

## **MixCase Installation**

Copy MIXCASE.EXE and CAPDICT.DAT to a directory on your hard drive. CAPDICT.DAT is the user-definable capitalization dictionary data file, and it must be in the same directory as MIXCASE.EXE. The dynamic link library VBRUN100.DLL should be in any directory in your DOS PATH.

You can install MixCase as an icon in your program manager in the usual manner.

## **How Mixcase Works**

MixCase has two modes: file mode and clipboard mode. In file mode, MixCase opens a text file to convert to mixed case. Mixcase first converts all characters to lower case, then MixCase capitalizes the first letter of sentences and table items. If the "use capitalization dictionary" option is enabled, MixCase capitalizes the proper names and abbreviations specified in the dictionary.

In the clipboard mode, MixCase performs a similar treatment on text you paste into the text box. You can also type in text with the Caps Lock key on to test the program. Try pasting in the paragraph below:

THESE TWO PARAGRAPHS ARE EXAMPLES OF ALL-CAPS AND MIXED CASE TEXT. BECAUSE THE LETTERS ARE THE SAME HEIGHT AND THERE ARE NO ASCENDERS OR DESCENDERS, ALL-CAPS TEXT IS HARDER TO READ THAN MIXED CASE. IT ALSO TAKES UP MUCH MORE SPACE WITH A PROPORTIONAL PITCH FONT.

These two paragraphs are examples of ALL-CAPS and mixed case text. Because the letters are the same height and there are no ascenders or descenders, ALL-CAPS text is harder to read than mixed case. It also takes up much more space with a proportional pitch font.

Included with MixCase is the ASCII file TESTCASE.TXT. You can use this file to test the File Mode of MixCase. Use the File Open menu option.

Many businesses have large quantities of existing documents in ALL-CAPS, many left over from the mainframe days. If readability (and safety) is important to your business, MixCase conversion is an easy and effective option for your existing procedures and manuals.

## **Performance**

With long text files, MixCase can make any computer seem slow, especially with the capitalization dictionary enabled. Fortunately, MixCase is a very polite multitasker, and it will hardly slow your other programs. If you have a long file to convert, set MixCase in operation and then minimize it. You can then work in another program with MixCase processing in the background. MixCase will notify you when it is done.

## **Capitalization Dictionary**

Any word you enter into the capitalization will be capitalized just as you specify. For instance, "California" will appear with the letter "C" capitalized, with the rest lower case. "FDA" will appear in all capitals. Do not put any commas in your dictionary entries, but other punctuation is allowed.

If there are features you would like to see in future versions of this software, or if you find a bug or have any other comment, please contact me, the proprietor of ITS, at the following address:

**ITS**  
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You may also send me a message via CompuServe (76427,2611). If you are reporting a bug, please mention the version number.

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