



View2 Plus Help

View2 Plus is a unique application add-in designed for the serious Word user.

If you depend on Word 97 for business, education, desktop publishing, hypertext authoring, or demanding general-purpose editorial, you almost certainly will benefit from what View2 Plus has to offer.

What View2 can do for you?

View2 Plus makes it easy for you to exploit to the full the value of Word's MDI (multiple document interface) and Windows multitasking environment. It works by working the way you do.

You need View2 Plus if:

- You find yourself frequently switching document and application windows to compare and edit documents and other windows.
- You want to make detailed comparisons of different documents the way you would with paper documents.
- You want to work in different views or different parts of the same document at the same time, as when editing RTF files.

These and many other window-related tasks are a snap with View2 Plus and the PowerPlus toolbar.

View2 Plus is self-explanatory and uses dynamic controls and text to guide you. In addition to normal operation, you can work in Task List, Window, and File modes — plus you can set options (when you register) and the PowerPlus toolbar for dialog-free operation.



[Learn about View2 Plus](#)



Major Topics

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Arranging windows side by side or up and down

Click the icon above for major topics

■ Start by clicking the View2 Plus button or choose View2 Plus from Word's Window menu.

For previewing, selecting, and arranging document windows (including macros and protected documents) side by side or above and below each other.

What you need to know:

- The file name you see above the list box is your active document. It's also the document that is initially selected in the list box and that appears in the preview box.
- The documents you see in the list box are the same ones you can see at the bottom of your Window menu: they're listed in just the same order, which is alphabetical.
- When you select a document in the list box, it appears in the preview box with its name above. You can activate this document by choosing Switch To.
- You also see the selected document's name beneath the list box with the choices about how to display it with the active document. When you choose OK, both document windows appear in the Word workspace.
- By default, View2 Plus arranges documents vertically; you choose to put the document you select on either side of the active document with the Left and Right options beneath the list box.
- Alternatively, you can select Horizontal from the Arrange group and choose to put the document you select above or below the active document with the Top and Bottom options beneath the list box.
- If you leave your active document selected in the list box, you can choose to maximize it or view it twice with the Max. and Twice options beneath the list box. When Max. is selected the Vertical and Horizontal options are not available.
- There is a three-way toggle button that first lets you arrange all your open documents (View All), then lets you minimize all your documents (Min. All), and then lets you maximize all your documents (Max. All). When you use the toggle button, the dialog box remains open.

Tips

To make any document the active window, select it from the list box and choose Switch To.

To return all documents and their text to normal, open View2 Plus and choose OK.

See also

[Arranging windows individually](#)

[Frequently asked questions](#)

[More tips](#)



Arranging windows individually

Click the icon above for major topics

■ Start by clicking the Window button in the Mode group.

For previewing, selecting and arranging individual documents as half- or quarter-size windows.

What you need to know:

- The document you select in the list box appears in the preview box.
- You see the selected document's name beneath the list box with the choices about how to display it. When you choose OK it is displayed according to your selection.
- By default, a document is displayed as a half-size window; you choose to put it on the left, right, top or bottom half of the Word workspace.
- Alternatively, you can select the Quarter option from the Size group and choose to put the document in the top left, top right, bottom left, or bottom right of the Word workspace.
- Check the Keep the Dialog Box Displayed option if you want to select and arrange more than one document window before closing the dialog box. The OK button says Apply instead.
- Choose Show Toolbar to display the PowerPlus toolbar and close View2 Plus. Choose Hide Toolbar to hide the PowerPlus toolbar.

Tip

To keep the dialog box open when you have more than one window to arrange individually, just select the check box.

See also

[Arranging windows side by side or up and down](#)

[Frequently asked questions](#)

[More tips](#)



Arranging Word with other applications

Click the icon above for major topics

■ Start by clicking the Task List button in the Mode group.

For selecting and arranging application windows side by side or above and below Word's application window.

What you need to know:

- The list box displays the applications you have open on your desktop. Word is initially selected.
- When you select another application from the list box, you can activate this application by choosing Switch To.
- You see the selected application's name beneath the list box with the choices about how to display it with Word. When you choose OK both application windows appear on your desktop (with your active document maximized in Word).
- By default, View2 Plus arranges application windows vertically; you choose to put the application you select on either side of Word with the Left and Right options beneath the list box.
- Alternatively, you can select Horizontal from the Arrange group and choose to put the application you select above or below Word with the Top and Bottom options beneath the list box.
- If you leave Word selected in the list box, you can choose to maximize it.

Tip

To return the Word application window, as well as all documents and their text to normal, open View2 Plus, select Task List, and choose OK.

See also

[Arranging windows side by side or up and down](#)



Managing files

Click the icon above for major topics

■ Start by clicking the File button in the Mode group.
For opening, closing, and copying files.

What you need to know:

- You can open any file you want with the Open File button. When you open a file it becomes the active document.
- You can close any document window you select with the Close File button.
- You can copy any document you select with the Copy File button. After saving the new file, View2 Plus asks you if you want to reopen the file you just copied.

Tips

To close one window of an open document, choose Close File.

To save a document for the first time, choose Copy File.

See also

[Frequently asked questions](#)

[More tips](#)



Choosing Options

Click the icon above for major topics

- Start by clicking the Options Button in the Mode group.
For selecting custom settings in View2 Plus.

What you need to know:

- **Default Window Choices**
Set your choices for positioning document windows when using View2 Plus or PowerPlus toolbar. The default settings are Vertical and Left, which means a selected document appears on the left side. You can change this to Right. If you change the orientation to Horizontal, then the choices become Top and Bottom.
- **Display**
Choose to show the PowerPlus toolbar and the File Buttons in View2 Plus.
- **Zoom**
Set the window zoom when positioning document windows with View2 Plus or PowerPlus toolbar. The default is 100%. The range you can choose from is 10 to 200 percent. Your choice affects all window you view side-by-side or above and below each other.
- **View**
Set the window view to Normal, Outline, or Page Layout when using View2 Plus or PowerPlus toolbar.
- **Save Settings**
You can choose this once you've registered View2 Plus to save the settings you have chosen. If you choose Cancel, View2 Plus will reappear, but the settings will not be saved.
- **Register**
Choose this to open the Register View2 Plus dialog box.

Tips

All options also affect the PowerPlus toolbar where they are applicable.

See also

[Arranging windows side by side or up and down](#)

[Using the PowerPlus toolbar](#)

■ Using the PowerPlus toolbar

Click the icon above for major topics

■ Start by clicking the Window button in the Mode group and then clicking the Show Toolbar button *or* select View2 PowerPlus toolbar from the View\Toolbars menu.

For arranging individual document windows without having to use the View2 Plus dialog box. Also features two mini-add-ins: **Switch Windows** and **Double View**.

What you need to know:

- The PowerPlus toolbar gives you all the functionality of View2 Plus Window Mode and more without having to open a dialog box.
- The PowerPlus toolbar lets you manipulate the size and position of any selected window, including protected and macro documents.
- Like any Word toolbar, you can float the PowerPlus toolbar or drag it to one side of the application window.
- You can show and hide the PowerPlus toolbar the way you do any Word toolbar, or you can use the Show Toolbar/Hide Toolbar button after choosing Window Mode in View2 Plus.
- **Display On Left, On Right, On Top, On Bottom, On Top Left, On Top Right, On Bottom Left, On Bottom Right**
These eight buttons give you all the choices for half- and quarter-size document windows.
- **Wrap or Unwrap**
Toggles text wrapping and unwrapping.
- **Maximize All Windows**
Maximizes all windows and unwraps their texts too.
- **Switch Windows**
Switches windows on the fly as you select the document names from the list. So much better than having to open and reopen the Window menu in Word—particularly when you have more than nine windows open, when Word supplies the pathetic Activate dialog box. You can activate Switch Windows with ALT+Q—easy to remember if you're an ALT+TAB fan.
- **Double View**
A really cool addition that gives you more than could be packed into View2 Plus. Don't just display a window with itself—decide which side to put the original and which view to put either window in independently! Brilliant if you want to see a document take shape in Layout or Outline mode as you type or edit in Normal mode.

Tip

Use the PowerPlus toolbar like a modeless dialog box by floating it anywhere in your application window.

See also

[Frequently asked questions](#)

[More tips](#)



Frequently Asked Questions

Click the icon above for major topics

Word must have something like this?

No. It has the Arrange All command that arranges all your open documents so they do not overlap. The problem with this is that you have no control over the way the documents are arranged. It's only useful if you have a couple of windows open and, only then, if you're happy with "up-and-down" editing.

Previous versions of Word supplied a macro in the LAYOUT.DOT template called ArrangeWindows that had a horizontal or vertical option. (You can check it out by opening the optional template file LAYOUT.DOT from Word 6 or 95.)

There are three things about this macro that make it virtually useless:

- It does not let you specify which document windows to arrange.
- It does not wrap the text in each document window for side-by-side editing.
- It does not size the windows properly if the Zoom magnification is less or greater than 100%.

What can View2 Plus do for me?

View2 Plus makes it easy for you to exploit to the full the value of Word's multiple document interface and Window's multitasking environment:

- If you find yourself frequently switching documents or application windows to compare and edit files, then View2 Plus is for you.
- If you want to make detailed comparisons of different documents—even macros and protected ones—the way you would with paper documents, then View2 Plus is for you.
- If you want to write in Normal view and, at the same time, see a copy of your document take shape in page layout or outline view, then View2 Plus is for you.
- If you want to work in two, four, or more parts of the same document at the same time, then View2 Plus is for you.

What does View2 Plus do to my documents?

- View2 Plus puts the documents you select into normal view and zooms them to 100%. You can then switch to another view and zoom the document magnification as you want. (Each window—and if you split the windows, each pane—can be in a different view and have a different magnification.)
- When you arrange documents vertically, View2 Plus automatically wraps the text in each window for easy editing. Here are two questions that people sometimes ask:

What happened to my line numbers?

Word doesn't show line numbers on the status bar when text is wrapped.

Why does my text seem longer than before?

Word is wrapping the text to the edge of the window when you're working full-screen.

Solution:

Run View2 Plus again and choose OK (when the Max. Option is selected) or click the Maximize All Windows button on the PowerPlus toolbar.

Remember to do one of these things whenever you're ready to work full-screen. (If you maximize a window without using View2 Plus or the PowerPlus toolbar that you previously arranged vertically, the text remains wrapped.)

See also

[More tips](#)



More Tips

Click the icon above for major topics

- Word windows “remember” their previous size and position. You may notice that choosing the restore button on a window puts it back to just the same position you set for it in View2 Plus—even after maximizing all your windows. You can use this to your advantage by restoring and maximizing windows without having to reposition them with View2 Plus.
- If you want to wrap or unwrap the text in just one document, use the Wrap or Unwrap button on the PowerPlus button for this purpose.
- Use the power View2 Plus and DoubleView gives you to work in two views of the same document. You’ll find this is far more effective than splitting a window horizontally, where the two panes are not truly independent—for example, switching views or scrolling in one pane affects the other pane. Remember that you are still working on one document—editing in one window is the same as editing in the other.
- If you use View2 Plus when working in outline or page layout view and you have more or fewer toolbars in one of these views than your normal view, the windows will be sized according to this toolbar arrangement. Either they will appear with a gap at the bottom, or the bottom of the windows will be hidden behind the status bar. When you return to outline or page layout view the Windows will be sized correctly. To avoid this problem completely, float the extra toolbar—for example, float the Outline toolbar so its not anchored to the top of Word.
- If you’ve installed Microsoft’s Internet Assistant add-in, you cannot run this program and use text wrapping at the same time. When you run View2 Plus, it gives you the option to unload this add-in till the next time you run Word.

Some other ways to use View2 Plus

- Use View2 Plus to work with macros and protected documents too.
- Use View2 to work with embedded objects, like Excel tables and PowerPoint slides, side by side with Word documents
- Write in Normal view and, at the same time, see a copy of your document take shape in page layout or outline view.
- Work in two, four, or more parts of the same document at the same time—very useful with RTF, where you can view footnotes side by side with their related topics.

See also

[Frequently asked questions](#)



Registering View2 Plus

Click the icon above for major topics

View2 Plus is shareware. It's your responsibility to pay for this product if you want to use it permanently. When your 30-day evaluation period is over, your daily reminder to register becomes a little bit more insistent. However, it's up to you.

When you register View2 Plus, you get a Registration ID. Just choose Options from the Mode group and type your name and this confidential ID into the registration dialog box to get the following benefits:

- Your name appears in the Options dialog registration information.
- All custom options are enabled. You can set up View2 Plus to work the way that suits you best.
- No more reminders to register ever again.

"I don't want to register View2 Plus" [No Problem! Click Here!](#)

How to get your Registration ID

The Product ID is **2319**. The cost of registration is just \$20. Registrations are handled by NorthStar Solutions—a shareware registration service. You already have the product, so all you need is your personal Registration ID, which you can get almost instantly by email.

Important

NorthStar is an independent registration service. For all product questions, technical information and support details, please contact the author at:

wordwise@geocities.com

Site licensing

A substantial discount is available with site licensing:

<u>Number of users</u>	<u>Price</u>
—Up to 20 users:	\$300
—Up to 50 users:	\$500
—Unlimited site license	\$1,000

Registration tips

Use the Product ID: **2319** when you contact NorthStar. NorthStar will supply you the Registration ID.

- If you need a multiple-user license for a business or educational setting, you're entitled to a discount as shown above.
- Decide on your method of payment: Visa, MasterCard, or Discover, check, or money order.
- Please provide your e-mail address to receive your Registration ID immediately.

Web orders

<http://www.nstarsolutions.com>—fill out the online order form now. It's fast, easy and secure!

Phone orders

Calls are taken 10 am—8 pm, EST, Monday through Saturday.

1-800-699-6395

1-803-699-6395 (From outside the U.S.)

Fax orders

1-803-699-5465

Email orders

Internet: starmail@compuserve.com

America Online: **StarMail**

CompuServe: **StarMail**

Mail orders

Send check or money order payable to “**NorthStar Solutions**” in US dollars to:

PO Box 25262, Columbia, SC 29224

How to uninstall View2 Plus

All you have to do is this:

1. Delete V2PWRPLS.DOT from your WINWORD\STARTUP folder.
2. If you want to (it's not necessary), delete VEW2PLUS.HLP and VEW2PLUS.CNT from the WINWORD or MSOFFICE folder.

What is shareware?

Shareware is a distribution method, not a type of software. With shareware, you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate moneyback guarantee—if you don't use the product, you don't pay for it. If you try a shareware program and continue using it, you should register it.

