

Text Jumper™
Automated
HyperText Creation System
for Microsoft Word for Windows 2.x
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(double click a chapter title to jump instantly to that chapter)

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What Is Jump Text?

Reading and editing documents at your PC on-line is annoying at best, and a time-waster at worst. When reading a **paper** document it's easy to flip through each page to quickly find the material you want. Reading the same document from a computer screen can be very frustrating...

scrolling line after line, page after page. But aren't computers supposed to make work simpler? There should be an easy way to point and click to jump to any part of the document you need.

There is. The Windows "Help" system makes use of "jump text", special text that can jump you to any other topic, just by clicking on it (in the Mac world, this is called HyperText). Your word processor **should** be able to create documents which are as easy to use as the Windows "Help" system.

Error: Reference source not found™ can make your on-line documents as user-friendly as the Windows "Help" system. It's a utility which enables you to easily create jump text. For example, this document (the *Error: Reference source not found™* User's Guide), makes extensive use of Jump Text. Just like in Windows "Help", **Green** text means **jump**. Double-click the **green** chapter titles in the Table of Contents to jump directly to that chapter. Double-click any of the other **green** cross-references throughout this document to jump to a complete explanation of the referenced topic.

This method for jumping around documents was pioneered by Woody Leonhard of PineCliffe International. It's used extensively in his excellent Word for Windows enhancement package, "WOPR" — Woody's Office Power Pack. Special thanks to him for generously sharing his ideas and expertise. Our utility, *Error: Reference source not found™*, makes it easy for non-programmers to utilize this powerful Word for Windows feature.

Learning how to use *Error: Reference source not found™* takes practice. Feel free to use this User's Guide as a practice arena. Create bookmarks (or use the existing ones) and insert jump text anywhere in the User's Guide. Don't worry about ruining the User's Guide: we've protected it by disabling the File – Save and File – Save All commands while this document has active focus.

About Shareware

Error: Reference source not found™ is **shareware**, software that lets you *play before you pay*. In addition to the benefits of registration (see §, page 8), you gain by contributing to the continued growth of an industry that works for you.

Evaluate *Error: Reference source not found™* for 30 days. If you like it (and we're sure that you will) send in your registration fee, only \$14.95 (see §, page 9).

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Using Error: Reference source not found™

The *Error: Reference source not found™* screen displays a list of all of the bookmarks in the active document. Choose a bookmark, type in a description, and *Error: Reference source not found™* will put jump text in the active document at the insertion point. That's all there is to it. Double-click the jump text to jump to that bookmark location.

Want to print your document but don't want to see jump text in your print-outs? No problem. By default (unless you modify the "Format" settings), jump text is formatted as *hidden text*. This means that it won't appear in printed hard copy, but it will be visible on screen (with a dotted line underneath). If you want to view your document with WYSIWIG accuracy, and **don't** want to see the jump text on screen, you can easily choose not to view it. (Tools-Options-View).

Unsure about which bookmark to use? Run the included *Bookmark Lister™* utility to find out what text each bookmark represents (see § page 6 for details).

To test run Error: Reference source not found™, first make sure that your cursor is positioned at the correct insertion point. This is where your jump text will be inserted. Then...

1. Run Error: Reference source not found™

Mouse

Select "Text Jumper" from the bottom of the Tools menu, or "Jump Text" from the bottom of the Insert menu.

Keyboard

Press **Alt+Shift+J**

Please Note

In order to insert jump text into your document, you must have previously inserted a bookmark at the jump destination (see § page 4).

2. Enter text that you want to appear as jump text. This should be a description of the section of the document that the jump text will jump to. For example, if double-clicking the jump text will take you to a section about tax information, you might want the jump text to read, "**Tax Information**". To make this happen, simply enter "**Tax Information**" in the text box.

By default, jump text will automatically be formatted as green, bold, hidden text. (These defaults can be modified — press the "Format" button on the main screen to run "Format Jump Text". For more information see §, page 4.) The default jump text font will be the same as the surrounding text. If you wish, you can also manually reformat the jump text — change the font, the hidden text attribute, the point size, color, bold, italic, etc.

3. Tab to the bookmark list and specify a bookmark for the jump text to jump to by highlighting an item. *Bookmarks appear on the list in the order that they appear in the active document.*
4. To insert the jump text into the active document at the insertion point...

Mouse

Click the **Make** button

Keyboard

Press **Alt+M**

OR tab to the **Make** button and press **Enter**

Remember, jump text is formatted as hidden text by default. In order to be able to **see** the jump

text you've inserted, make sure that the "View Hidden Text" option is **on**. (Tools-Options-View dialog – make sure that the “Hidden Text” check-box under the “Nonprinting Characters” group has an **X** in it.) If the "View Hidden Text" option is enabled, hidden text will appear on screen underlined with a light dotted line. If the option is disabled, all hidden text will remain hidden and will **not** appear on screen. If you will be distributing documents on-line to other users, advise them to enable hidden text. Alternatively, you may modify the defaults so that jump text isn't hidden (see §, page 4).

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Formatting Jump Text

By default, Error: Reference source not found™ formats jump text in bold, dark green characters as hidden text. The **bold** formatting and **dark green** color make the jump text easy to spot (as long as Word for Windows is set to display hidden text). The *hidden text* formatting displays on the screen, but keeps jump text out of your printed documents.

You may wish to change these formatting defaults to suit your own needs and preferences. For example, you could modify the defaults so that jump text is “All Caps” instead of “Bold”. You could also modify the default so that jump text is formatted as regular instead of hidden text. (But remember, if jump text isn't hidden, it will also appear on the printed page.) The **Format...** button on the Error: Reference source not found™ screen enables you modify the formatting defaults. The only thing that you *can't* change is the color of the jump text: it stays green, just like the Windows Help System jump text. Of course, the formatting of the surrounding text will be retained — jump text formatting won't effect the text that precedes or follows it.

To change the default formatting options for jump text...

1. Run Error: Reference source not found™
2. Click the **Format..** button OR press **Alt+F**. This brings up the Format Jump Text screen. If this is the first time that you've changed the Jump Text formatting, the Bold and the Hidden Text check-boxes will be marked with an 'X'.
3. To use a formatting option, select the corresponding check-box by clicking it once (so that it is marked with an 'X'). To remove a formatting option, click the check-box again (so that the 'X' disappears). You can also select formatting options by pressing their accelerator keys: “**H**” for Hidden Text, “**B**” for Bold, “**I**” for Itallic, and “**A**” for All Caps.
4. When you are done selecting formatting options, click the **OK** button or press **Enter**. The next jump text that you insert will reflect the formatting options that you've selected.

Important

Changes to default formatting will effect only new jump text created after the default formatting options have been modified.

What Is A Bookmark?

You can't use Error: Reference source not found™ to create jump text unless you've previously made one or more **bookmarks** in the active document. This chapter is meant to teach you the *basics* of bookmarks. You will learn: how to make, find, and remove simple bookmarks. This is as much as you need to know to use Error: Reference source not found™. Much of the information in this chapter was based on the text of the "Bookmarks" chapter in the Word for Windows Help system.

A Word for Windows **bookmark**, like the kind of bookmarks that you use to mark your place in a text, is a *placeholder*. Think of Word for Windows bookmarks as electronic slips of paper or post-its that you put in your on-line document to keep a place. But it has much more functionality than a paper marker. You can use bookmarks to mark any amount of text, not just a particular insertion point. If you have a long document, make bookmarks for passages that you refer to frequently. And of course, you can also use Error: Reference source not found™ to make dynamic hypertext references to those frequently used passages.

For more information about bookmarks, see the Word for Windows Help system. For an even more thorough treatment of bookmarks, how they can be used most effectively, and how you can avoid potential problems, see *Hacker's Guide to Word for Windows* (Addison Wesley; Leonhard/Chen).

Inserting Bookmarks

To make a bookmark, first decide what insertion point or block of text that you want the bookmark to mark. Then...

1. Position the cursor at the insertion point that you want marked
OR highlight the text that you want marked
2. From the *Insert* menu, select *Bookmark* (**ALT+I, M**)
OR press **Ctrl+Shift+F5+F5**
3. In the Bookmark Name screen that follows, type a name for the bookmark
4. Click the **OK** button OR press **Enter**.

Please Note

A bookmark name must begin with a letter and can contain only letters, numbers, and underscore characters, up to a maximum of 20 characters. The name cannot contain a space. It's helpful to make your bookmark names as descriptive as possible.

Deleting Bookmarks

You can delete bookmarks when you no longer need them. To delete a bookmark...

1. From the *Insert* menu, select *Bookmark* (**ALT+I, M**)
OR press **Ctrl+Shift+F5+F5**
2. In the Bookmark Name screen that follows, type or highlight the bookmark name you want to remove

3. Click the **Delete** button OR press **Alt+D**
4. Click the **Close** button OR press **Enter**

Moving Bookmarks

Moving a bookmark means that you take a previously-created bookmark name, i.e. that is already marking an insertion point or block of text, and use it to mark a *new* insertion point or block of text. Moving a bookmark should be easy, but it isn't. If you just move the old bookmark name to a new location you're asking for trouble. You'll probably wind up with an incredible amalgam of **both** bookmarks, and have one large bookmark which spans the all the material between both.

We **strongly** suggest that you delete the old bookmark before assigning it to a new location. Here's a technique for doing it simply and safely:

1. Position the cursor at the *new* insertion point that you want marked
OR highlight the *new* block of text that you want marked
2. From the *Insert* menu, select *Bookmark (ALT+I, M)*
OR press **Ctrl+Shift+F5+F5**
3. In the Bookmark Name screen that follows, type or highlight the bookmark name you want to move
4. Copy the bookmark name to the Clipboard (**Ctrl+Insert**).
5. Click the **Delete** button OR press **Alt+D**
6. Paste the bookmark name back into the Bookmark Name screen (**Shift+Insert**)
7. Click the **OK** button OR press **Enter**

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Error: Reference source not found™

One of the roughest things about working with bookmarks is... working with them. Those cryptic little names that we give our bookmarks make so much sense at the time and then, comes time to remember what “RBD” stands for – uh oh.... Included in *Error: Reference source not found™* is a utility which provides an efficient, easy way to nail down your bookmarks. *Error: Reference source not found™* takes the mystery out of bookmark management. Run it and you will get an accurate and easy-to-read listing of all bookmarks in the active document, their locations, and the text or insertion points that they mark. Remember, working with bookmarks is far from foolproof. Sooner or later you're going to jump to a bookmark which looks very different than what you expected. Don't panic — run *Error: Reference source not found™* instead.

Error: Reference source not found™ is the way to find out:

- Each bookmark name
- Where each bookmark is located
- What text or location is represented by each bookmark

With the click of a button (located on the Error: Reference source not found™ screen) Error: Reference source not found™ lists all bookmarks in the active document, along with their page numbers and the text they're marking. Because Error: Reference source not found™ uses bookmarks, we've provided Error: Reference source not found™ to help you keep track of your bookmark usage.

How to Run Bookmark Lister™

1. Run Error: Reference source not found™ and choose the Error: Reference source not found™ utility.

Mouse

Click the **List...** button

Keyboard

Press **Alt+L**

OR tab to the **List...** button and press **Enter**

2. Error: Reference source not found™ will search the active document for bookmarks.
3. Error: Reference source not found™ will open a new document and insert the following information
 - Page number where the bookmark is located: in auto black
 - Name of the bookmark: in dark red
 - Text covered by the bookmark: in dark blue
4. Treat the bookmark list generated by Error: Reference source not found™ as you would any document. You may find it convenient to either print the bookmark list or keep the document open so that it is on hand while you work with Error: Reference source not found™.

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Getting Help

On-Line Help

The Error: Reference source not found™ program comes with built in on-line help. From the main dialog:

Mouse

Click the **Help** button

Keyboard

Press **Alt+H**

OR tab to the **Help** button and press **Enter**

The User's Guide

The User's Guide (this document) should provide you with all the information you need in order to run and register Error: Reference source not found™. Use the § in conjunction with the jump text system to navigate the User's Guide most effectively.

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Registration & Payment

Benefits of Paying & Registering

Enjoy the many benefits of registration...

- Run Error: Reference source not found™ from inside **any** document (not just **this** document), no matter what template it is based on. You'll have access to Error: Reference source not found™ **all the time**.
- Assign Error: Reference source not found™ to any menu, key combination, or icon on the tool bar.
- *Special Bonus*. Receive a card entitling you to a **free** issue of *Inside Word for Windows*, the Cobb Group's invaluable monthly collection of Word for Windows tips and tricks. This top rated, easy to read journal will increase your skills and decrease your frustration. Learn from the experts! (see § page Error: Reference source not found).
- Free technical support (see § page Error: Reference source not found).
- Advance notification of the release of the next major Error: Reference source not found™ upgrade.

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Bonus: Free Tips & Tricks for Word

You want to get the most out of Word for Windows — that's why you're using Error: Reference source not found™. Get a **free** issue of ***Inside Word for Windows*** and start discovering the "tips and tricks" to help you work smarter, not harder.

Inside Word for Windows is an information-packed "how to" publication from **The Cobb Group**, the world's leading publisher of software-specific journals. When you register Error:

Reference source not found™, we'll mail you a card entitling you to your free issue. Stop fooling around. Learn time-saving techniques from the experts and become a more productive user.

How To Pay & Register

Error: Reference source not found™ costs only **\$14.95 per copy**, or the US dollar equivalent. (New York State residents **must** add sales tax.)

After payment of this registration fee, you'll receive the Registration License Code to **enable global installation of your copy of Error: Reference source not found™** (see §).

You will also receive your **bonus** for paying & registering, your free issue of *Inside Word for Windows*, a monthly journal of tips and tricks from the Cobb Group.

If you plan to use Error: Reference source not found™ in a **multiple-user environment**, whether on stand-alone machines or over a network, you may obtain a **site license** and discounted pricing from Total System Solutions, Inc. For information about site-licensing and volume discounts, call Corporate Sales at 718-375-1261, or leave a message on CompuServe 70154,2463.

Registration

Registration is a three part process.

1. Completion of the Registration & Order Form (see enclosed ORD_FORM.TXT text file).
2. Payment of the Registration License Fee. Payment can be made in a number of ways:
 - charge to your CompuServe account (if you're a CompuServe member)
 - check or money order
 - credit card
3. After payment, you'll receive your *Registration License Code*. This allows you to install Error: Reference source not found™ globally, making it available to all documents (see §).

Methods of Payment

Paying Via CompuServe Account

1. Log onto CompuServe.
2. Go to the Shareware Registration Forum — GO SWREG.
3. Select "Register Shareware" from the main menu.
4. Select Registration ID from the "SEARCH BY" menu.
5. When prompted for the ID, enter **731**.
6. This will bring up a description of Error: Reference source not found™. Enter "Y" to charge payment to your CompuServe account.
7. Complete the order by answering the remaining questions when prompted.

In addition to ordering and paying via the GO SWREG method, you must also **send us your registration/order form**. Send it to us via E-mail, FAX, or US mail. We need the detailed information which you provide with your completed form. We use this information to keep you informed of product upgrades, discounts on other software, and to send you your **free bonus**.

Paying With A Check Or Money Order

Make your check or money order payable to: Total System Solutions, Inc.

MAIL your check or money order, along with your completed Registration and Order Forms, to:

Total System Solutions, Inc.
1530 East 18th Street, Suite 6H
Brooklyn, NY 11230

Paying With A Credit Card

- CALL in your order to our sales department at 718-375-2997 and give your credit card information over the phone, along with the information from your completed Registration and Order Forms.
- FAX in your completed Registration Form and **signed** Order Form to: 718-375-6261.

Please send faxes only during business hours:

Sunday – Thursday 9:00 AM – 6:30 PM EST

Friday 9:00 AM – 3:00 PM EST

Entering The Registration Code

Upon receipt of payment and your completed Registration Form, we'll send you your Registration License Code. Enter the Registration License Code to enable global installation. This code is for **your** copy of Error: Reference source not found™ **only** (see §, page Error: Reference source not found).

Make sure that this document (JUMPTEXT.DOC) is the **only** document window open. Click the **Window** menu – if more than one document window is listed, please close all others before trying to install.

1. Double-click the **Install** button.
2. Enter your first name, last name and Registration License Code in the text boxes provided and press **Enter** or click the **OK** button.
3. From this point onward, you will be able to run Error: Reference source not found™ from any Word for Windows document. You will also be able to associate Error: Reference source not found™ with any menu, any key combination, or any icon on the tool bar.

Double Click To *Register* and *Globally Install* Error: Reference source not found™

Total System Solutions And You

Tech Support

Registered users can receive 30 minutes FREE **telephone** technical support for thirty days. After the 30 minutes / 30 days expires, we will *continue* to provide support via mail and CompuServe. Here's how to contact us:

- Telephone: 718-375-1261
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST
- FAX: 718-375-6261.
Please send faxes only during these hours:
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST
Fax us a detailed description of the problem.
- CompuServe: E-Mail a detailed description of the problem to our CIS address: 70154,2463

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System Requirements

Error: Reference source not found™ is a Word for Windows 2.x product. The formatting in this "on-line" User's Guide is optimized for display under Windows 3.1 and uses True Type Fonts.

Beta Testing Program

Are you a computer "whiz"? Do you have comments about how *Error: Reference source not found™* could be improved? Maybe you can join the Total System Solutions beta-testing team! If approved, you'll receive pre-release versions of *Error: Reference source not found™* and other programs for free. To sign up, call us at 718-375-1261. (Open to registered users only.)

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Other Products

Fileware™

Fileware™ is a suite of thirteen file maintenance, document management, and program launching utilities which integrate seamlessly into Microsoft Word for Windows 2.x. It provides the many commonly requested features that Microsoft "forgot" to include. After auto-installation

to the "File" or "Tools" menu, the *Fileware*[™] system is never more than a mouse click or keystroke away. Now you can ***do everything you need without ever leaving Word for Windows...***

- **Forget File Manager.** Make directories; delete, rename, copy or move files. Because it's integrated into Word, *Fileware*[™] is more convenient and much safer.
- **Forget Program Manager.** Launch programs instantly with *Run Buttons*, a customizable toolbox of push buttons (or type a command on the convenient *Quick Run Line*).
- **Forget eight character DOS file names.** *Fast Files* keeps a customizable list of document *descriptions* close at hand. Just point and click to open the files you want.
- **Forget complicated directory paths.** *Directory Jump* gives you push-button access to the directories you use the most. Just one click jumps you anywhere on your PC... or across your network.
- **Abolish repetitive keystrokes.** Close all open files at the same time with just one command. Options include *Close Without Saving* and *Prompt To Save*.
- **Protect your confidential data.** *Word Lock* provides password protection for the complete Word for Windows application (not just certain files).
- **Edit document templates instantly**, even if you don't know which directory they're in.
- **Exit Windows** when you're done working with just one click.

Fileware[™] is a powerful yet inexpensive suite of utilities. It was chosen one of the "48 Best Add In" products by PC Magazine; PC Week says, "...adds a good selection of file and program management features that were left out of Word for Windows." In "Hacker's Guide to Word for Windows" (Addison Wesley) Woody Leonhard writes, "...the system that Microsoft forgot...makes WinWord stand on its ear."

Fileware[™] 2.1 costs only **\$39.95** per copy.

***DocuPower*[™]**

After you create Word for Windows documents, how do you find them? You know they're on your hard drive, or on the LAN file server... somewhere. So you keep clicking through the "File Open" list box. If only you could remember the file name (**click, click**), or the directory (**click, click**), — you might actually be able to get some work done!

Give long, descriptive names to your documents!

***DocuPower*[™]** breaks the eight character DOS file name barrier. It's a powerful document management tool that makes it easy to organize and quickly access your work. Best of all, *DocuPower*[™] integrates seamlessly into WinWord. It's a quality macro system from Total

System Solutions, the makers of the award winning *Fileware*[™] macro collection.

Regardless of how you have your DOS directory structure organized (or disorganized), *DocuPower*[™] keeps all the files you need always on hand, immediately available. If you create or use a document that you know you'll come back to again, just point and click to put it in a *DocuPower*[™] "folder". Assign it a plain English description so there'll be no confusion. Keep related items grouped together in each folder. Every *DocuPower*[™] item can be **opened**, **inserted** or **printed**.

- **Open** any file that you want to work on — just highlight its description. No need to search through directory after directory every time you need it.
 - **Insert** the contents of one document into another. This can be a very powerful tool for *automated document assembly*. Keep standard document components in separate files. Group similar elements together in each folder. Access these items in any order to compose complex, individualized documents in minutes.
 - **Print** a document without having to open it first — just by selecting its description.
- DocuPower*[™] crosses document management and office automation to turbo-charge Word for Windows. It's a valuable tool for word-smiths like attorneys, paralegals, secretaries, writers — anyone whose job includes word processing.

DocuPower[™] 1.3 costs only **\$24.95** per copy.

Dialware[™]

Dialware[™] is a telephone dialer / personal information manager (PIM) that works from **within** Word for Windows. Its features include: standard dialing prefix option for accessing PBX or long distance services; dial "1" option; multiple area code configurations; last number re-dial; dial number from document; configurable personal auto-dialing telephone book. Only **\$19.95**.

World Clock[™]

World Clock[™] is the perfect accessory for people who work with clients in different parts of the United States, Europe or Asia. Planet Earth is large. **Keep separate clocks for each time zone.** Run all your clocks individually or simultaneously. Always be confident that you know the correct time world-wide. Replace the Windows clock with a clock that really ticks! *World Clock*[™] is a Windows 3.1 application, and costs only **\$24.95**.

Please call 718-375-2997 for more details and ordering information.

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Custom Applications

Word for Windows can do great things! Error: Reference source not found[™] is a good example. Ask yourself what you really wish computers could do. Then call us.

Total System Solutions, Inc. creates customized Windows solutions for serious business users. We've developed turn-key Word for Windows applications to automate document processing for many major corporations. If you work with words or numbers in Windows, we can really help you.

For example, we recently developed a system to automate the generation of commercial leases for one of the largest commercial real estate management companies in the world. The time required for the creation of customized leases was cut from over 2 weeks to under 20 minutes per lease!

We can save your company time and money while improving and standardizing the quality of your output.

Call us today at 718-375-1261 for more information.

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Legal Notices

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Error: Reference source not found™ consists of the main interface and all of its component macro applications and libraries.

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Limited Warranty

Total System Solutions, Inc. guarantees your satisfaction with this product. We're so sure you'll love it that we will refund your money for a period of 30 days from the date of original purchase. If you are unsatisfied with Error: Reference source not found™ at any time within that period, please contact us for a full refund.

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