

## DINGER 2.0

A Word for Windows 1.1 macro

To implement the "Insert Character", "Insert Accented (Foreign) Character"  
and "Insert QwikSymbol" menu commands.

**Dinger** puts Dingbats, Symbols, and all your WinWord characters at your fingertips.

**To**

You may scan through this **Dinger** documentation "normally" (i.e., sequentially), but if you know which section you want to read, or if you just want to pop around a bit to get more comfortable with **Dinger**, double-click on one of the boxes, sections or functions below:

§

**DocCruiser**

§  
§  
§  
§  
§  
§  
§

§  
§  
§  
§  
§

**DocCruiser,**

§

Function

Function

§

If you have a color monitor, you will soon discover that DocCruiser lets you double-click on any word or phrase that appears §, to let you cycle through related topics that happen to be strung throughout the documentation. (Take **that**, HyperCard!)

DocCruiser is even smart enough to let you go back whence you came. (That's a feature new with **Dinger** 2.0.) Try clicking around a bit. Hop to a topic, hop back, and then jump back again. Keep in mind that you're doing this inside a word processor! (Well, not an everyday word processor....)

We think you'll agree that WinWord's abilities are nothing short of phenomenal!

### **Dinger's Swan Song**

This version of **Dinger** – number 2.0, released in mid-February, 1991 – will be the last standalone version of the venerable **Dinger**. Not that we're retiring the DingThing. Far from it! **Dinger** will assume its rightful position as a key part of the new **WinWord Office POWER Pack** (better known as **WOPR**), currently scheduled to be unleashed in March, 1991.

If everything goes according to schedule, **Dinger** will join **Enveloper** (which prints envelopes on LaserJets, DeskJets, and compatibles with just a couple of mouse clicks), **Two-by-Four** (which prints 2-Up/Duplex or 4-Up, with two or four "squished" pages on each sheet of paper), **Labeller** (the first GUI/WYSIWYG label making system), **Tailor** (which lets you re-arrange things in your pull-down menus), and a handful of smaller but highly useful macros, in the brand-spanking-new package designed to make your life a lot easier.

For details about registration, and how it's affected by **WOPR**, see §. In a nutshell, though, our registration terms are as liberal as could be: if you register **Dinger** before **WOPR** is released, you'll get *more than your money back* on **WOPR**. If you register **Dinger** after **WOPR** goes out, and then subsequently decide to get **WOPR**, your entire Dinger registration fee will be applied toward **WOPR**.

Either way, you win.

### **Your assurance of quality**

**Pinecliffe International** is proud to belong to the §. ASP protects you, the Shareware consumer, with one of the best guarantees in the business. Here are the details:

This program is produced by a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon MI 49442-9427 or send a CompuServe message via Easyplex (also known as "CompuServe Mail") to ASP Ombudsman 70007,3536

This ASP service is *in addition to* Pinecliffe International's solid-gold no-questions-asked lifetime money-back guarantee. Look in § for details.

The ASP mark is your assurance of quality, backed by a group that cares about Shareware and the people who use it. Look for the ASP logo wherever you go searching for software.

## Acknowledgements

**Dinger** started as a series of messages between Larry Sakas, Ellen Nagler and Hans Michna on the CompuServe WinWord forum (GO MSAPP, forum 12). The WinWord forum being what it is (i.e., a wild, no-holds-barred place where opinionated curmudgeons clash in open combat!), several eavesdroppers had ideas – and **Dinger** 1.0 rapidly evolved into a useful, and very popular, macro.

Ellen quickly found a dozen ways to out-ding **Dinger**; she is responsible for most of the improvements (and none of the faults!) you will find in **Dinger** 2.0.

Thanks to Guy Gallo, who provided a key insight into the technical structure of the first **Dinger**. "Guy's book", the one we've all been waiting for, is finally out! If you're trying to program in WordBASIC, the WinWord macro language, and you don't have *Using WordBASIC*, run – don't walk – to the nearest phone, call Editor's Choice at 800-641-1116, and get a copy **now**. Guy, Julianne Sharer and Steve Wexler have finally made WordBASIC accessible to the shade-tree hacker.

Thanks also to the members of the ASP who helped get the business end of things working – Pinecliffe International will be doing Shareware for a long time to come, thanks to ASP and the kind folks who helped keep us going in the right direction.

A tip o' the hat to the **Dinger** 2.0 cannon fodder – also known as the beta testers – especially to Bill Hyde and Robert Enns, who endured endless horrors whipping this version of **Dinger** into shape.

Thanks most of all to the intrepid Registered Users of **Dinger** 1.0. This version is our gift to you. Hope you like it!

§

## Overview: Why Dinger?

One of the most common questions posed by new WinWord users is: "Where's the bullet?", followed closely by "Where's the em-dash?" The answer, simply, is that they're buried away – the good bullet is character #183 in the Symbol font (as opposed to character #149 in most other fonts, which is ... uh ... anemic at best), and the most common em-dash is character #150 in almost every font §.

In order to get to these rather esoteric characters, you have to learn about Alt-codes, futz around with the NumLock key, type in a magical code, and then, for the bullet, you have to squint a bit while you try to highlight a little dot and select its font. Or, if you like, you can write a short macro to insert the right character number, select the character, and apply the Symbol font. Either way it's a real pain, especially if you want to get some work done and don't care much about Alt-codes or writing WinWord macros.

After a while the bullet and em-dash become second nature. But then the problems appear again when a WinWord devotee springs for a fancy, expensive Dingbat font: "Where's that right-pointing finger thingy?", "Do I type an 'm' or an 'n' for the blacked-out box?", and on and on....

Most people keep little yellow stickypad notes stuck to their monitors with their most-used symbols

scrawled in ink; others store dog-eared reference cards under their keyboards and pray that the cleaning people don't discover them.

Some people find KEYCAPS.DOC, the file supplied with WinWord, but get discouraged when they realize that they have to open the file, then click on a symbol, then close the file, then copy the character from the clipboard to their document – and even with all that rigmarole, KEYCAPS only supports the Symbol font; it won't work at all with, say, Zapf Dingbats.

To see KEYCAPS' vulnerability, try a little experiment. Do a "File Open" on KEYCAPS.DOC. Follow the instructions to paste something into a document, then turn View Field Codes ON. Surprise! KEYCAPS doesn't bring over a real honest-to-goodness character. It copies over something called a Macrobutton. Hidden macrobuttons can lead to all sorts of nasty problems. If you accidentally double-click on your newly imported character (to select it, for example), your Clipboard will be completely destroyed, without any warning...

Worse, KEYCAPS.DOC changes your View Field Codes and View Preferences settings without your consent, and doesn't change them back. Don't know how that plays in your neck of the woods, but it's decidedly a no-no up here in the mountains.

**Dinger** makes all of this much simpler, neater, and – thanks to suggestions from several beta testers and a little fingers-never-leave-the-hands programming – much faster, too. While KEYCAPS can take a full minute to run on a 386/33, **Dinger** does its thing in under ten seconds. §-and §-are nearly instantaneous.

What are **QwikSymbol** and **Accenter**? Glad you asked!

Most of the time you want to get at a handful of symbols – the · Bullet, the long em–dash, maybe a § legal section mark or a © Copyright mark, or even the “curly quotes” (which look good in some fonts, and so-so in others) – and you don't want to wait very long to get them. **QwikSymbol** gives you just a few symbols, and it gives them to you very quickly.

**Accenter** was made for those who need accented (or, if you must, "Foreign") characters. Like the è in *rèsumé*. (Would you believe *résumé*?) Or the ñ in *Peña* (who just happens to be Denver's mayor). **Accenter** was also made for people who like to spice up their documents with unusual characters like «European quotes», and for the diehard traditionalists who (whom?) insist upon *encyclopædia*. ¿Fun, no? **Accenter** is very quick, too.

**Dinger** itself – the full-blown version, henceforth called, simply, "**Dinger**" – gives you access to all of your characters in all of your fonts, with just a couple of clicks. Alas, **Dinger** is much slower than **QwikSymbol** and **Accenter**. But it doesn't rely upon a pre-ordained subset of characters. **Dinger** gives you the whole enchilada.

**Dinger**, **Accenter**, and **QwikSymbol** can, at your command, install themselves as new entries in your "Insert" drop-down menu, the one you can see right now on the second line of the display. With **QwikSymbol**, **Accenter**, and **Dinger**, all you have to do is click on (respectively) *Insert QwikSymbol*, *Insert Accented ("Foreign") Character*, or simply *Insert Character*, double-click on the character you want, and when WinWord comes back to your document, whoo-ee! Yessiree, Billy Jo Bob. There's that character you picked, right where you wanted it, all formatted and ready to print. How 'bout that!

§

### **Do You *really* need Dinger?**

Well, errr, no. Not necessarily.

There are several good alternatives.

If your interest in oddball characters is limited to the Symbol font's bullet (Character #183), you don't need **Dinger**. Try this four-line macro, originally "discovered" by Jeff Garbers (the genius behind a certain well-known communications package):

where the "a" is created by turning on the NumLock key, holding down the Alt key, and typing the numbers "0183" on the numeric keypad. This is a great first-time macro, if you're just getting used to WordBASIC, WinWord's macro language. Give it a try!

If you're most interested in getting at the real open- and close- quotes (instead of those yecchy generic unisex ones), and em-dashes, then Guy Gallo has a macro for you! Check out the ChangeQuoteDash macro that is part of GTOOLS.ZIP, in the CompuServe MSAPP library 12. Be forewarned, though, that the curly quotes aren't all they're cracked up to be in some fonts. We won't mention ATM Palatino and Univers by name...

Two other macros tackle the Symbol/Dingbat problem in different ways: Guy's GADING and Harry Berger's SYMBAT. Both have their advantages – not the least of which is that they're free. Check CompuServe's MSAPP library 1 or 12 for the latest versions.

Only one macro, though, gives you the full range of options from short-and-fast-but-limited to long-and-thorough-but-leisurely. You have it right in front of you. **Dinger**. We think you're gonna like it.

§

This version of **Dinger** has been tested on a wide array of computers, Windows setups, fonts, etc., and it seems to work quite well with all of them. However, sometimes there are strange things that happen, and documentation is never complete. Please, if you encounter a problem – no matter how major or minor – let us know!

Don't get discouraged, as a solution to your problem may only take a few minutes. You can contact us via CompuServe in the MSAPP forum, or in CompuServe Mail, by leaving a message for Woody Leonhard 74730,1734, or Ellen Nagler 72510,2715. Woody, Ellen, or one of the PineBeatles tries to check CompuServe every day, 365 days a year.

You can send us a letter from MCI Mail or any of the other major E-Mail services by routing your message to CompuServe i.d. 74730,1734 or 72510,2715 (the exact method for doing so varies on each network, so ask!). If all else fails, the U.S. Mail still delivers letters to us at: Pinecliffe International, P.O. Drawer 7337, Coal Creek Canyon, Golden, Colorado 80403-0100 or ENDuser Systems, 290 Commonwealth Avenue Suite 5, Boston MA 02115.

When you get in touch, tell us exactly which font and printer you're using, and describe your problem as precisely as possible. That way, you'll not only get your problem solved, but you may solve many others' problems as well....

§

## Features

**Dinger** 2.0 has several features worth crowing about:

First and foremost, **Dinger**, **QwikSymbol**, and **Accenter** perform their magic without mucking around with your WinWord settings. Your View mode, View Preferences, and all those other behind-the-scenes settings, are sacrosanct; if they must be changed, they will be changed back. Guaranteed.

Second, neither **Dinger**, **QwikSymbol**, nor **Accenter** touches your clipboard. They perform directly on your document and leave the contents of the clipboard unscathed.

Third, **Dinger** gives you access to every character of every font you have (except characters #0 to #31, decimal, which tend to be control characters). It takes just two extra double-clicks to §. That way, if you want to find the "¼" in your Courier font, for example, you don't have to go diving for a manual. Just put your cursor where you want the weird character, click on §, tell **Dinger** you want to see the Courier font, then double-click on the "¼". That's it!

Fourth, buried down in the § you will find a click-box that makes **Dinger** print a complete list of *all* your characters (#32 to #255, in 12-point) in *all* of your fonts. If you've ever wondered exactly which characters you have, or precisely how all those characters might look when printed on your printer – well, the answer is now a mouse click away. (Thanks to Maurice Silberstein for another great idea – some people think this ability alone is worth the price of the package!)

Fifth, **QwikSymbol** and **Accenter** are very, very quick indeed. It will probably take you more time to find your mouse than it will to insert characters with either of these macros. In addition, **QwikSymbol** is smart enough to find your Dingbat font, if you have one, and add some of the most common Dingbats to its list.

Sixth, all of these macros install with just a few mouse clicks, using a technique pioneered in **Enveloper**. The installer takes a while to build the necessary macros and glossary entries, but that's not such a big deal because you only install once – and the installation process on a color monitor will give you quite a light show to boot, at no additional charge....

If you have anything you'd like to see in the next **Dinger**, just drop a line. Don't be bashful.

## Registration

If you use **Dinger**, § register! It's a sad-but-true fact that it costs money to develop and support a package like this. Think of it as voting for more software of this caliber with your checkbook. Or your company's checkbook. Or both!

In return, Pinecliffe International will give you this solid-gold guarantee: If **Dinger** ever fails to live up to your expectations, for whatever reason, just drop us a line and we'll send you a full and complete refund, by return mail, no questions asked. No problem.

**Dinger** is not "cripple-ware". You have the entire, fully-functional package in front of you, embedded in this file, DNGR20.DOC. (You even have the source code, if you want to play with it.) We haven't held anything back. **Dinger** has no run-time "pester screens" begging you to register, no delay loops to infuriate you, no hidden code or missing documentation. We've decided not to work that way, but instead to give you the best we've got. And all we've got. Up front.

In fact, it's Pinecliffe International's policy to try to support **Dinger** users, by mail or via CompuServe, *before* they register. Few others can make that claim.

Please help us continue this distinctly '60s-style support policy for our distinctive '90s-style software by registering **Dinger** if you use it. We're counting on you. Our families are counting on us!

When you register, you will receive an "Official Registered User" number, either via CompuServe or the postal service. Registration entitles you to unlimited support for 90 days – again via §.

This version of **Dinger** – number 2.0, released in mid-February, 1991 – will be the last standalone version of the venerable **Dinger**. El **Dinger** will assume its rightful position as a key part of the new **WinWord Office POWER Pack** (better known as **WOPR**), currently scheduled to be available in March, 1991.

If you register **Dinger** before **WOPR** is released, you'll get a special break on **WOPR**. Although the precise details haven't yet been cast in concrete, suffice it to say that you will get *more than* your **Dinger** registration money back, should you decide to go with **WOPR**. It's our way of saying "Thanks for your support!". We'll be contacting registered **Dinger** and **Enveloper** users with details as soon as **WOPR** is ready to ship.

If you register **Dinger** *after* **WOPR** goes out, and then subsequently decide to get **WOPR**, your entire **Dinger** registration fee will be applied toward **WOPR**. No problem. You can't lose.

Those are the tangible benefits of registration.

Most of all, though, registration entitles you to a hearty pat on the back for helping us keep **Dinger**, **Enveloper**, and other Pinecliffe International WinWord titles alive and thriving. We really do appreciate it!

**Dinger** 2.0 registration is \$19 for individuals. Companies and organizations pay \$15 per user for two to ten users. If you have more than ten users, a network, or if you want to get a break for your educational or non-profit organization, drop us a line.

To

**Dinger** 2.0 is Copyright © 1991 by Pinecliffe International, Coal Creek Canyon, Colorado, and ENDuser Systems, Boston, MA. It is distributed as Shareware, i.e., you are encouraged to disseminate **Dinger** far and wide, providing it is distributed in its entirety and without charge (except for reimbursement of media and mailing costs, if applicable); further details on commercial distribution are in accordance with ASP guidelines, and are detailed in the next section.

Pinecliffe International and ENDuser Systems expressly reserve the right to change these distribution restrictions in future versions. **Dinger** 2.0 is distributed without warranty, either expressed or implied, and without guarantee as to its suitability for a particular task. (That's why **Dinger** is Shareware: you get to decide for yourself if it is right for you. But we'll bet you're gonna like it!)

## Viri

Copies of **Dinger** distributed by CompuServe, most Bulletin Boards, and all Shareware distribution companies, are checked for viruses. (In fact, as of this writing, you are more likely to encounter a virus in a commercial product than a CompuServe program! We aren't aware of *any* virus that has ever snuck into a CompuServe program.) If your company is concerned about such things, add another \$5 to your registration fee, and we'll send you a diskette with a certified, double-scanned, virus-free copy of **Dinger**, straight from the developer's desk, on a 5.25 inch DS DD (360K) diskette.

§

## Association of Shareware Professionals

Pinecliffe International is proud to be a member of the Association of Shareware Professionals. If the concept of Shareware is new to you, please take a few minutes to read this section.

The following was written by Paul Mayer – President of the ASP and author of GRAB Plus – and edited slightly to apply specifically to **Dinger**. (If you have clients or friends who haven't yet learned of the wonders of WinWord and **Enveloper**, you might recommend GRAB Plus to them: it's a top-notch envelope printing utility, and one of the most successful Shareware products around.) Take it away, Paul....

"Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register...

"Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to



a specific group. [**Dinger** falls into the "all and sundry" category]

"Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee – if you don't use the product, you don't pay for it.

"**Dinger** is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this program useful and find that you are using **Dinger** and continue to use **Dinger** after a reasonable trial period, you must make a registration payment of \$19 to Pinecliffe International. The \$19 registration fee will license one copy for use on any one computer at any one time.

"You must treat this software much as you would a book. For example, this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another – just as a book cannot be read by two different people at the same time.

"Commercial users of **Dinger** must register and pay for their copies of **Dinger** within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting §.

"Anyone distributing **Dinger** for any kind of remuneration must first contact the authors (Pinecliffe International, P.O. Drawer 7337, Coal Creek Canyon, Golden, Colorado 80403 or ENDuser Systems, 290 Commonwealth Avenue Suite 5, Boston Massachusetts 02115) for authorization. This authorization will be automatically granted to distributors recognized by the ASP as adhering to its guidelines for shareware distributors, and such distributors may begin offering **Dinger** immediately. However, Pinecliffe International or ENDuser Systems must still be advised so that the distributor can be kept up-to-date with the latest version of **Dinger**.

"You are encouraged to pass a copy of **Dinger** along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it...."

.....Thanks, Paul. Couldn't have said it better ourselves.

§

## Installation

You customize and install **Dinger** by clicking up at the top of this document. The routine works by running macros attached to this document, creating global glossary entries, and copying customized macros into WinWord as global macros. If you don't understand this stuff, don't worry. Just click and stand back!

**Dinger**, **QwikSymbol**, and **Accenter** add themselves to the end of your "Insert" pull-down menu (the

one you can see right now on the second line of your screen), if they aren't already there. Once installation is complete, you run the various **Dingers** by simply clicking on "Insert", then "Character". That's as complicated as it gets...

If you clobber a macro or **Dinger** glossary – just re-install. It takes a few minutes, but **Dinger** is smart enough to get everything squared away, and clean up after itself.

The installation process will zap out your Clipboard (although it does leave a friendly message in its wake); all your other settings should remain intact. And when you actually use the **Dingers**, they won't change a thing, providing you always "Cancel" out and don't absent-mindedly do a "File Close" on the **Dinger** table.

**Dinger** adds a couple dozen K-bytes to your NORMAL.DOT file – which wouldn't be a big deal, except for one, uh, minor detail. Once NORMAL.DOT grows to a certain size, it takes absolutely forever to save. You can sit and watch the status bar say, "Saving NORMAL.DOT, 0% complete", and watch your hard disk's red light blink on and off for two, three, four minutes – even longer on a sluggish 286. The Berlin Wall was torn down in less time than it takes to save a large NORMAL.DOT and exit WinWord. When it first happens to you, you'll be tempted to jab that big red Reset button, but resist the urge! This is considered normal behavior...

**Dinger** may push your NORMAL.DOT over the limit. If it does, please accept our apologies. Be patient, but rest assured: it happens to everybody sooner or later!

If you're keeping track, here are "typical" sizes for the installed versions of various **Dingers**. The actual increases you will see in NORMAL.DOT may be a hundred bytes more or less, but should be very nearly the same:

<b>QwikSymbol</b> .....	4,600 bytes
<b>Accenter</b> .....	5,600 bytes
<b>Dinger</b> - first font.....	23,900 bytes
<b>Dinger</b> - additional fonts	19,800 bytes

If you find yourself modifying NORMAL.DOT often, and thus suffering through interminable WinWord Exit times, you should consider cutting back to just one copy of **Dinger**, probably for your most-used Dingbat or Symbol font. And if (heaven forbid!) you must go in to exorcise **Dinger**, be sure you get all of the Glossary entries: they all start with "Dinger", and are very easy to find with the "Edit Glossary" command..

§

## Printing a Complete Set of All of Your Characters in All Fonts

To

If you click on the above box, Dinger will print tables of all your characters in all your fonts. We

strongly recommend you do this only once – it's very time-consuming – and re-run this part of **Dinger** only when you add fonts.

(An earlier version of **Dinger** included this option as part of the installation sequence. Unfortunately, a lot of people accidentally clicked "YES" at the wrong time, and were treated to hours of printing! That's why it's been buried way down here in the documentation.)

If you click on the box up above, **Dinger** will print characters #32 to #255 in a table at 12-point, two fonts (i.e., two tables) to a page. (Technically, you get one table per typeface: bold, italic and bolditalic are ignored.)

It's a nice feature, but a very slow process. On a 386/33, the formatting consumes almost a minute per font. On a 386SX, plan on about two minutes per font, and about three minutes per font on a 286. Often printing won't begin until most of the formatting is done – and the printing can easily take as long as the formatting.

If you decide to take the plunge, though, and print all your characters, **Dinger** will give you a reasonably accurate estimate of the processing time – and give you a chance to bail out before committing to terminal font juggling.

§

## Installation Sequence

Now let's step through the installation process, one screen at a time.

You start installing all of the **Dingers** by double-clicking on the box up at the top of this document. So far, so good.

First off, you have a chance to stop **Dinger** from removing old **Dinger** macros. Only rarely will you want to keep old macros – usually only if you've gone in and re-programmed them yourself, or if you've decided to come back in and install a new font for the full-fledged **Dinger**. (If you do a bit of hacking on the installed macros, we recommend that you re-name them to avoid confusion and a possible wipe-out in this stage of installation.)

**QwikSymbol** comes next. The Installer scans your fonts for Symbols and Dingbats. If no Symbol font is found, the Installer skips down to work on **Accenter**. If you have a Symbol font, but no dingbat font, the Installer asks if you want to install **QwikSymbol**. With no dingbat font, you will get the version with sixteen symbols:

- em-dash
- © Copyright mark
- ® Registered Mark
- § Section mark
- “ Curly open quotes
- ” Curly close quotes
- ‘ Curly single open quote
- ’ Curly apostrophe (or single close quote)

all for "regular" fonts that support the ANSI Windows character set; plus the following specifically from the Symbol font:

- Bullet
- Ö Check mark (or radical/square-root symbol)
- Ð Right double-arrow
- ∑ Capital Sigma (or summation)
- § Club
- ♦ Diamond
- © Heart
- ♠ Spade

If you have both Symbol and dingbat fonts, you'll get a special **QwikSymbol** that, in addition to the previous sixteen symbols, also includes these six standard Zapf dingbats:

- ⦿ Big Bullet
- ☞ Right-pointing finger
- ☶ Peace Symbol (or Victory Symbol, if you feel so inclined)
- ☐ Shadow check-box
- ☑ Thick check-mark
- ✒ Pen Nib.

If the dingbats mentioned above don't appear on your screen or your printer, don't worry; they won't show up unless and until you spring for a dingbat font!

Next comes **Accenter**. If you click "YES" on this screen, **Accenter** will install itself and give you access to all of these Accented (or, if you must, "Foreign") characters:

## ACCENTER'S CHARACTERS

á  
à  
â  
ä  
Æ  
æ  
«

é  
è  
ê  
ë  
Ç  
ç  
»

í  
ì  
î  
ï  
Ñ  
ñ  
i

ó  
ò  
ô  
ö  
À  
å  
ç

ú  
ù  
û  
ü  
Ø  
ø  
..

Á  
À  
Â  
Ä  
Ö

õ  
—

É  
È  
Ê  
Ë  
Ð  
ð  
°

Í  
Ì  
Î  
Ï  
Ý  
ý  
,

Ó  
Ò  
Ô  
Ö  
þ  
Þ  
·

Ú  
Ù  
Û  
Ü  
ß  
ÿ  
,

These characters will work in all "regular" fonts that support the ANSI Windows character set – basically every font you'll normally find in WinWord, save Symbol and Dingbats. (See §–for a more accurate explanation.)

Finally, **Dinger** itself is ready for installation. You may install as many copies of **Dinger** as you like: each one will pop up with a different initial font. While you can always cycle **Dinger** through all the fonts you own, it's much faster to have **Dinger** pop up with the "right" font the first time.

Along those lines, we recommend you install one copy of **Dinger** for your "NORMAL" font (the one in your "Normal" Style), another copy for you Symbol font, and one more for each Dingbat font (if you have any). That will give reasonably quick access in almost all cases where you're searching for just

the right character.

New with **Dinger** 2.0 is the ability to change the size of **Dinger**'s character table. The trick is to make the table as large as possible – so you can see the characters – yet still leave enough clear space around the table so WinWord doesn't flip-flop screens every time you invoke **Dinger**. A good rule of thumb: allow at least a half-inch of visible space to the right and the bottom of the table. Follow the instructions on the screen, and get it just the way you want it.

In the next three sections, we'll take a look at how each of **Dinger**'s parts functions, starting with the Granddaddy of 'em all.....

§

## **Dinger**

**Dinger** adds a new command to your "Insert" menu, called "Insert Character".

You can use that command to insert any character (from #32 to #255), from any font, into your document. Just follow these steps:

- Place the cursor (what WinWord calls the "insertion point") wherever you want your shiny new character.
- Click on "Insert", then "Character"
- **Dinger** pops up with a full display of all characters (#32 to #255) in the font you chose during §.
  - + If you change your mind all of a sudden, and don't want to use **Dinger**, just double-click on "Cancel".
  - + If you want to see all the characters from a different font, just double-click on "Change Fonts".
- Then simply pick the character you want by double-clicking on it.

That's all there is to it!

**Dinger**'s entry in your "Insert" pull-down menu will tell you which font is poised to pop up first. If you installed **Dinger** several times, each font you used during installation shows up as a different entry. For example, if you have the Zapf Dingbat font and Palatino is your "NORMAL" font, we recommended that you install three copies of **Dinger**, one each for the Symbol, Dingbat, and Palatino fonts. You can tell which is which because the "Insert" menu will list three **Dingers**, which you'll recognize as "Insert Character (Font Name)":

Insert  
.....

QwikSymbol  
Accented ("Foreign") Character  
**Character (Symbol)**  
**Character (ZapfDingbats)**  
**Character (Palatino)**

Click on the first ("Insert Character (Symbol)") and **Dinger** pops up with the Symbol font ready to go; the second brings up your ZapfDingbat font; and the third, your Palatino. Easy!

**Dinger** takes less than ten seconds (actually, more like seven seconds) to run on a 386/33. That's a lot faster than working with KEYCAPS.DOC – and certainly faster than the time it takes to look up a character on a cheat sheet, change the font, type in the Alt-code, and change the font back again. It just "feels" slow, because you're so used to **Dinger**'s normally speedy pace!

You can help keep **Dinger** running as fast as possible by carefully following the installation instructions for setting the size of the character table. And if you see WinWord flipping your character table up and down while running **Dinger**, try re-installing with a smaller table. The installation instructions will show you how.

When **Dinger** displays its table of characters, you'll notice some numbers running down the left side. Those are character numbers, in decimal. If you are searching for a particular character number – heaven knows why! – it's very easy to look up. For example, to find the Symbol font's character #183 (the legendary "good bullet"), just click on "Insert", then "Character(Symbol)". Look down the left column for "191", and count backwards eight boxes. There's the bullet!

That number in the left column is the character number of the character in the very next box. It's a whole lot more difficult to describe than it is to see, so give it a try. And if you find yourself searching for character numbers, remember the **Dinger**! It'll save you a lot of time and frustration, and it will give you the definitive answer as to which character sets (Hewlett Packard calls them "symbol sets") are actually installed and working, in WinWord in particular, and Windows in general.

Think of all the time you'll save by using **Dinger**. No more character set tables glued to your desktop, no more key cap crib sheets falling on the floor, no more yellow stickynotes and their obligatory yellowing sticky tape on your monitor. More than enough to justify a paltry \$19 for individuals (\$15 a head for groups), for your very own registered copy of **Dinger**, no?

Ŧø

§

## QwikSymbol

**QwikSymbol** will probably be the part of **Dinger** that you use the most.

It was made to be short and fast, and to take care of a large percentage of all the symbols you'll normally need.



To use **QwikSymbol**, put your cursor (what WinWord calls the "insertion point") wherever you want to insert a new symbol. Click on "Insert" then "QwikSymbol". QwikSymbol pops up with 16 or 22 carefully chosen symbols, the former if you don't have Dingbats, the latter if you do. Pick the symbol you would like to insert into your document by double-clicking on it. That's all it takes.

**QwikSymbol** will insert your chosen symbol into your document, format the symbol as appropriate (see next paragraph), return you to your original font, and then disappear, ready to insert another symbol any time you need one. None of your settings are touched. Your clipboard is unchanged. You're ready to keep on typin'.

A detailed explanation of formatting is in §. (And if you get strange results, check in that section for some possibly illuminating ideas.) Basically, though, it's much as you would expect. **QwikSymbol** will present choices to you from three different fonts: the one you were using when you cranked up **QwikSymbol** (for ANSI Windows characters); the Symbol font; or, if you have one, your Dingbat font. When you choose the character, you automatically choose the font. **QwikSymbol** inserts the character, formats it with the chosen font, leaves it in the current point size, and then restores the font you were originally using way back when you invoked **QwikSymbol**. In plain English: **QwikSymbol** does exactly what you would expect it to do.

By the way.... if you're wondering why the symbols in **QwikSymbol**'s first box (the ANSI Windows box, with the © Copyright mark and such) are actually shown, while the symbols in the other box(es) are merely described (e.g., "Bullet", "Curly Open Quotes"), it's because WinWord can show the ANSI Windows characters, but not symbols or dingbats, in a dialog box!

§

## Accenter

**Accenter** works much the same as **QwikSymbol**. You put your cursor/insertion point wherever you want the new character. Click on "Insert" then "Accented ('Foreign') Character". Find the character you want and double-click on it. That's all.

**Accenter** inserts your character into the document without changing fonts. So as long as you're working with a font that supports the ANSI Windows character set (i.e., almost every font except Symbol and Dingbat), you should have no problems. If you do get unexpected results, though, the discussion in § may help sort things out.

~~Now is the time to start customizing and installing. You don't need to know diddly-squat about macros to install **Dinger** and make it jump through all sorts of hoops. Give it a try!~~

To

§

## Advanced Topics

Following are a handful of technical topics that may be of interest.

This is where you should look first if things go bump in the night....

§

## INSTALLATION

**Dinger** is prepared to handle a number of very unusual installation problems. If the installation didn't go the way you thought it should, check and see if one of these topics covers your problem.

If you have more than one Dingbat font, **Dinger** uses the first one – alphabetically – for **QwikSymbol**. As far as **Dinger** is concerned, any font with a name that includes the letters "ingbat" is a Dingbat font.

If you have a Dingbat font that doesn't conform to the "Standard" (i.e., Adobe) Zapf Dingbat key assignments, you should bypass installation of the full **QwikSymbol**. If you say "NO" when asked about installing a 22-symbol version of **QwikSymbol**, the **Dinger** installer will immediately ask if you want to just install the 16-symbol version (i.e., the version without Dingbats). Click "YES" at that point, and you'll still have most of the functionality of **QwikSymbol**.

Note that if you have a Dingbat font with a non-standard key assignment, using **QwikSymbol** to pick a dingbat will just result in a strange character being inserted into your document. If this should happen to you, please mail us a copy of the key assignments for your Dingbat font, and we'll try to include it in the next **Dinger**.

§

## OPERATION

### Formatting

A note on formatting. **QwikSymbol** and **Dinger** itself pick up formatting information in the following way:

- Make sure the current highlighted "selection" is just a point. (If it isn't, e.g., if you have a word or a sentence selected for some reason, reduce the selection to a point located at the very beginning of the area you have selected.)
- Store away the current font and point size. Unless you have specifically changed it somehow, this is usually the font and point size of the character immediately preceding the insertion point.
- Put the new character in, using the font you chose in **QwikSymbol** or **Dinger**, and the point size that was stored away. In doing so, WinWord advances the insertion point so it's located immediately after the character that was just inserted.

- Restore the font and point size that were stored away.

At times people will encounter strange situations where the font seems to "get stuck". For example, they'll be typing along in Helvetica, use **Dinger** to insert a dingbat – and then all of a sudden everything starts coming up dingbats.

Should this happen to you, chances are very, very good that you inserted (or tried to insert) two dingbats back-to-back. Sometimes the second insertion in a row will kick WinWord into your dingbat font. (Same thing applies to the Symbol font.) As long as you insert your character and *keep on typing*, you should be just fine. If you back up, you'll change fonts – the same way you would change fonts without **Dinger**! And if you insert two dingbats or symbols in a row, the "current font" that **Dinger** saves and then restores may be a dingbat or symbol font. It works the same way it would work if you were changing the font and inserting Alt-codes by hand.

§

## Changing Character Sets

You will get strange results if you use **Accenter** – or the "first box" of **QwikSymbol** – with a non-ANSI Windows font. For example, if you are using the Symbol font, and suddenly decide to crank up **Accenter** to insert an Å, you will get a Symbol font "Aleph" character, Å, not an Å.

Although some attempts have been made to keep you from inserting ANSI Windows characters in non-ANSI Windows fonts (see next paragraph), both **Accenter** and **QwikSymbol** are vulnerable. If the character you're inserting turns out wrong, switch over to **Dinger** itself, the original "Insert Character" macro. **Dinger** shows you everything in the chosen font – and only the chosen font.

The "first box" in **QwikSymbol** lists eight common ANSI Windows characters, associating them with the font name that was current when **QwikSymbol** was invoked. (Click on "Insert QwikSymbol" right now to see that "first box". See how it's in the same font that is currently being used?)

**QwikSymbol** is smart enough to tell if the current font is a Symbol or Dingbat font. If it is, the ANSI characters won't work right, so **QwikSymbol** substitutes the current font with your "NORMAL" font, i.e., the font defined in your NORMAL style.

Now let's try the preceding paragraph again, this time in plain English. Say you are typing along in the Helv font and click on "Insert QwikSymbol". The first box in **QwikSymbol** will let you choose from eight predetermined characters in the Helv font. Fair enough. Just what you would expect.

Now, say you're noodling around in the Symbol font and you click on "InsertQwikSymbol".

**QwikSymbol** is smart enough to know that you're in the Symbol font. It's smart enough to know that if you click on, say, ©, the ANSI Windows character set Alt-0169 Copyright mark, the Symbol font – *in spite of what QwikSymbol says* – will interpret that Alt-0169 as a heart! So, **QwikSymbol** does a fast shuffle, and substitutes your NORMAL font (the font defined in your NORMAL Style) for ANSI Windows characters. Now, if you double-click on **QwikSymbol's** © Copyright mark, you'll get a © Copyright mark back in your original document alright. But it'll be in your NORMAL font, not in the

Symbol font.

**QwikSymbol** warns you about this substitution, albeit subtly. If you look at the "first box" in **QwikSymbol**, it will always tell you the font **QwikSymbol** is going to use. It just might not be the font you expected.

Here's a string of Symbol font characters. Put your cursor in the middle of it, then use "Insert QwikSymbol" to insert, say, a © Copyright mark. Watch the font name in **QwikSymbol**'s "first box".....

Nowisthetimeforallgoodpersonstocometotheaidoftheircountry

See how that works?

§

## Overlapping List Boxes

**Accenter** uses a unique method of overlapping list boxes to cram more than the WordBASIC-limited 32 "items" into one dialog box. If you dig into the programming of **Accenter**, you need to be very careful that you keep the overlapping at just about the same rate; otherwise double-clicking on a character may actually activate a choice in a ListBox *underneath* the one you're clicking on!

It's a strange technique – not exactly a kludge, but certainly ... uh ... different. If you're into WordBASIC things, you might enjoy spending some time with the macro to see just how much overlap works, and where you start getting into trouble.

§

## Sudden Dinger Slowdown

A sudden slowdown in **Dinger** is usually caused by adding the horizontal scroll bar (from "View Preferences"), forcing WinWord to scroll the **Dinger** table up and down a couple of times each time the table is created. The solution is to either get rid of the scroll bar, or (preferably) just re-install, making the table smaller.

§

## WYSAWYG

**Dinger** will insert the character you want into your document, properly formatted and at the going point size, ready to roll.

But **Dinger** does not change your print driver! If you have a bad case of WYSAWYG (What Ya Saw Ain't What Ya Got), the problem may lie with your particular print driver – or Word for Windows

itself...

Be particularly cautious when using character #149 (it may look like a bullet on your screen, but WinWord always prints an Alt-0149 bullet as a lower-case letter "o", which doesn't look anything like a bullet to most people) and character #150 (WinWord prints Alt-0150 em-dashes as three en-dashes close together, which works in many fonts, but not in Zapf Chancery, among others). Both of these characters are co-opted by WinWord/Windows directly, without your advice or consent, and no amount of wailing or gnashing of teeth will change that. Curly double quotes, both open and close, are treated similarly, by pairing up single curly open and close quotes.

Hate to be the bearer of bad news, but that's just the way it is.

If you ever wondered why the em-dash in Zapf Chancery, and the Alt-0149 "bullet" in almost every font, look so lousy, well, now you know.

§

### **SuperPrint Users Warning!**

Because of the vagaries of SuperPrint's font building, SuperPrint users must do the following:

Before you click up at the top of this document to install **Dinger**, you must make sure that SuperPrint (actually, SuperText) has its Font Build setting set to Full ASCII. If you have it on Quick ASCII+, **Dinger** probably won't recognize half of your Dingbats. Or Symbols. Or more!

After you install **Dinger**, you can go back into SuperText and save the on-the-fly fonts built for Dingbats or Symbols, and then you can reset SuperText so it builds Quick ASCII+ Fonts.

For some reason, SuperPrint just doesn't like extended characters sets in strange fonts. A word to the wise.....

§

~~**Dinger 2.0 ends here.**~~

~~©1991~~

~~Pinecliffe International — Post Office Drawer 7337  
Coal Creek Canyon, Golden, Colorado USA 80403~~

~~ENDuser Systems~~

~~290 Commonwealth Avenue Suite 5  
Boston, Massachusetts USA 02115~~

~~, Have fun! ,~~

## A Handy Registration Form

Woody Leonhard, President  
Pinecliffe International (D20)  
Post Office Drawer 7337  
Coal Creek Canyon  
Golden, Colorado USA 80403

Dear Woody:

Enclosed is my registration fee for **Dinger** 2.0.

I would like to register as (check one):

Name and Address:

Contact Person (if appropriate):

CompuServe i.d. number (if available):

I've enclosed a check (in U.S. Dollars, drawn on a U.S. bank) or postal money order payable to "Pinecliffe International" in the amount of:

I got my copy of **Dinger** 2.0 from:

Sincerely,

☐ P.S. Yes, I really **did** use **Enveloper** to print the accompanying envelope!

☐ P.P.S. Things I would like to see in the next **Dinger**:



**This is the table Dinger uses to build its glossary.**

**Don't mess with it!**

(Or, if you can't resist the urge, at least make a backup copy first.....)

Double-click on the character you want to insert into your document.

~~Double-Click~~—————~~Double-Click~~

-031

!

—

#

\$

%

&

!

(

)

\*

+

,

-

:

/

0

1

2

-051

3

4

5

6

7

8

9

÷

;

<



=  
>  
?  
@  
A  
B  
C  
D  
E  
F

-071

G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

-091

{  
  
}  
Δ  
  
=̇  
a  
b  
c  
d  
e  
f  
g  
h

i  
j  
k  
l  
m  
n

-111

o  
p  
q  
r  
s  
t  
u  
v  
w  
x  
y  
z  
{  
|  
}  
~  
—  
€  
—  
,

-131

£  
„  
…  
†  
‡  
^  
‰  
Š  
◀  
Ⓔ  
—  
Ž  
—  
—  
€  
—  
—

▲

—

-151

—

~

™

š

→

œ

—

ž

ÿ

-

ı

¢

£

¤

¥

ı

§

::

⊖

ä

-171

«

↵

⊕

—

∅

±

2

3

ˆ

†

¶

▲

5

1

0

»

¼

½

¾

-191

č  
À  
Á  
Â  
Ã  
Ä  
Å  
Æ  
Ç  
Ĉ  
É  
Ê  
Ë  
Ì  
Í  
Î  
Ĭ  
Đ  
Ñ  
Ò

-211

Ó  
Ô  
Õ  
Ö  
×  
Ø  
Ù  
Ú  
Û  
Ü  
Ý  
Þ  
ß  
à  
á  
â  
ã  
ä  
å  
æ

-231

ç  
è  
é  
ê

ë  
ì  
í  
î  
ï  
ñ  
ò  
ó  
ô  
õ  
ö  
÷  
ø  
ù  
ú

-251

û  
ü  
ý  
þ  
ÿ