selected paragraph(s). **Text** tags can be applied to the current selection or word. The current tag is indicated in Word's drop-down style list, the first item on the Formatting Toolbar. Text Tags take precedence so a Book tag within a List Item tag will be shown as a Book.

### Heading Tags (Structural)

The **HEADING TAGS 1-4** are Word's in-built heading levels 1-4. They are used to structure your document in a hierarchy of importance. The headings can then be used for easily navigation and reorganisation of your document. (Word's other in-built heading levels 5-9 can be applied as usual from the drop down style menu.) Heading Tags are particularly useful when used in conjunction with the Outline view and with Word 97's Document Map.

*Tip:2 The keyboard shortcuts for the Heading Tag commands 1-4 are Alt + 1, 2, 3 or 4.*

### Paragraph Tags (General)

The **PARAGRAPH TAGS 5-9** are used to mark general paragraph-based content features that regularly occur in documents such as quotes and list items. Each paragraph can only have one Paragraph Tag at a time so selecting a new Paragraph Tag removes any previously applied. To remove all Para Tags return the style to Normal.

*Tip:3 The keyboard shortcuts for applying the Paragraph Tag commands are Alt + 5, 6, 7, 8, 9 with Alt + 0 used for returning any paragraph to normal.*

### Text Tags (Specific)

The five **TEXT TAGS A-E** can be applied to specific content features such as names, publications, dates etc *within* paragraphs (whether paragraph tagged or not). The Text Tags are used to consistently format features such as publication references, major ideas etc.

Each text selection can only have one Text Tag (and one Paragraph Tag) at a time so selecting a new Text Tag removes any previously applied. To remove all Text Tags apply the Default Font command.

*Tip:4 The keyboard shortcuts for the Text Tag commands are Alt + A, B, C, D, and E with Alt + Z used for removing any Text Tags and returning the text to Normal.*

## Tagging Methods

FreeSTYLE offers three ways of marking content on top of the normal Word option of using the Style drop-down list. For more details see the FreeSTYLE Tag section.

### 1. FreeSTYLE Menu

The FreeSTYLE Menu enables quick marking of content type with any of the basic style/tag types.

### 2. FreeSTYLE Control

All tags can also be applied with the FreeSTYLE control. The advantage of the dialog is that the actual Tag Names are shown together with their typical usage. (In other words if you have forgotten if your address tag is Para Tag 5 or Para Tag 7 you can quickly check and then apply the correct tag).

### 3. FreeSTYLE shortcuts

The quickest way of marking content is with the easy-to-remember shortcuts. Each command has its own shortcut based on the FreeSTYLE shortcut prefix, Alt together with the appropriate letter or number.

eg.10 To apply a Heading Tag 4 the shortcut is Alt + 4, to mark a Date Text Tag it is Alt + D.



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# IN-BUILT & CUSTOMISED TAGS

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## *The in-built FreeSTYLE tags and how to customise them for your own use*

The in-built FreeSTYLE tags are designed for use in typical information-centred documents such as reports or notes. They are ideal for a wide range of document types. Their formatting and usage is described below.

### In-Built Heading Tags

The four Heading Tags are hierarchical headings of decreasing importance (and are automatically formatted as such, emboldened and coloured).

1. **HEADING TAG 1** **MAJOR DIVISION**

Used as the title of fundamental sections of a document

2. **HEADING TAG 2** **MAJOR SECTION**

Used as the title of the second most important sections of a document

3. **HEADING TAG 3** **SECTION**

Used as the heading to a section of a document.

4. **HEADING TAG 4** **SUB SECTION**

Used as the lowest level of heading for a document.

### In-Built Para Tags

The Paragraph Tags are intended to mark general content features. The suggested use and in-built formatting of the Paragraph Tags 5 to 9 are:

5. **PARA TAG 5** **NOTA BENE**

Used for any paragraphs you want to stress, summaries etc (bold, coloured and marked with a margin bar)

6. **PARA TAG 6** **QUOTE**

Used for quotes and direct lifts (indented and italicized)

7. **PARA TAG 7** **LIST ITEM**

Used for lists of items (numbered, left aligned)

8. **PARA TAG 8** **STANDALONE**

Used for any other features that consistently stand by themselves eg facts or descriptions (bold and coloured)

9. **PARA TAG 9** **MEMO**

Used for more personal use: your own ideas and reminders to yourself (italicised and coloured)

### In-Built Text Tags

The Text Tags are intended to mark specific content features. They are designed to mark instances of **who**, **where**, **what**, **when**, **how** and **why** in your document. Often only the first or key instance will be marked.

A. **TEXT TAG A** **AGENT** (*who*)

Used for agents ie any figures, authors etc in your document (emboldened and coloured)

B. **TEXT TAG B** **BOOK** (*where*)

Used for books, publications or other references (italicised, underlined and coloured)

C. **TEXT TAG C** **CONCEPT** (*what*)

Used for concepts and terms (emboldened, small caps and coloured)

D. **TEXT TAG D** **DATE** (*when*)

Used for dates (italicised and coloured)

E. **TEXT TAG E** **EXAMPLE** (*how/why*)

Used for examples, explanations, definitions etc (with formatting identical to the Normal default text style this allows the user to gain FreeSTYLE's content-based benefits on text that will seem no different to the reader.)

### Customising Tags

If FreeSTYLE's defaults do not suit your current project, tag usage and formatting can easily be customised. This file provides an example of customised tags. While the Heading Tags have been left unchanged, Paragraph Tags 6 and 9 have been changed to mark Examples and Tips and the Text Tags C and E have been changed to indicate Commands and Control Options.

All documents will be different, but to start you thinking along the right lines, here are a few examples:

eg.11A small-business owner producing a correspondence file could have Heading Tags to mark Months and Contacts; Paragraph Tags to mark Addresses and Main Points; and Text Tags to mark Names, Dates and Reference Numbers.

eg.12A writer producing a book on Greek cooking could have Heading Tags to mark Regions, Islands, and Recipes; Paragraph Tags to mark Descriptions, Ingredients and Cooking Instructions; and Text Tags to mark Cooking Times and Temperatures.

eg.13A screenplay writer could have Heading Tags to mark Acts and Scenes; Paragraph Tags to mark Scene Directions and Staging Advice; and Text Tags to mark Characters.

eg.14A lawyer working on a brief could have Heading Tags to mark Types of Law and Cases; Paragraph Tags to mark Arguments and Rulings; and Text Tags to mark Defendants and Judges.

Although tags will normally be based on the information contained this is not necessarily the case. They can also be used to indicate tone or the stage of writing.

eg.15A journalist could have a Paragraph Tag to mark Initial Thoughts. It would then be possible to jump instantly to paragraphs that still need working on and to hide them when word counting and to delete them when preparing the final article.

Customising tags is a two stage process of renaming and reformatting (see the FreeSTYLE Tag and FreeSTYLE Format sections below).

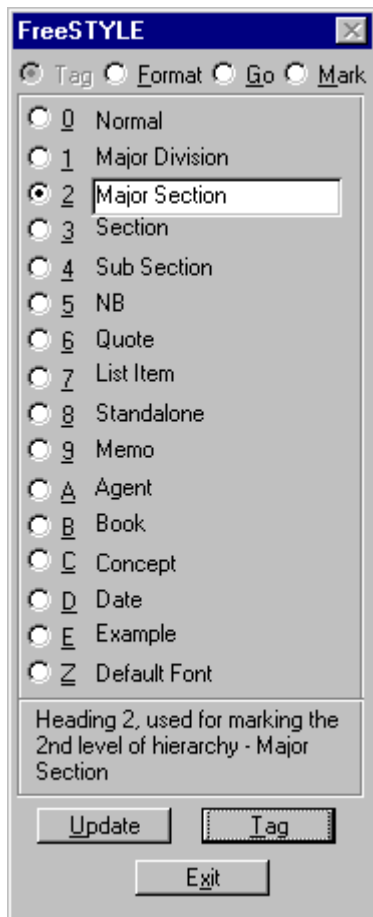
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# FreeSTYLE TAG CONTROL

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*Used for applying, checking and customising tags*

*Tip:5 Shortcut: Alt + T*



The **FreeSTYLE TAG** command is used for applying and customising tags. The big advantage the dialog offers over the FreeSTYLE menu (and the shortcut keys) is that the actual names of the tags and their uses are shown (eg the sixth tag will be "Quote" rather than "Para Tag 6"). As each tag is selected, it is highlighted and its typical usage appears at the bottom of the dialog eg "Para Tag 6, used for marking quotations – Quote"

All of the pre-set FreeSTYLE tags are available for selection. These are the four Heading Tags (Major Division, Major Section, Section and Sub Section), the five Paragraph Tags (NB,

Quote, List Item, Standalone and Memo) and the five Text Tags (Agent, Book, Concept, Date and Example). To understand typical usage, see the In-built Tags section above.

To select a tag you can click on it or type its relevant underlined shortcut eg "6" for Para Tag 6.

To remove any Heading or Paragraph Tag, select the **NORMAL** style option (shortcut "0"). To remove any Text Tag, select the **DEFAULT FONT** option (shortcut "Z").

## Tag Command

To apply a particular tag, simply select it and click on the **TAG** command (shortcut "t"). The currently selected paragraph(s) or text will be tagged and the dialog will automatically close to allow you to continue editing.

## Update Command

The in-built tags can be used for many different document types, but it is also easy to customise them for use in other documents. The names and usage are changed with the **UPDATE** Command (shortcut "u").

To change the tag name simply select the tag and then type in the new name and select the **UPDATE** command. This will save the new tag name and turn the tag description at the bottom of the dialog into an editable text box. Type in the new usage and again select the **UPDATE** command. You will normally then want to reformat the tag accordingly (see FreeSTYLE Format below)

eg.16A manager producing a business report could update Heading Tags to mark Regions, Divisions, and Companies; Paragraph Tags to mark Products and Steps for Action; and Text Tags to mark Employees, Sales Figures, Profits and Losses.

For other examples of customised usage see the Customised Tags section earlier.

## Alternative Tagging Methods

Seeing the actual tag name and its usage is very useful, but for most document types you will already know the tag you want to apply. FreeSTYLE offers two alternative options for quickly applying the tag (on top of Word's normal way of applying styles, the Style drop-down list on the Formatting toolbar).

### 1. FreeSTYLE Menu

Each of the FreeSTYLE tags can be applied from the FreeSTYLE menu. Only the generic tag name can be shown (eg "Heading 1" rather than "Major Division") as the particular usage is likely to differ between documents.

### 2. FreeSTYLE Shortcuts

Each of the FreeSTYLE tags can be applied with an easy-to-remember keyboard shortcut based on the Alt key and its appropriate number or letter. The shortcut for applying the Heading Tag 4 for example is Alt + 4, and for applying the Example Tag is Alt + E.

The shortcut keys work slightly differently for heading and paragraph tags as compared to text tags. Multiple selected paragraphs can be tagged as paragraph or heading tags while text tags are limited to single paragraphs.

Selected text within a paragraph can be marked with a text tag. If the cursor is at the beginning or in the middle of a word that entire word will be tagged. If the cursor is at the end of a word then selecting the command will toggle the Text Tag status. In other words to mark a name with the Text Tag A "Agent" you could type Alt + A to turn on tagging, type the name and then type Alt + A (or Alt + Z) at the end to turn off tagging.



# FreeSTYLE FORMAT CONTROL

Used for customising tags and reformatting documents

*Tip:6 Shortcut: Alt + F*



The **FREESTYLE FORMAT** command is used for customising tag usage and quickly reformatting your documents. In Word itself, formatting of styles is a complicated business with the main modifying options hidden away in sub-sub-sub dialogs. FreeSTYLE allows all the major formatting options to be changed for single or multiple tags with instant effect on the document formatting.

After customising a tag's name and usage you will normally want to reformat the tag appropriately. Simply select the tag and use any of the commands below.

*eg.17A businessman creating a*

*correspondence file could change the in-built formatting of Para Tag 5 to mark Addresses by removing the side bar with the Borders command, and then setting right alignment and below spacing with the Paragraph command.*

*eg.18It is a good idea to try and base customised tags on the most similar tag in the in-built defaults. For example, for a numbered list of cooking instructions, Para Tag 7 is the obvious choice. This not only helps cut down on reformatting but also makes it easier to remember what each tag is used for.*

FreeSTYLE offers all the most common formatting options. For advanced formatting, for example to control numbering, you can use Word's normal procedures.

One of the advantages of FreeSTYLE is that multiple tags can be formatted from the same dialog to make major changes to the layout of a document. Particularly useful are the **NORMAL** and **ALL HEADINGS** options (shortcuts "0" and "Z" respectively).

As all Heading and Paragraph Tags are based on the **NORMAL** tag, if the typeface or spacing is changed this

will be automatically reflected throughout all the tags in the document.

*Tip:7 You should always reformat a document in this way rather than selecting the whole document and changing settings as any text you then add will still retain the old formatting.*

As all Heading Tags are based on the Heading Base tag it is possible to use the **ALL HEADINGS** option to change formatting options such as alignment or typeface for all four heading tags simultaneously.

## Font / Paragraph / Tabs / Borders

The **FONT** command (shortcut "f") calls up the normal Word dialog for changing typeface, colour, point-size etc. This is the only option available for Text Tags.

*Tip:8 Word 97 users can set a paragraph tag's outline level so that they will automatically appear in the Outline view and Document Map. This can be very useful for example showing a navigable list of all tagged quotes in a file.*

The **PARAGRAPH** command (shortcut "p") calls up the normal Word dialog for changing alignment, spacing etc.

The **TABS** command (shortcut "s") calls up the normal Word dialog for adding and controlling tabs

The **BORDERS** command (shortcut "o") calls up the normal Word dialog for controlling borders and shading.

## Update Command

When you first use a FreeSTYLE command, all tags and settings are initially copied over from the Fstyle.dot template. After you have customised a file you might want to restore the default formatting or you might want to use your current settings as the default for all future FreeSTYLE-based files. If you select the **UPDATE** command (shortcut "u") you will be given the option to restore the current default settings or to save the current document's settings as the new defaults.

*eg.19A company can easily customise the FreeSTYLE template to ensure consistent formatting and usage across all its departmental reports.*

## Black/Colour Commands

One of the advantages of the FreeSTYLE approach is its use of colour for clear on-screen marking. For printing, however, this might not be desirable. The **BLACK/COLOUR** (shortcut "l") toggle command allows the colouring of all tags to be turned on and off.

*Tip:9 To change the colour of individual tags use the Font command.*

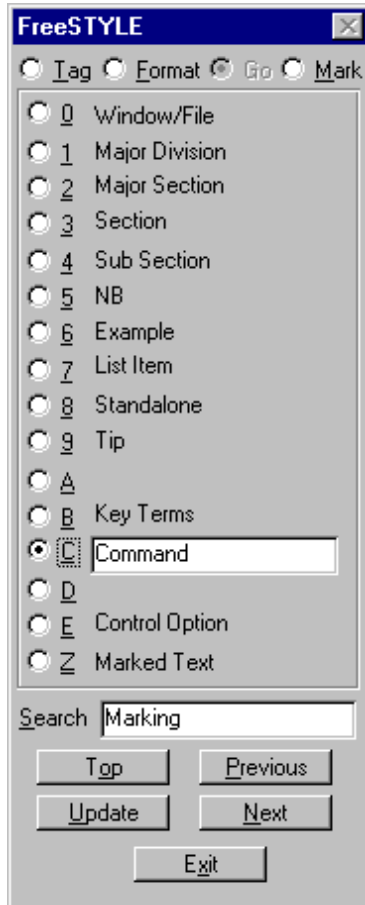
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# FreeSTYLE GO CONTROL

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*Used for document navigation and information retrieval*

*Tip:10 Keyboard shortcut: Alt + G*



The **FreeSTYLE Go** command allows the user to access any previously marked content. The control can be used for navigation in the creation of documents by jumping instantly to any previously marked content. It can also be used to review a document, cycling through all the marked information in a file.

## Next / Previous Commands

To jump to the next or previous instance of a tag, simply select the tag and the **NEXT** or **PREVIOUS** command. If no example is found below (or above) the current cursor position you will be asked if you want to continue searching from the top (or bottom) of the document. As the **NEXT** command is the

default you can simply press Enter.

eg.20 In this file you could search through all the marked commands by selecting the Text Tag C "Command" and then pressing the Enter key. To reverse the search you could select the Previous command and repeat the process again with the Enter key.

To exit the dialog to edit the found tag use the **EXIT** command or the "x" shortcut.

**If you know which tag you want to jump to you can avoid calling up the FreeSTYLE Go control by using keyboard shortcuts. To jump to the next instance use the Alt + Right cursor prefix, to jump to the previous instance use the Alt + Left cursor prefix.**

eg.21 In this file to jump to the next command (Text Tag C) you could use the Alt + →, C shortcut.

If an instance of the tag is found the tagged text will be selected and also shown in the dialog's Search text box. This is useful for quickly trying to find an item you are looking for because the dialog can otherwise obscure the text it has found.

*Tip:11 If you use Word 97, work with the Document Map visible as you will be able to position the dialog so that it does not obscure the text you are searching.*

In addition to the heading, paragraph and text tags there are two further options. The **WINDOW/FILE** option (shortcut "0") will open the next or previous file. This is particularly useful if you are trying to locate a tag or some text in a number of open documents.

The **MARKED TEXT** option (shortcut "z") is very useful for jumping to paragraphs that you have already marked. The benefits of marking are described in the Selection Marking and FreeSTYLE Mark sections below.

eg.22A manager could flag those sections that need rewriting or approval and it would then be easy to cycle through all instances.

## Search Text

As well as searching for tags, FreeSTYLE can be used for searching for text. This is done by entering text into the Search text box (shortcut "s"). If the cursor is positioned in the Search box when you select the Next or Previous commands, the program will search for the search text rather than the selected tag.

Often it is very useful to be able to combine tag and text searches. When a tag is found, its text is automatically entered in the Search text box. Simply by putting the cursor in the Search box it is then possible to search for other instances of the text.

eg.23A student could cycle through all Text Tag A "Agents" in a notes file. When they found someone they were interested in, they could then search for all further mentions throughout the file.

eg.24 It is also possible to automatically mark all instances for later reviewing or export, deletion etc. See Selection Marking and FreeSTYLE Mark sections below.

## Top / Bottom / Origin Command

Often it is desirable to search from the top or bottom of your document or to be able to return to your original cursor position after searching. The **TOP / BOTTOM / ORIGIN** command toggles three ways between the top and bottom of the document and the position from which you called up the FreeSTYLE Control.

## Update Command

Rather than searching for a tag that does not exist you can get FreeSTYLE to update the list of tags to show only those are actually present in the current file. This is done with the **UPDATE** command (shortcut "u").

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# SELECTION MARKING

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## *Used for marking text for review and selection handling*

So far we have concentrated on FreeSTYLE's tagging, but FreeSTYLE offers another way of marking and controlling content within a document - selection marking. The advantage of selection marking (often just called marking) is that it allows the user to work intelligently with different but connected parts of a larger document.

eg.25A manager might be interested primarily in the sections of the general report that dealt with their region.

eg.26A teacher might want to produce a handout containing just the headings and quotes from their course notes.

eg.27A journalist writing to a deadline could concentrate on those sections that needed rewriting.

eg.28A student with a general psychiatry notes file might be interested in just those sections dealing with a particular figure such as Freud.

## Benefits of Selection Marking

Selection marking is useful for a number of purposes.

19. Marked paragraphs are formatted with a gray tint. As such marking can be used to stress importance like a highlighter pen.

eg.29An editor reviewing a document could easily mark those paragraphs or sections that need approval before going to press.

20. Marking can be used as a quick way of navigating.

eg.30A writer could mark those paragraphs that need working on and then jump to them at any time with the FreeSTYLE Go control or the Alt + →, M keyboard shortcuts.

The FreeSTYLE Mark Control allows any tag type (ie content type) or all paragraphs containing particular text to be automatically marked as a selection.

It also offers four powerful commands for selection handling.

21. Marked text can be **deleted** when it is no longer needed in a document.

eg.31A businessman with a general correspondence file could easily mark and then delete all letters that do not need to be kept on file.

22. Marked text can be temporarily **hidden** for various purposes including the control of different document types from within the one master.

eg.32A lawyer could mark all confidential sections of text and hide them before printing out a client report.

23. Marked text can be **collected** together from throughout a document to reorganise a file.

eg.33A teacher producing course notes could decide that various sections spread throughout the course would be better dealt with if collected together.

24. Finally marked text can be **exported** to create a new document.

eg.34A student could build up a general notes file and then mark all sections relevant to a given topic and export them to an essay base file.

**By combining automatic selection marking and the delete, hide, collect and export capabilities, it is possible to effectively treat Word documents as freeform text databases.**

eg.35A journalist working on an article could download files from the Internet and then automatically pull out any relevant text.

## Direct Selection Marking

FreeSTYLE allows interactive and automatic selection marking.

Any selected paragraph(s) can be interactively marked with the **MARKING TOGGLE** command on the FreeSTYLE menu or with the Alt + x shortcut. The command is a toggle so that if the first paragraph of the selection is unmarked it becomes marked: if it is already marked the selection becomes unmarked.

Marked text is indicated by a 30% gray tint of the entire paragraph ie it is not possible to mark selected text within paragraphs.

Direct selection marking is particularly useful for those instances which can only be handled interactively, for example marking sections that share a broad theme that only the user will recognise.

## Automatic Selection Marking

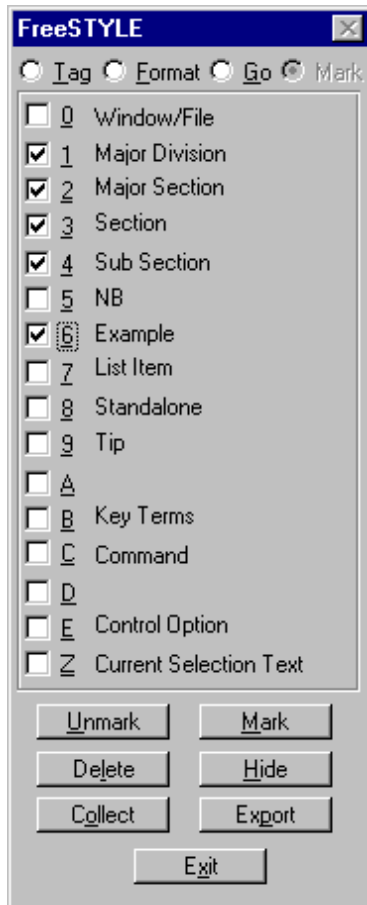
It is also possible to automatically mark tags or text with the commands on the FreeSTYLE control's Mark tab (see below).

Automatic selection marking is useful for those instances which are clearly patterned and so can be recognised by Word, for example marking all quotes in a document or all paragraphs that contain a particular name.

# FreeSTYLE MARK CONTROL

Used for automatically marking selections and for the control of selections

*Tip:12 Keyboard shortcut: Alt + M*



The **FREESTYLE MARK** command is used for automatically marking tags and text and for controlling the resulting marked selections.

## Mark / Unmark Controls

The FreeSTYLE Mark tab is different to the other tabs of the FreeSTYLE control in that rather than option buttons it offers checkboxes so that users can select more than one tag. To mark all headings and quotes for example, type the shortcuts "1,2,3,4,6", and then "m" for the **MARK** command. FreeSTYLE will automatically mark all relevant paragraphs throughout the entire document. The **UNMARK** command (shortcut "u") will remove all marking.

eg.36A journalist could automatically mark all Para Tag 9 "Memo" paragraphs so that they stood out from the rest of the copy and to aid easy navigation.

It is often desirable to ensure that the whole file is unmarked before marking (or marked before unmarking). This is done by selecting the **WINDOW/FILE** option (shortcut "0") before selecting either command. Selecting the checkbox will automatically deselect all others and vice versa.

**The CURRENT SELECTION option (shortcut "z") is very powerful particularly when used with the Go Control as it enables marking based on text searches.**

eg.37A student could search for Text Tag A "Agents" and then when they found a figure they were interested in select the Mark tab and mark all instances (whether tagged or not) for later review or export.


Once a selection of text has been marked, whether automatically or interactively with the Marking Toggle command, there are four main commands for dealing with it.

## Delete Command

The **DELETE** command (shortcut l) simply removes all marked paragraphs. As this obviously has major effects on your document you are asked to confirm that you want to continue and your file is automatically saved before deleting goes ahead.

eg.38A manager could look through a general report and directly mark all sections irrelevant to the local branch and delete these before printing out.

## Hide Command

Marked text can be temporarily hidden using the **HIDE** command (shortcut h). If marked text is hidden, selecting the Show All  command on the Standard toolbar (shortcut Alt + ;). Selecting this gives the option to temporarily reveal hidden text or to permanently restore it.

*Tip:13 If a lot of text has been hidden Word's performance can be affected, but this is solved if it is revealed with the Show All command.*

If you call up the FreeSTYLE Control with text hidden you will also be given the option of restoring it. You must restore any hidden text to delete, collect or export.

eg.39A software developer with different versions of a manual for professional and standard versions could control multiple versions within the same file by directly marking those sections that are only relevant to the professional version and hiding them before printing out the standard version.

Word is happier dealing with hidden text when it is interspersed throughout a document rather than in long undivided sections when performance can be affected. In particular you should avoid hiding the whole document as this can cause Word to freeze. Hiding marked text is extremely useful but it is intended for temporary use.

## Collect Command

The **COLLECT** command (shortcut o) allows text that has been marked as a selection to be automatically brought together at the cursor position from which the FreeSTYLE Control was called. As the changes made can be quite extensive, the file is automatically saved if you select to continue.

eg.40An academic writing a thesis could directly mark paragraphs and sections that they decide would make more sense in a section of their own and then collect them together.



## Export Command

The **EXPORT** command (shortcut "p") is the most powerful FreeSTYLE command. It allows marked text from throughout a document to be automatically copied into a new file. This is particularly useful as it allows the use of master files as the basis for others.

After selecting the command the option to go ahead is given and the file is automatically saved. All marked text is copied into memory, the current file is closed without saving changes and reopened, a new file is created and the copied text inserted. To allow FreeSTYLE tags and settings to be copied over you will be asked to save the file. The option is then given to remove all marking from the original file.

eg.41A trainer producing course notes could automatically produce handouts from their own notes by automatically marking headings, NB paragraphs and example exercises.

eg.42A student asked to write an essay could directly mark all sections relevant to the topic from a general notes file and then export them as the base for the report.

eg.43A screenwriter could automatically mark all speeches spoken by certain characters using text-based marking and then export them and print them out to help the actors learn their lines.

The marked text controls have been designed primarily for use with straight text. You should take care with text containing pictures, frames, section breaks and tables as Word's handling of these can be erratic. It is always a good idea to backup before exporting or collecting. Exporting may take some time, but if Word seems to have gone into a closed loop you can press Escape to exit from the current macro. You should then close the current file without saving changes and open the version that was automatically saved at the start of exporting or collecting.

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# KEYBOARD SHORTCUTS

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## *FreeSTYLE's comprehensive keyboard interface*

FreeSTYLE for Word has a complete and easy-to-remember system of keyboard shortcuts corresponding to each of its commands. Each shortcut is based on the FreeSTYLE Alt key prefix together with the keys below:

(In normal Word the Alt key can be used for menu access commands, this is not possible with FreeSTYLE but the same effect can be achieved with F10 ie to access the File menu use F10, F rather than Alt + F)

SHORTCUT	COMMAND	SHORTCUT	COMMAND
Alt+0	Normal Tag 0 (Normal)	Alt+A	Text Tag A (Agent)
Alt+1	Heading Tag 1 (Major Division)	Alt+B	Text Tag B (Book)
Alt+2	Heading Tag 2 (Major Section)	Alt+C	Text Tag C (Concept)
Alt+3	Heading Tag 3 (Section)	Alt+D	Text Tag D (Date)
Alt+4	Heading Tag 4 (Sub Section)	Alt+E	Text Tag E (Example)
Alt+5	Paragraph Tag 5 (Nota Bene)	Alt+F	FreeSTYLE Format Control
Alt+6	Paragraph Tag 6 (Quote)	Alt+G	FreeSTYLE Go Control
Alt+7	Paragraph Tag 7 (List Item)	Alt+M	FreeSTYLE Mark Control
Alt+8	Paragraph Tag 8 (Standalone)	Alt+S	FreeSTYLE Menu
Alt+9	Paragraph Tag 9 (Memo)	Alt+T	FreeSTYLE Tag Control
Alt+X	Selection Marking Toggle	Alt+Z	Default Font (Remove Text Tag)
Alt+←	Go To Previous (eg Alt+←,1 = Previous Head 1, Alt+←,M = Previous Marked)		
Alt+→	Go To Next (eg Alt+→,5 = Next Para Tag 5, Alt+→,e = Next Text Tag E)		

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# FreeSTYLE 1.1 Registration Details

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**This is a fully working evaluation version of FreeSTYLE 1.1 for Microsoft Word for Windows. There are no limitations in terms of functionality or length of use, but if you keep the program you must register.**

To encourage you to register, if you use the FreeSTYLE commands more than 15 times within a single file, a nag screen will appear when you select any of the FreeSTYLE commands. If you continue to use the program, the menu commands and keyboard shortcuts for instant tagging and navigation will stop working so that you will only be able to access the power of FreeSTYLE from the control panel.

## The Benefits of Registration

If you register you gain the following benefits:

25. You will be able to unlock your evaluation copy of FreeSTYLE. This will allow you to freely use all the functionality of the FreeSTYLE menu, control and shortcuts in all of your work without reminders or inconvenience.
26. You will be eligible for phone and e-mail support (please e-mail me at TomArahUK@aol.com). As I am a member of ASP you also have the protection offered by an independent ombudsman. If you have a problem, an idea or just want to share your views of the program, *please get in contact*.
27. You will be able to use your registration number to unlock any FreeSTYLE 1.x maintenance releases and FreeSTYLE extras. For example I have produced an optimised version for Word 97. This, and future releases, will be made available via my site <http://members.aol.com/tomarahuk>
28. You will be informed of any major new releases (if you include an e-mail address) and will be eligible for a discounted rate on these and other products.
29. Finally you will be able to sleep easily at night knowing that you are supporting the development of FreeSTYLE and other innovative add-ons.

## Registration Price

<p><b>Registration costs only</b> <b>US \$30.00 or £18.00 (£21.15 inc VAT)</b></p>
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**20% DISCOUNT:** Charitable institutions, people with disabilities, students, the unemployed and registered users of other Online Design software (eg Factotum) are all eligible for a 20% discount. This takes the price to £14.40 + VAT (£16.92) or \$24.00. This rate is only available if you pay by check/post and enclose (photocopied) proof of your status.

Additional computers can be licenced to use FreeSTYLE at £20 or £14.40 (£16.92 inc VAT) each.

## How To Register FreeSTYLE

### By credit card / email / online / fax:

Payment by credit card is generally cheaper, quicker and more convenient. I cannot accept credit card payment directly but this is possible via the PsL (Public Software Library). Payment can be made online, via email or via fax. Full details are available on the registration form itself (see below). In each case after processing your payment PSL automatically pass on your details to me and I will send you your own personal registration code. Apart from the payment procedure, PsL know nothing about FreeSTYLE, so please send any comments, queries etc directly to me at TomArahUK@aol.com

Alternatively if you are a member of Compuserve you can register online with the GO SWREG reference # 15875.



### **By bank check / post:**

To pay by bank check, simply fill in the registration form below (or available from the Details command in the About FreeSTYLE / Register dialog) and send it off with correct payment (made out to ONLINE DESIGN) to Online Design, 26 Forth Street, Edinburgh, UK, EH1 3LH.

- If you are applying for the 20% discount please include photocopied proof of status.
- If you are an overseas user wanting to pay in your local currency (ie neither UK£ nor US\$) there is an additional \$5.00 bank handling charge.

### **How To Unlock FreeSTYLE**

In return for registering you will be sent a personal 10 digit registration code (please remember to include your email address and to check that it is correct).

Simply enter this code into the Reg No text box in the About FreeSTYLE / Register dialog and select the Register command. This will automatically unlock your existing evaluation program template.

*Thank you for your support,*  
Tom Arah

**e-mail: [TomArahUK@aol.com](mailto:TomArahUK@aol.com) web: <http://members.aol.com/tomarahuk>  
ONLINE (SOFTWARE) DESIGN, 26 FORTH STREET, EDINBURGH EH1 3LH, SCOTLAND, UK**

# FreeSTYLE 1.1 Registration Form

**PAYING BY CREDIT CARD** is generally the quickest and most convenient method of payment. Payments are handled by the PsL (Public Software Library). As PsL is an American company all payments are made in \$US which will be converted to your currency equivalent on your next credit card statement. (This is good news for EC users who will not be liable for VAT.) Apart from the payment process PsL know nothing about FreeSTYLE so please send any comments, queries etc directly to me at TomArahUK@aol.com. To pay by credit card:

30. You can fill out a secure order form **online** by visiting <http://members.aol.com/tomarahuk>

31. You can **email** the form below. When you complete the last entry the relevant section of the form will be copied to the clipboard ready for pasting into your email editor. This should then be sent to 30190@pslweb.com.

32. You can **fax** the form below (after signing it) to PsL at (00) (+1) 713-524-6398 (please only fax orders)

**PAYING BY BANK CHECK / MAIL** is generally slower, less convenient and more expensive. However it is relevant if you do not have a credit card or are eligible for the 20% discount. (If you are an EC citizen you will be liable for 17.5% VAT. If you are paying neither \$US nor £UK you will be liable for a US\$5 equivalent handling charge.)

33. To pay by **post**, fill out the form below, sign it, make out a check to ONLINE DESIGN for the correct amount (or your local currency equivalent) and send it to Online Design, 26 Forth Street, Edinburgh, UK, EH1 3LH

*Please fill out the form below on screen. As you move between fields, the correct payment will be updated automatically. When you have completed the last entry you will be prompted with what to do next.*

Payment details <i>(select options and the correct price will be worked out automatically as you move on)</i>		
1. how are you intending to pay?		
2. which currency will you be paying in?		
registration of FreeSTYLE for Word 1.1	Units 1	\$ 30.00
additional licences for extra computers	Units 0	\$ 0.00
<b>subtotal</b>		\$ 30.00
less <input type="checkbox"/> 20% discount if eligible		-
plus <input type="checkbox"/> 17.5% vat if liable		-
(PsL order No 30190) <b>total</b>		<b>\$ 30</b>
Type of credit card	Credit card number _____	
Credit card expiry _____	Name on card _____	
personal details <i>(please fill in answers to all questions, preferably in upper case)</i>		
names <i>(first &amp; last)</i>	_____	
address	_____	
	_____	
city	_____	
state / county	_____	
country	_____	
zip / post code	_____	
e-mail address	_____	
version of Word	_____	
download details	_____	
<i>(The following option is only relevant if you are sending a bank check or faxing your credit card order)</i>		
signature	8/7/97	

For further information or to pass on comments, suggestions, encouragement etc please contact Tom Arah at TomArahUK@aol.com or visit <http://members.aol.com/tomarahuk>