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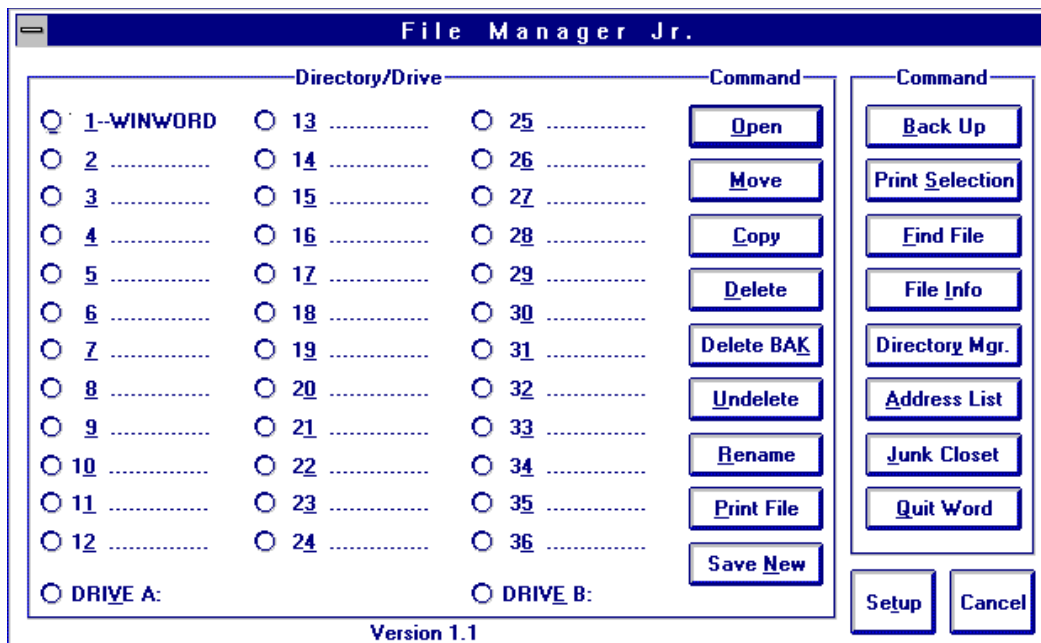
## File Manager Jr.

*For Version 6.0 of Microsoft® Word for Windows™*

File Manager Jr. comes in a smaller package than the Windows File Manager but performs many of the same functions. Only faster.

Using File Manager Jr., you can quickly move, copy, delete and rename files without having to switch to the Windows File Manager. You can also open existing files, delete all BAK files in a specified directory and print documents without opening them. You can create, rename and delete Word directories. And you can recover deleted documents (if you have MS-DOS 6 or 6.2).

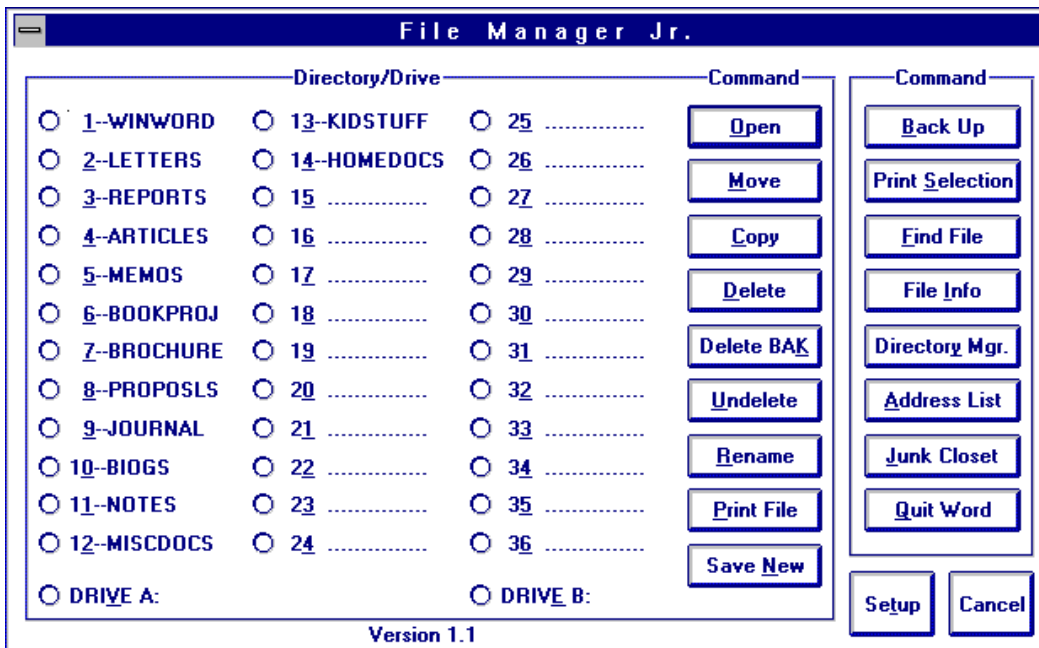
When you first start File Manager Jr., you see a display of Directory/Drive buttons and Command buttons. Before being customized by the user, the main menu looks something like this:



In this initial configuration, the only directory name displayed is that of the main Word directory. (The name WINWORD is used as an example.) The remaining

thirty-five directory positions are open.

You can assign your own Word directory names to some or all of the thirty-five vacant positions. You can fill open positions with names of Word directories you have already created, or with names of directories you create using File Manager Jr., or with some of each. If directory names were assigned to positions 2 through 14, the main menu might look something like this:



Working with the modified main menu would be simple. Examples:

- To open a file stored in the LETTERS directory, you would first select Directory/Drive button number 2 and then choose the **O**pen button. A file list would appear so that you could select the document to be opened.
- To delete a file stored in the REPORTS directory, you would first select Directory/Drive button number 3 and then choose the **D**elete button. A file list would appear so that you could select the document to be erased.
- To rename a file stored in the ARTICLES directory, you would first select Directory/Drive button number 4 and then choose the **R**ename button. A file list would appear so that you could select the document to be renamed.

Assigning directory names to the main menu is easy. Directions appear later in this guide.

Seventeen commands are available on the main menu. Fourteen perform functions related to file management. The rest simplify other operations. You can use File Manager Jr. to manipulate documents in as many as three dozen directories (and on two floppy disks).

## Typographic conventions used in this guide

Names of File Manager Jr. commands appear in boldface. Filenames and directory names appear in small capitals. Words that the user is to type in dialog boxes appear in small bold capitals. Section titles are boldfaced when cited in the text.

## More about the main menu

Three columns of Directory/Drive buttons appear on the left side of the screen (see page 2) . You can use a mouse to select a Directory/Drive button. Or, if you'd rather keep both hands on the keyboard, you can use a number key to highlight the proper button. Examples:

- Press the 5 key once to select directory number 5.
- Press the 5 key twice to select directory 15.
- Press 5 three times to select directory 25. (It will take you about a second.)

To the right of the Directory/Drive buttons are two columns of commands. Commands in the first column share a box with the Directory/Drive buttons and are used in combination with those buttons. An example given earlier shows how this works: To open a file stored in directory number 2, first select Directory/Drive button number 2. Then choose **Open** in the first column of commands.

Commands in the column at the far right are in a free-standing box and operate independently. They are not affected by the Directory/Drive buttons. To run one of these commands, simply choose the button identifying the command. (If you inadvertently select a directory or drive before choosing a button at the far right, nothing will go wrong. File Manager Jr. will ignore the Directory/Drive selection.)

## Why more than one directory?

File Manager Jr. is designed to make it easier to work with Word when documents are stored in two or more directories.

Some users new to word processing may be unfamiliar with the use of multiple directories for document storage. The practice is sometimes compared with the use of multiple folders in file cabinets.

It's possible to stuff a thousand documents into one massive folder in a file cabinet, but using multiple folders with labels makes more sense. Similarly, you can use Word for Windows with only one document directory, but such an approach is unsystematic. Files are not logically grouped. Letters, memos, manuscripts and other documents wind up in one ever-expanding heap. It's like

cramming everything into one folder in a file cabinet. Unless you normally have only a few documents to deal with, using multiple directories will make for greater efficiency.

## Assigning Word directories

Before using File Manager Jr., you'll need to supply the names of any Word directories you have already created for document storage. The program assigns the names of your Word directories to the File Manager Jr. directory list.

As used in this guide, the term "Word directories" refers to directories created as branches of the main Word directory. Examples: C:\WINWORD\LETTERS and C:\WINWORD\REPORTS would be branches of the main directory. Strictly speaking, they would be Word subdirectories. The term "Word directories" is used for short. (Word's home directory is always referred to as "the main Word directory" or "the main directory.")

If you have not yet created any Word directories, skip the rest of this section. You can later create Word directories as needed, using the **Directory Mgr.** command.

If you have Word directories to assign, follow this procedure:

1. On the main menu in File Manager Jr., choose the **Setup** button (at the lower right).
2. In the **Setup** dialog box, choose the **Assign Word Directories** button.
3. In the next box, type the name of the first Word directory you want to assign. Do not type a path in front of the name. Example: If you're assigning a directory called C:\WINWORD\LETTERS, just type **LETTERS**. Then choose OK.
4. Answer Yes or No when asked if you want to assign another directory. If you answer Yes, a new box appears. Enter a directory name. Example: To assign a directory called C:\WINWORD\REPORTS, type **REPORTS**. Then choose OK.

Continue until all your directories have been assigned or until you have exhausted the supply of directory buttons. If you run out of directories to assign before using all available buttons, answer No when asked whether to assign another directory.

Directory names appear on the main menu in the order you assign them. The first name you assign occupies the number 2 position, just below the name of the main Word directory. The next directory name occupies the number 3 position, and so on.

**Important:** The **Assign Word Directories** command does not create directories. It merely lets File Manager Jr. know the names of Word directories you are already using. To make a new directory, use the **Directory Mgr.** command.

You'll probably need to run the **Assign Word Directories** command only once, to set up the program before you begin using it. But if you later discover that you

forgot to assign one of your Word directories, you can run the command again.

**Note:** MS-DOS won't let you use certain characters in directory names. File Manager Jr. disallows the following additional characters: the percent sign, the parentheses, the caret (^), the ampersand (&), the braces ( { } ) and the swung dash (~).

### Caution

If a Cancel button is displayed in a File Manager Jr. dialog box, you can switch off the box by clicking the button or by pressing the Esc key. *But when a command is running and no Cancel button appears on the screen, do not try to stop the command by pressing Esc.* Doing so could corrupt the program code and make it necessary to reinstall File Manager Jr.

## Using the commands

The **Open** command opens a previously saved file. Specify the location of the file by selecting a Directory/Drive button. **Example:** If the file is stored in directory number 2, select Directory/Drive button number 2. Then choose the **Open** button. An Open File box appears, displaying a file list. Select a filename and choose OK.

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**Note:** A Back button appears in many File Manager Jr. dialog boxes, including the Open File box. If you open that box by mistake, you can use the Back button to return quickly to the main menu. Just click the button or press Tab and then B. To close the box without redisplaying the main menu, click Cancel or press Esc.

If no file list appears in a box with a Back button, you can return to the main menu by pressing B without first pressing Tab. But using the Tab-B combination will still work. To avoid confusion, you may want to use that combination routinely.

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The **Move** command transfers a file from one directory to another. It will also move a file to or from a disk in a floppy drive. Specify the location of the file to be moved by selecting a Directory/Drive button. Then choose the **Move** button and follow onscreen directions.

After you move a document, a new Move File box appears so that you can move another document if you wish. To close the box, choose Back or Cancel.

You can't use the command to move an open document.

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The **Copy** command creates a duplicate of a file and places the duplicate at a

specified location, leaving the source file undisturbed. The command works much like **Move**. One difference: You can copy an open document.

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The **Delete** command erases a file. Specify the location of the file to be deleted by selecting a Directory/Drive button. Then choose the **Delete** button and follow the directions in the Delete File dialog box.

After you erase a file, the Delete File box reappears so that you can erase another file if you wish. To close the box, choose Back or Cancel.

The command will not delete an open document.

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The **Delete BAK** command erases all BAK files in a specified directory or on a specified floppy disk. Select a Directory/Drive button and then run the command.

There must be no open BAK files in the targeted directory or drive.

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The **Undelete** command recovers erased files, using the Undelete for Windows program in MS-DOS 6.0 or 6.2. Select a directory or drive and then choose the **Undelete** button. In the Microsoft Undelete window, highlight one or more filenames. Then click the Undelete icon. To close the Undelete window, hold down Alt and press F4.

To tell DOS what level of file protection you want to use, choose the Undelete icon from the Microsoft Tools group in the Windows Program Manager.

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The **Rename** command changes the name of a file. Specify the location of the file by selecting a Directory/Drive button. Then choose the **Rename** button and follow the directions in the Rename File dialog box.

When you type a new filename, do not include a path. Example: Don't type C:\WINWORD\MEMOS\DOCK.DOC. Just type DOCK.DOC.

After you rename one document, the Rename File box reappears so that you can rename another if you wish. To close the box, choose Back or Cancel.

You can't use the command to rename an open document.

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The **Print File** command can be used to print any Word document in any directory, regardless of the directory you're working in. Example: You're editing a file in directory number 3 and need a printout of a file stored in directory 4. First select the number 4 Directory/Drive button. Then choose the **Print File** button. A list of the files in directory 4 appears. Select a filename and choose the Commands button in the lower part of the window. On the Commands menu, choose Print (taking care not to choose Open Read Only instead). When Word

displays the Print dialog box, choose OK to start printing.

You can print more than one file by selecting more than one filename before choosing the Commands button.

The **Print File** command can perform a second function: Without printing anything, you can use the command to get information about files in a specified directory or on a specified floppy disk. Example: You're working on a file in directory 3. The file DOCK.DOC is stored in directory 4. You want to know the number of words and pages in DOCK.DOC. Procedure: Select Directory/Drive button 4 and choose **Print File**. Then highlight the name DOCK.DOC. After checking the document statistics, press Esc to close the window.

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The **Save New** command is used to specify where a file will be stored when saved for the first time. Select a directory button before choosing the command. Example: If you want to store a file in the number 4 directory, select button 4.

When you type a name for a new file, do not include a path. Example: Don't type C:\WINWORD\MEMOS\DOCK.DOC. Just type DOCK.DOC.

The command cannot be used to store a new file on a floppy disk.

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The **Back Up** command sends a copy of the active file to a backup disk in the A drive. Any previous backup copy is overwritten.

If you want to use the B drive for backups instead of the A drive, run **Setup** and choose the **Change Backup Drive** button.

Note: **Back Up** is the first command in the far-right column on the main menu. Like other commands in that column, it is not affected by the Directory/Drive buttons. To run the command, simply choose the **Back Up** button.

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The **Print Selection** command prints a selected block of text. First highlight the text you want to print. Then choose the **Print Selection** button.

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The **Find File** command is used to search for a Word document when you're not sure where you stored the document or you've forgotten its name. You'll first be asked whether you want to search for a filename or for text. If you know the name of the file you're looking for, choose the Filename button. Type a filename in the next box. If the file is found, its directory is identified.

If you don't know the name of the file, choose the Text button. When asked to enter text, type a phrase that is likely to be found only in the file with the unknown name. Important: Enclose the phrase in quotation marks. (See pages 498 and 499 of the Word User's Guide.) Finding specific text takes longer than finding a filename.

The **Find** command does not search floppy drives.

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The **File Info** command displays a word count, a page count and other statistical information about the active file.

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The **Directory Mgr.** command is used to create, rename and delete Word directories. It can also be used to change the order in which directory names are displayed in the main File Manager Jr. dialog box. For additional information, see **More about Directory Mgr.** later in this guide.

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The **Address List** command places an inside address in a business letter. The address is copied from a file in which you have stored names and addresses. The command is also used to print envelopes and to edit, browse and sort the address file. For additional information, see **More about Address List** later in this guide.

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The **Junk Closet** command is used to store text temporarily in a holding file or to retrieve text from the holding file. For additional information, see **More about Junk Closet** later in this guide.

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The **Quit Word** command closes any open documents and quits Word for Windows. Use the command when you want to make a quick exit. If any open documents have been changed since they were last saved, the changes are preserved.

**Note:** If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name before quitting Word.

## **More about Directory Mgr.**

To set up a new Word directory, run **Directory Mgr.** and choose the **Create** button. Then follow the onscreen directions. The name of the new directory is assigned to the first open position in the File Manager Jr. directory list.

To change the name of a directory, first close any open document windows in that directory. Then run **Directory Mgr.** and choose the **Rename** button. Follow the onscreen directions. You can't rename the main Word directory, but you can change any other directory name displayed in the File Manager Jr. directory list.

To erase a Word directory, first close any open files in the directory. Then run **Directory Mgr.** and choose **Delete**. If the directory you want to erase is not empty, File Manager Jr. displays a warning. If you elect to proceed, all files in



the directory are erased. Unless you are positive that the directory contains no files of value, you should cancel the command.

To change the order in which File Manager Jr. displays directory names on the main menu, run **Directory Mgr.** and choose **Move**. One function of the **Move** command is to fill an opening created when a directory is deleted. Illustration: You have 10 working directories. If you delete directory number 5, File Manager Jr. removes the directory name from the main menu, creating a missing-tooth effect in the directory list. You can fill the gap by moving the name of another directory to the open position. If a directory called KUMQUAT is in position 10 and you'd like to move it to the vacant number 5 position, run the **Move** command and type KUMQUAT in the first dialog box. In the next box, type the number 5 to indicate that KUMQUAT is to be moved to position 5.

You can also use **Move** to transpose the names of two working directories. Example: The directory REPORTS is in position 3. The directory MEMOS is in position 5. You'd like them to switch places. Procedure: In the first **Move** dialog box, type REPORTS. In the next box, type the number 5. When you choose OK, REPORTS moves to position 5 and MEMOS takes the place of REPORTS in position 3.

Note: When you enter a directory name while using any of the **Directory Mgr.** commands, do not type a path in front of the name. Example: Don't type C:\WINWORD\BROCHURE. Just type BROCHURE.

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**Important:** After setting up File Manager Jr., use **Directory Mgr.** instead of the Windows File Manager to rename and delete Word directories. Otherwise, File Manager Jr. will be unable to keep track of your directory names. To save time, you should also use **Directory Mgr.** to make new Word directories. If you create directories with the Windows File Manager, you'll need to run the **Assign Word Directories** command in **Setup** to let File Manager Jr. know the directory names.

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## More about Address List

When you choose **Address List**, you see a dialog box with four command buttons. The first command is **Copy**. It places an address block in a business letter, saving you the trouble of typing an inside address. The block is copied from a file in which you can store frequently used addresses. The file is called NAMELIST.FMJ. It was placed in the main Word directory when you installed File Manager Jr.

To copy an address block, first place the insertion point anywhere on the top line of the body of your letter. Then execute **Address List** and choose the **Copy** button.

You'll be asked to type a name. If you want to copy the address of an individual, type a surname. If you want to copy a business address in which no individual is

named, type the first word in the name of the business. Examples: If you're writing to Horatio D. Blunt, type **BLUNT**. If you're writing to the law firm of Hussler & Hassler, type **HUSSLER**. (You may be able to save keystrokes by typing only the first four or five letters of a long name.)

The style you use for letters does not have to match the style used to set up your address list in NAMELIST.FMJ. If the styles are different, address blocks imported with the **Copy** command are converted to your letter style.

The second command in the **Address List** dialog box is **Print Envelope**. If you have a business letter onscreen, you can use the Envelopes and Labels command on the Tools menu to copy the delivery address from the letter to an envelope. But sometimes you may be unable to use that command because you're mailing material without a cover letter. Solution: If the recipient's name is in your address file, you can still print an envelope quickly. Just choose **Print Envelope** in the **Address List** dialog box and follow onscreen directions.

By default, the **Print Envelope** command uses the Courier typeface and does not print a return address on your envelopes. You can change these defaults. Procedure: On the main menu in File Manager Jr., choose the **Setup** button. In the **Setup** box, choose **Envelope Setup**. You'll be asked to select a font. If you want a return address to appear on each envelope but don't want to change the default font setting, select Courier as the typeface and 12 as the point size. You'll next be asked if you want a return address printed. If you answer Yes, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, choose Options on the Tools menu and click the User Info tab.

The third command in the **Address List** dialog box is **Edit/Browse**. Use it when you want to open the address file so that you can add addresses, delete addresses or just browse. When you choose **Edit/Browse**, you're asked where you want to start in the address file. Choose a letter. The command searches for the first listing under that letter.

If you're entering a new address listing, follow this form:

```
Blunt*Horatio D.  
Blunt Instruments Limited  
12345 Sixth Street  
San Lardo, California 90000-0000  
Mr. Blunt  
408-000-0000
```

The person's last name comes first. Next comes an asterisk. No space is left before or after the asterisk. Do not use an asterisk anywhere else in a listing.

When a listing is copied to a letter, File Manager Jr. rearranges the first line and removes the asterisk. Like this:

```
Horatio D. Blunt
```

**Blunt Instruments Limited  
12345 Sixth Street  
San Lardo, California 90000-0000**

**Dear Mr. Blunt:**

The "Mr. Blunt" in the salutation is copied from the next-to-last line of the Horatio Blunt address listing. If that line were changed from "Mr. Blunt" to "Horatio," the address would be copied with a "Dear Horatio:" salutation. A name that can be used in a salutation must be entered on the next-to-last line of each listing.

The last line of each listing is reserved for a phone number and remarks.  
Example:

**212-000-0000. Stanford grad. Birthday: 6/15. Wife: Gloria.**

It's OK to use more than one line for remarks, but the remarks must be confined to a single paragraph. Do not press Enter between remarks.

If you don't have a phone number for someone on your list and no remarks are needed, type several zeros on the phone-number line. Do not omit the line.

When an abbreviation such as "M.D.," "Esq.," or "Jr." is used on the first line of a listing, it is treated as part of the last name and is entered before the asterisk.

Correct form:

**Flapdirdle, M.D.\*Clyde C.**

Incorrect form:

**Flapdirdle\*Clyde C., M.D.**

If a last name consists of two or more words, the asterisk goes after the last of those words. Example:

**Van der Flatt\*Vanessa C.  
Chief Executive Officer  
Van der Flatt Tire Corporation  
700 Avenue of the Aleutians  
New York, New York 10000-0000  
Ms. Van der Flatt  
212-000-0000**

When a listing begins with the name of a firm rather than with the name of an individual, follow this form:

**Hussler & Hassler\*  
Attorneys at Law**

Jarndyce Center  
123 Fourth Street  
Hacksaw, Texas 75000-0000  
Counselors  
509-000-0000

Notice that the asterisk appears at the end of the first line of the listing, after the name of the law firm. (The full name of the firm is treated as a surname.)

A listing may run five to seven lines. The Hussler & Hassler example runs seven. Here is an example of a five-line listing:

Cartwright\*Crispin C.  
1234 Fifth Street  
Bouding, Maine 04000-0000  
Mr. Cartwright  
207-000-0000

**Important:** Leave a blank line below each listing.

After entering one or more new listings, choose Close on the File menu and answer Yes when asked whether to save changes. Follow the same procedure after deleting one or more listings.

**Note:** Eleven blank lines have been placed at the top of the address file. They should not be removed.

Several fictitious address listings have been entered in the file for illustrative purposes. They may be deleted.

The **Edit/Browse** command can be used to look up information in the address file. Example: If you need the telephone number of Horatio Blunt, run **Address List** and choose the **Edit/Browse** button. Then choose B. The insertion point appears before the first listing under that letter. After finding Blunt's phone number, quit the address file by choosing Close on the File menu.

The last command in the **Address List** dialog box is **Sort**. It alphabetizes address listings. When you add listings using the **Edit/Browse** command, you don't need to jump around in the address file to get each new listing in its proper alphabetic position. It's OK to enter listings in any order anywhere in the file (so long as you leave a blank line after each listing). When finished, save the file and use **Sort** to put the listings in proper order.

**Note:** You don't have to sort the address file before using the **Copy** command to place an inside address in a letter. It makes no difference to **Copy** whether the address list is sorted or unsorted. But a sorted list is easier to work with when you're browsing.

## More about Junk Closet

The **Junk Closet** command is used for storage of text you want to remove from the active file but keep available for possible use later.

To store a block of text in the junk closet, first select the text. Then run **Junk Closet** and choose **Store Selection**. The text is sent to a file called JUNK.FMJ. The file was placed in the main Word directory when you installed File Manager Jr.

To retrieve text from the junk file, run **Junk Closet** and choose **Open Closet**. A Find dialog box appears. Type a word or phrase peculiar to the block of text you're looking for. Then press Enter. If the junk file is small and you don't need to run a search, press Esc to close the Find box.

To retrieve a block of text, first select the text and place it on the Windows Clipboard. Then choose Close on the File menu and answer No when asked whether to save changes in the junk file. Finally, copy the text from the Clipboard to the active file.

When you open the junk file, text in that file is displayed in whatever style you're using in the active document. That means you won't need to apply your current style to text imported from the junk closet. The style will already have been applied.

The **Junk Closet** command places a separator mark before each block of text stored in the closet. That makes it easy to tell where one block ends and the next begins.

To delete text from the junk file, first execute **Junk Closet** and choose **Open Closet**. Then select the text you want to erase and press the Delete key. Choose Close on the File menu and answer Yes when asked whether to save changes.

## Assigning File Manager Jr. to a shortcut key

1. On the Tools menu, choose Customize.
2. In the Customize dialog box, click the Keyboard tab (at the upper right).
3. In the Categories list box, click Macros.
4. In the Macros list box (to the right of Categories), click FileMgrJr.
5. Click the box labeled Press New Shortcut Key. Press a shortcut key or a shortcut-key combination. Example: If you want to be able to start File Manager Jr. by holding down Ctrl and striking J (for "Junior"), press the Ctrl key and, without releasing it, press J.
6. Choose Assign.
7. Choose Close.

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## **Assigning File Manager Jr. to a toolbar button**

- On the Tools menu, choose Customize.
- In the Customize dialog box, click the Toolbars tab (at the upper left).
- In the Categories list box, click Macros.
- In the Macros list box (to the right of Categories), click the name FileMgrJr. and keep the left mouse button depressed. A rectangular outline appears. Drag the outline to a position on the toolbar and release the mouse button.
- In the box labeled Text Button Name, type a short name, such as **JR**.
- Choose Assign.
- Choose Close.

## **References**

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Edward Mendelson of *PC Magazine* examined a preliminary version of File Manager Jr. and offered helpful criticisms. His assistance is gratefully acknowledged.

## **Terms of use**

File Manager Jr. is a shareware program protected by copyright. You can register your copy of the program by paying a fee of \$15. (Idaho residents: Add sales tax.) Please send your payment to:

Charles Maher  
409 North 18th Street  
Coeur d'Alene, Idaho 83814-5460

Registered users who have questions about the program may write or call the author (208-664-3864). Questions will be answered without charge. Registered

users will be notified of any upgrades and will be entitled to discounts on upgrade registrations.

For more about terms of use, see the file LICENSE.FMJ in the main Word directory.