

The ***Power Utility Pak***

for Microsoft® Excel for Windows 95

JWalk and Associates Inc.

Version 2.0a (32-Bit Version)

Thanks for your interest in the *Power Utility Pak*. Please read through this document before installing the product.

About the Power Utility Pak:

The *Power Utility Pak* is an add-in that adds dozens of new features to Microsoft Excel for Windows 95. It includes 21 general purpose utilities, 23 new worksheet functions, and enhanced shortcut menus. When the *Power Utility Pak* is installed, Excel will display a new Utilities menu and a custom toolbar (optional).

The best way to become familiar with the *Power Utility Pak* is to install it and play around with it. Complete context-sensitive on-line help is included, and it is accessible from any dialog box. You'll find that the new utilities and worksheet functions work exactly like the features built into Excel. For example, the dialog box style is virtually identical to those used in Excel. The *Power Utility Pak* toolbar has tool tips and a brief explanation in the status bar. And you can even use the Function Wizard to insert any of the new worksheet functions (the new functions are in the "Power Utility Pak" function category).

One of the best features of the *Power Utility Pak* is that it's modular. Only the utilities that you actually use are loaded into memory, reducing memory consumption and system resource usage. In addition, it's easy to remove utilities that are open in order to free up memory if you need it.

PLEASE NOTE:

The shareware version does not include all of the functionality of the registered version. See "About the Shareware Version" section below.

Requirements:

The *Power Utility Pak* 2.0a has the following requirements:

- * Microsoft Excel 7.0 for Windows 95
- * Microsoft Windows 95 (or Windows NT)
- * At least 4 megabytes of RAM (although 8-16 is more realistic)
- * Approximately 1.4 megabytes of disk space to hold the utilities

NOTE: Because it uses calls to 32-bit Windows DLLs, the *Power Utility Pak* will not work with Windows 3.x or with Excel for Macintosh. A separate version is available for Excel 5 running on Windows 3.x.

Installation Instructions:

To get up and running quickly, please follow these instructions carefully:

1. Create a new folder in your EXCEL\LIBRARY folder, and name it POWER.
2. Copy all of the files from the Power Utility Pak folder to the EXCEL\LIBRARY\POWER folder.


3. Start Excel 7.
4. Choose the Tools Add-Ins command from Excel's menu.
5. Click the Browse button, and select POWER.XLA in the EXCEL\LIBRARY\POWER folder (or the folder where you copied the files).
6. Click OK to close the Add-Ins dialog box.

The procedure outlined above will load the *Power Utility Pak* automatically whenever you start Excel. If you don't want this to happen, choose the Tools Add-Ins command and uncheck Power Utility Pak 2.0a before you exit Excel. Please note that the utilities are loaded into memory as needed. Therefore, there may be a slight delay when you use a utility for the first time during an Excel session.

NOTE: If your copy of the Power Utility Pak shareware was not distributed on a CD-ROM, the files may be ZIP'ed. If so, you'll need to unZIP the file using PKUNZIP (or any other compatible unZIP utility).

Do not attempt to use the Power Utility Pak directly from a CD-ROM. The files must be copied to your hard drive..

The Power Utility Pak 2.0 toolbar will unload itself when POWER.XLA is removed from memory. Please be aware that the buttons on this toolbar will not function properly unless the POWER.XLA add-in is in memory.

After installing the *Power Utility Pak*, you might want to browse through the Help file first -- or simply start choosing commands from the Utilities menu or Power Utility Pak 2.0 toolbar. You can use Excel's Help tool to explore the on-line help. Just click this tool and then click a toolbar button or Utilities menu command to view the appropriate Help topic. The Help tool looks like this: 

NOTE: You can also use the File Open command to load POWER.XLA, but this is *not* recommended and there are no advantages in doing so. Using the Tools Add-Ins command allows you to remove POWER.XLA from memory if it's no longer needed. If you open POWER.XLA with the File Open command, the only way to remove the add-in from memory is by executing a VBA macro with the following statement:

```
Workbooks ("POWER.XLA") .Close
```

Problems?

I have made every effort to ensure that this product works reliably. I developed this product using Excel 5.0c, and revised it using Excel 7.0 running under Windows 95. If you encounter any problems with this product, please contact me via e-mail. Describe the problem and tell me what version of Excel and Windows you are using. Also, tell me if your system has anything unusual. I will fix the problem and send you a corrected file. This applies to both the shareware and registered versions.

By the way, I do not recommend that you have both the Power Utility Pak and the Baarns Utilities installed at the same time (both products install a new Utilities menu).

About the Shareware Version:

The shareware version of the *Power Utility Pak* is for demonstration purposes only. It does not include all of the functionality of the registered version. The shareware version is intended to demonstrate what the product can do. If you like it, you should register it.

You may use the shareware version for up to 30 days. After 30 days, you must either register it or delete it from your hard drive. Fair enough?

Availability:

The shareware version of the *Power Utility Pak* is available from all of the major on-line services – CompuServe, America Online, Microsoft Network, and several Internet ftp sites. It is also included on the CD-ROM that is bundled with the author's *Excel for Windows 95 Bible* (IDG Books, 1995), as well as several other CD-ROMs.

Files Included:

The shareware files may be freely distributed as long as all of the following files are included:

CONTENTS.UTL	Workbook Contents utility
INSDATE.UTL	Insert-A-Date utility
OBJALIGN.UTL	Object Size, Align and Space utility
PERPCAL.UTL	Perpetual Calendar utility
POPCALC.UTL	Calculator utility
POWER.HLP	<i>Power Utility Pak</i> help file
POWER.XLA	<i>Power Utility Pak</i> add-in
PROPINS.UTL	Object Properties utility
PUPFUNCS.XLA	<i>Power Utility Pak</i> workbook functions add-in
README.WRI	The file you're reading now (this may be named Read Me First.Doc)
REGISTER.XLS	Registration information workbook
REMNOTE.UTL	Reminder Note utility
SAVEBKUP.UTL	Save With Backup utility
SELBYVAL.UTL	Select by Value utility
SHADE3D.UTL	3D Cell Shading utility
TBARTOOL.UTL	Toolbar Tools utility
TEXTTOOLS.UTL	Text Tools utility
TIMEDATE.UTL	Time and Date utility
ZOOMER.UTL	Interactive Zooming utility

Registering the Software:

The registration fee is \$39.95 (plus \$4.00 shipping and handling). The author's *Excel for Windows 95 Bible* includes a coupon that lets you register for only \$10.00.

Registering gets you the following:

- 1. The latest, complete version.** This product is continually being fine-tuned and revised, so registering ensures that you have the latest version. And, of course, the registered version does not display the annoying messages. It also uses less memory.
- 2. Additional utilities not found in the shareware version:** The registered version includes the following utilities (refer to the on-line Help file for complete details):
 - ♦ Insert 3-D Text: Lets you create attractive three-dimensional labels from the text in a cell. This works particularly well with the 3D Cell Shading utility.
 - ♦ Reminder Alarm: Lets you set an alarm to remind you of an appointment.

- ♦ Time Tracker: Lets you track the amount of time you spend on up to four different projects. Ideal for those who bill their clients by the hour.
 - ♦ Super GoTo: The ultimate worksheet navigational tool. Preview or activate any sheet in any open workbook.
 - ♦ Batch Printing: Lets you automate the process of loading workbooks and printing reports. Choose the files you want to print and go to lunch.
 - ♦ Auditing Tools: Provides useful information about the contents of a workbook, including a handy worksheet map and a list of all formulas.
 - ♦ Bubble Chart Wizard: Lets you convert an XY chart into a "bubble chart" (a chart type that's not normally available in Excel). A bubble chart lets you display another data dimension on a standard two-dimensional scatter chart.
 - ♦ Power Worksheet Functions: The complete collection of 23 new worksheet functions that you can use in your formulas. These functions work exactly like those built into Excel, and can be accessed via the Function Wizard. The shareware version includes only eight functions. Refer to the on-line help for information on the complete set of functions.
3. **Installation program.** This program, written in Excel VBA, will install the new files directly from Excel (updating your shareware version), with no effort on your part.
 4. **A free copy of the *Power Game Pak for Excel*.** This is a collection of strategy games that you can play in Excel. The games are Video Poker, Yahtzee, and Bomb Hunt (a Minesweeper clone). These are standard XLS files, so you can examine the VBA macros to see how they work.
 5. **Free technical support.** The *Power Utility Pak* developer will answer your questions about this product using e-mail. Answers are typically posted within 24 hours, usually on the same day.
 6. **The opportunity to purchase the complete source code.** Registered users can purchase the original XLS files for the *Power Utility Pak* for an additional \$20.00. If you want to learn VBA programming, you'll find a wealth of information and useful techniques.
 7. **Free upgrades.** Registered users will receive the next version of the *Power Utility Pak* at no cost.

To register the *Power Utility Pak*, open the workbook named REGISTER.XLS and follow the instructions. You can register by mail or phone, using a credit card, check, or money order (U.S. funds only). If you use the coupon in the *Excel for Windows 95 Bible*, registration must be done by mail.

I think you'll enjoy this product. If so, I encourage you to register it. Please feel free to distribute the shareware version to your friends and associates.

Best regards,

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