

Please read all of the following text before using the Auto Install buttons found at the end of this document.

This template contains FileNew 4.0, a replacement macro for WinWords default FileNew. This macro set is a part of WOPR2, as well as the PRIME - WinWord/PackRat integration set and was developed by:

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For more information on PRIME see the PRIME Technical Support & Software Requirements section of this document.

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Plan B Consulting and Lee Hudspeth & Associates wish to express their heartfelt thanks to Ellen Nagler (ENDuser SYSTEMS, Santa Barbara, CA) for her unflagging support, creativity, and inspirational disposition.

Plan B Consulting and Lee Hudspeth & Associates would also like to express their thanks to Guy Gallo, Woody Leonhard, Vince Chen and Kate Edson for help in utilizing the Word 2.0 macro language effectively.

Decide whether or not you want to have 8 template choices or 12. Double click on the appropriate button below and a new FileNew and FileNewUpdate macro will be installed in your NORMAL.DOT file along with a replacement FileSave, FileSaveAs, and FileClose.

"DocCruiser" Control Center:



**Using DocCruiser:** Double-click on any magenta item to jump directly to that topic. Each topic has a Return button similarly marked.

**Acknowledgment:** Woody Leonhard, of PineCliffe International, pioneered the DocCruiser method for moving around documents. PineCliffe's use of DocCruiser in its latest set of Word for Windows macros, the WinWord Office Power Pack (WOPR2), inspired us to use the same method.

### [FileNew Documentation](#)

The PRIME FileNew macro replaces the default FileNew with a dialog box that has buttons labeled with user defined descriptions.

When you invoke FileNew you get a custom dialog box that allows you to click on option buttons labeled with things like "My Business Letter". This eliminates having to scroll through WinWord's template list looking for the business letter template such as BUSINLTR.

You can have 12 or 8 custom buttons in addition to some other built-in functions for creating templates or accessing WinWord's native FileNew macro.

### [§](#)

### [Modify options on this menu](#)

Each of the eight buttons (there is also a twelve button version if you use a lot of templates) opens a new document based on a template associated with that button. The description and the associated template for each of the eight buttons can be changed without actually editing the macro code. The command button to allow you change an option button is "Modify options on this menu". Selecting that button will start the Update macro which will prompt you for the button you wish to change on the "PRIME - Menu Descriptions" dialog box.

After you select the button you want to change, clicking on Change will take you to the "PRIME - Button Settings" dialog box that will show you the current button description on the FileNew dialog box, the template associated with that button, and allow you change one or both of these settings. By deleting either the current menu description or the template assigned to that button, the macro will assign "Reserved x" to that button on the FileNew dialog box (where x is a letter from A to H depending on the button chosen).

You select the template to associate with the menu button by making a selection from the list box of templates. The macro finds your templates by first checking to see if you have set up a DOT-Path in your WIN.INI file. If you have no DOT-Path, then the macro figures out which directory your WINWORD.EXE file is located in and checks for your templates there. If the list box comes up empty, you have found a way to fool WinWord into thinking you have no templates, even NORMAL.DOT (if you manage to do this you should add a DOT-Path to the [Microsoft Word 2.0] section of your WIN.INI.) If you type in a new description and forget to select a template the macro will remind you to do both.

You can also type in a complete path and template filename instead of selecting a template from the list box. This allows you to have templates stored in different directories. You may have some templates in a shared directory on a network server and want to have some personal templates on the local hard disk. This method would allow you use both locations for templates.

The final item is optional. You can type in a path to be associated with documents based on the template you have selected. If you assign a "save path", whenever you save a document based on that template the FileSave macro will change directories to the path you have specified. You can still choose a different directory in the FileSave dialog box if you wish to use a directory other than the default in which to save the file. If the directory you specify does not exist the macro will ask you if you want the macro to create the directory for you.

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## Setting Up FileNew

What makes all this possible is the fact that the FileNew dialog box is built "on the fly" from information stored in a private information file called MMASTER.INI. If you have never heard of this file before, don't worry, because there is no reason you should have.

The first time you run the replacement FileNew macro it will check for the MMASTER.INI file in your Windows directory (the directory you have installed Windows in, even if you have named it something other than "WINDOWS"). If it fails to find one, it will create one. Since no button description or template information have been recorded in the MMASTER.INI file yet, FileNew will assign the descriptions "Reserved x", where "x" is a letter from A to H (or A to L in the twelve button version), to each of the buttons. At this point there are no templates associated with any of the buttons.

So now you have started FileNew for the first time, it has created a MMASTER.INI file and you see a dialog box with each button labeled "Reserved A, Reserved B" etc. You select the "Modify options on this menu" button and click OK. You then get the "PRIME - Menu Descriptions" dialog box showing you each numbered button and the current button description.

You assign descriptions and templates to suit your own needs. For example:

- 1) Select button number one.
- 2) Click on the Change button.
- 3) You will then see the "PRIME - Button Settings" dialog box. This dialog box shows you which button you have selected and the current settings for that button. Type "A &Plain Formatted Document" without the quote marks. Note the ampersand (&). This determines which letter will be underlined for use as an accelerator key. Be sure to use a different accelerator key for each of the eight (or twelve) button descriptions. You can also specify a default "save path" for each template. If you specify a save path for a template the FileSave macro will change to that directory when you save newly created files based on that template. The save path is optional.

Scroll the list of templates until you find NORMAL.DOT and click once on it (assuming you base plain documents on NORMAL.DOT). Then click on OK and you will be back at the "PRIME - Menu Descriptions" dialog box, only the button number one will have a new description. Repeat steps 1 - 3 until you have described all of the buttons and associated each with its proper template (and save path if desired).

- 4) Click on the Done button when you have described all of the buttons and

associated each with its proper template. The information you have entered will then be written out to the MMASTER.INI file. Now the FileNew macro is ready to go!

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### FileNew Warnings

Each time you select FileNew from WinWord's menu bar the FileNew macro will read the MMASTER.INI file to get the dialog box button descriptions and the associated templates. If you delete the MMASTER.INI file, the macro will recreate it and your choices will revert back to "Reserved x". If you delete a template that is associated with a FileNew button and then select that button, you will get a Microsoft Word error "Cannot open document". If you select a reserved button you will get the error message "no TEMPLATE associated with this selection".

If you close a newly created document from either the document control menu (Alt+hyphen+C or Ctrl+F4, which run the DocClose global macro), the application control menu (Alt+spacebar+C or Alt+F4) or by choosing Exit from the file menu (which runs the FileExit global macro) you will bypass FileNew's ability to change the current directory to the default "save path" assigned to the template for that document. This in no way affects your ability to save your files, it just means the "default save path" for the source template (if one has been defined) will not be found.

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### Network Considerations and Warnings

If you are using any PRIME macros in a network environment you must understand how the MMASTER.INI file is maintained. Some of the PRIME macros save information to a private INI file named MMASTER.INI. This file is created automatically whenever certain macros need to save information for future use. If the MMASTER.INI file does not exist the macro creates it in the directory that contains the WIN.COM command file. This is the file that starts Windows and is usually in the C:\WINDOWS directory on the local hard disk.

If you are running Windows on a network, the WIN.COM program may be running from the network server's hard disk. If this is the case there is only one copy of the MMASTER.INI file and each PRIME user is saving information to it. Most likely each user is overwriting other users' information.

If your network runs Windows from the server hard disk you will need to change the INI\$ setting within the PRIME macros to point to the directory where you want to keep the MMASTER.INI file.

You can control this by adding the following lines to the end of the WIN.INI file:

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[PRIME]  
MMasterPath = d:\path\  

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The text following the equal sign should be the complete path where the MMASTER.INI file will be stored and MUST include an ending backslash.

The MMASTER.INI file must be stored in a directory unique to each network user for use with FileNew!

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#### PRIME Technical Support & Software Requirements

- **You can e-mail us on CompuServe any time: 76655,1140 (Lee Hudspeth) or 74017,2507 (Jim Lee).**
- **You can fax us any time: 818-883-7178 (Jim) or 310-798-2360 (Lee).**
- **PRIME** 30-day money back guarantee: If you're dissatisfied with the performance of PRIME during the first 30 days simply drop us a line to that effect and we'll send you a full refund, no questions asked. We do request that you remove PRIME from your system.
- Software requirements:
  - **Windows 3.0**
  - **Word for Windows 2.0**
  - **Polaris PackRat 3.026 or higher (for PRIME macros other than FileNew)**

If you are using PackRat 3.0 then Release 3.026 or higher is required to use PRIME's overlay features.

When you select the "Set DMS Preferences" button in Workstation, and then select the "Change PackRat Overlay Switches" check box, you'll see an alert box. It says ... "WARNING! - You MUST have PackRat 3.026(+) in order to use Overlays! Failure to have 3.026(+) will force you to Compress your data files! Press OK to continue or Cancel to abort." Please don't ignore the alert box. If you ignore this advice and set the overlay switches on, you'll probably get a UAE when you next search a PackRat facility. (And then you'll have to compress your PackRat database. So please, take our advice and do the 3.026 upgrade. Don't say we didn't tell you!) The bottom line is this: if you've got PackRat 3.026 or higher you can set the overlay switches to your heart's content. If you don't, you shouldn't.

To upgrade to PackRat version 3.026, call Polaris Software at 619-743-7800 and ask for Technical Support (or fax them at 619-743-9964). Explain to the technician that you need to use the DDE Overlay feature that is implemented in version 3.026. They will mail you an upgrade diskette free of charge.

• **Alien Computing FAXit 1.53** (or OEM equivalent) – Required for QuickFax.

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**PRIME Order Form**

**PRIME is a set of macros designed to integrate Word for Windows with Polaris PackRat, a personal information manager from Polaris Software. Included in PRIME is the FileNew replacement macro that is also available as part of the WOPR macro set. This form is for ordering copies of PRIME.**

**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Company** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Day phone** \_\_\_\_\_ **Fax phone** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Disk size**      3 ½ \_\_\_\_\_      5 ¼ \_\_\_\_\_

	Qty	Price Per	Ext
PRIME includes: Document Management System (DMS) Document Assembly System (DAS) Agenda QuickFax FileNew		\$29.95	
Shipping and handling		4.95	4.95
<b>Grand Total</b>		\$34.90	

**Forms of payment:** money order; cashier's check; corporate or personal check are acceptable – product is mailed USPS upon receipt of funds. Make checks payable to "Lee Hudspeth and Associates" and mail to:

Lee Hudspeth and Associates  
 2629 Manhattan Avenue  
 Suite 273  
 Hermosa Beach, CA 90254

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