

TREASURE HUNT

Please note: Treasure Hunt is part of **WOPR**, The WinWord Office POWER Pack^Ô.

If you use Treasure Hunt, please register **WOPR**!

Registration – and support – information is available in the file WOPR.DOC.

INTRODUCTION

There are **hidden treasures** in Word for Windows: built-in commands that are usually accessible only by key combinations nobody wants to remember – for they do not appear on the standard menus. In addition, there are certain enhancements to the built-in commands that people always seem to be asking for.

Of course you could root around in the list of macros to find these treasures, and then assign them to a menu; and you can write your own enhancements. But we've done some of the work for you, and propose herein **one—stop shopping for 16 of these mini-macros**. You can choose among them those you wish to install on your menus; and you can remove them from the menus at any time by running the installation procedure again.

This document is constructed in five parts: **INTRODUCTION**, **DESCRIPTION**, **INSTALLATION**, **SUPPORT**— and **BONUS**.—You can navigate through it by double-clicking on these words wherever you see them boxed with a double line, as below. There are a couple of other navigational aids along the way.

Please read the descriptions first, and then go to the installation section if you wish to proceed. There will be further instructions for you there. (This *is* a treasure hunt, after all.) And will you be able to resist checking out The Bonus?

By-the-way, you may have noticed that when you opened this document, you were switched into Page View, with tabs and spaces turned off. Certain other items in View.Preferences were changed as well, to make sure you would be able to view this document as its author intended it to be viewed! You can change your preferences back again after you close this document. Sincere apologies for the inconvenience. And . . .

Happy hunting!

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DESCRIPTION

These are the macros in Treasure Hunt:

- 1) GrowFont. On **Format** Menu as “**Increase Font Size.**” This will make the selected text bigger by one standard point size. *Paired with*

ShrinkFont. On **Format** Menu as “**Decrease Font Size.**” This will make the selected text smaller by one standard point size.
- 2) ChangeCase. On **Format** Menu as “**Change Case of Text.**” This will cycle the selected text amongst Initial Caps, ALL UPPER CASE and all lower case.
- 3) Hidden. On **Format** Menu as “**Toggle Hidden Text.**” This will toggle selected text between Hidden mode and normal mode. If you have “Hidden Text” checked in View.Preferences, the text will appear in your document with a dotted line beneath it. Otherwise it will not show in your document. It will print out only if you have the Hidden option checked in File.Print.Options.
- 4) HangingIndent. On **Format** Menu as “**Create Hanging Indent.**” It was used to create the format of this section. (There’s a tab after the number.) Please note that invoking this more than once will move the “underhung” portion further right, to the next tab stop. *Paired with*

UnHang. On **Format** Menu as “**Restore Indent to Normal.**” Not quite true. It will restore the “underhang” to the next tab stop to the left – flush left if you’ve used **Create Hanging Indent** only once.
- 5) * “**Bulleted List**” on **Format** Menu. This one is cool! The macro creates a hanging indent at 1” from the left margin, inserts a solid bullet and a tab. You are then prompted for the text you wish bulleted. (Text will wrap.) You’ll be asked if you want to insert another bulleted item. When you have finished your list and say No, the macro will revert to your previous paragraph formatting. **Note:** *This version limits you to 255 characters per item, and requires that the Symbol font be present in your system. If this is unsuitable, please see Pages 22-24 of the User’s Reference for information on how to roll your own.*
- 6) * “**Insert ‘Page x of x (pages)’**” on **Insert** Menu. Put this in your header or footer to indicate the page number *and* the number of pages in the document. The inserted text will look like this: Page 15 of 37.
- 7) * “**Insert Author’s Name**” on **Insert** Menu. Inserts the document author’s name as it appears in Edit.Summary Info. Can be used in headers and footers.
- 8) * “**Insert Path and File Name**” on **Insert** Menu. Inserts the full path and file name of the current document. You must have saved the document at least once (thus naming it) in order for this to work. Can be used in headers and footers.

- 9) * **“Reset Printer/Print”** on **File** Menu. Combines the functions of File.Printer.Setup (for the default printer) and File.Print. Particularly useful to **users of dual-bin printers** which do not recognize the “Mixed Bin” setting after the first print job; or for setting Portrait and Landscape options.
- 10) LockFields. On **Utilities** Menu as **“Prevent Field Update.”** If you wish to prevent a field from being updated, put the insertion point anywhere in the field and click on this menu option.
Paired with
- UnlockFields. On **Utilities** Menu as **“Permit Field Update.”** Reverses the above action.
- 11) UnlinkFields. On **Utilities** Menu as **“Make Field Contents Permanent.”** This permanently prevents updating by converting the field’s results to text. The action is not reversible.
- 12) Spike. On **Utilities** Menu as **“Gather Text on Spike.”** *Paired with*

UnSpike. On **Utilities** Menu as **“Insert Spiked Text.”**

As most users are unfamiliar with the Spike, a full description is perhaps in order. Double-clicking § will take you to the description of it I wrote for PC/Computing magazine’s feature, “Software Secrets.” (Double-clicking on **Return** at the end of the explanation will bring you back here.)

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INSTALLATION

Please read this entire section before performing the installation.

The **five macros marked with an asterisk** in the § section are custom-made, and **need to be copied to your NORMAL.DOT template before they can be put on menus**. If you choose to copy them, you will see the process working before your eyes. A veritable psychedelic light show. Afterwards, NORMAL.DOT will automatically be saved. Depending on the size of your NORMAL.DOT, this can take up to several minutes, during which time the hourglass will remain on the screen. Please be patient, and resist all temptation to reset the computer! (If you want to re-check what the custom macros are about, double-click on the word "Description," above. That will take you to the first asterisked item. Then come back here.)

Double-Click here to copy custom macros to NORMAL.DOT -->>

Copy

Now you are ready to have any or all of the macros installed on your menus. This will be done in the "global" context, so that they are always available to you, no matter what template you are using. If you should wish to remove any or all of them from the menus, you may do so by running the Install/Un-Install macro again.

The dialog box is recursive – that is, it will keep returning to the screen until you dismiss it by pressing CANCEL, thereby ending the process. After the first time, the radio button will remain "lit" at the last macro you have installed (or un-installed), and the radio button for installation/un-installation will likewise show you which process was the last one chosen.

***Double-Click here to install/
un-install macros on menus -->>***

Install/Un-Install

Finally, to make the installation permanent, you must save NORMAL.DOT again. Sigh. If you don't choose to "Make changes permanent" during the install/un-install routine, you'll be asked about it again when you quit Word for Windows. At that point, to the question "Save global glossary and command changes?" say OK. But why not save yourself the trouble later? Why not do it now? (Any other open files unsaved since their last changes will also be saved.)

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BONUS

With the encouragement of such mentors as Woody Leonhard and Guy Gallo, I first dipped my toe in the WordBasic waters with the **three macros** that comprise this “**Bonus.**” In fact, they were part of the genesis of Woody’s **Dinger**. (That’s how I got to be known as the Gadfly GadMuse on the CompuServe Word for Windows Forum.)

They are somewhat faster than their Dinger equivalents, because they do somewhat less. However, I still find them most useful and keep them, as well as Dinger, handy.

Clicking on the buttons immediately below will allow you to preview them. (Just click on CANCEL to dismiss the dialog boxes.) If you wish to install them, the routine is the same as for the main **Treasure Hunt** macros, with an Install/Un-Install option. These macros will be installed on the Macro menu; the others may be getting a little crowded.

Please note that the QuickBullets and QuickSymbols macros require that the Zapf Dingbats and Symbol fonts, respectively, be present in your system.

Preview

Preview

Preview

Copy

Install/Un-Install

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**ACKNOWLEDGEMENTS
&
SUPPORT**

While I alone am responsible for anything you *don't* like about these macros – the way they work, the installation procedure, the documentation – for whatever you *do* like, I must share the credit with my early mentors Woody Leonhard and Guy Gallo, and with my collaborators Jim Lee and Lee Hudspeth.

I have borrowed fearlessly (with permission, please let me add) from all of them: coding techniques, naming conventions, what have you. I have not yet achieved the effortless and elegant flow their work evinces, but I persevere.

The idea for this set of “mini-macros” was Jim Lee’s. I had mentioned to him that I was doing a short piece on “The Spike” for PC/Computing magazine, and he said something like, “Hmmm. What about . . .” and gave the venture its broad outlines. He, Lee Hudspeth and I brainstormed on what macros should be included in the list. Somehow, I got volunteered to do the work!

If you run into difficulties, find any bugs, or would like to propose alterations or additions for the next release, please get in touch with me. You can write, fax or phone – but if you subscribe to CompuServe, the best bet is to send me a message by E-Mail.

Many thanks.

Ellen Dana Nagler

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*And if you use Treasure, please register **WOPR!***

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THE SPIKE

The Spike is one of Word for Windows' secret weapons, hunkered down beneath its surface, referred to on the keyboard template (the plastic keyboard guide that you probably left in the box) and in the list of macros, but otherwise unheralded. Here's what the Spike does, and how to include it in your word processing arsenal.

The metaphor of the Spike is that gizmo – a circular metal base from which protrudes a long nail or pointed spindle – that sits on a desk or countertop, and which you use to skewer odd scraps of paper: laundry tickets, grocery lists, and so on.

In Word for Windows it performs a similar function, spearing chunks of text from your document, one after the other, and then returning them (in first-in, first-out sequence) to some other part of your document or to another document entirely. While the Spike is a cousin to the Clipboard, it is different in two respects: 1) you do not *copy* text to the Spike, you *cut* it; and 2) the Spike accumulates all the text you send to it until you invoke the Unspike function.

The method: Highlight the text you want to send to the Spike, and press Ctrl-F3. Do this for each segment of text you want to gather. To Unspike the accumulated text, press Ctrl-Shift-F3. (Alternatively you can run the macros called "Spike" and "Unspike" from the Macro menu; or assign those macros to, say, your Utilities menu, so they are only a mouse click away.)

Using Ctrl-Shift-F3 or the Unspike macro leaves the Spike empty. However, if you want to save the text on the Spike, or add to it, you can. Note that the Spike is also cousin to the Glossary—in fact, a "Spike" entry is created in the Glossary when you perform the above procedure. *Inserting spiked text from the Glossary does not empty the Spike.* To insert the accumulated text using this method, you follow the normal Glossary procedure. That is, you can type the entry's nickname—in this case "Spike"—and press F3 to expand it. Or you can find the entry in the list of Glossary names and click on "Insert."

ABOUT WOPR

This file is part of a collection of macros known as the Word for Windowsä Office POWER Packä (yeah, we're gonna go legit and claim a Trademark). **WOPR**, pronounced "Whopper", consists of 17 documents / files / macros / programs – with WinWord it's hard to tell the difference! Here's the packing list, with filenames listed in blue, if you have a color monitor:

- **WOPR.DOC**, which contains seven useful Little**WOPR**s:
 - WOPRClock 1.1 – WinWord's answer to Big Ben
 - LABELIT 1.0 – No-hassle three-at-a-time (3.3 x 4.0 inch) labels
Labelit has one associated file, **AV5164.LAB**
 - VIEWER 1.0 – View the ASCII characters that correspond to what's on your screen
 - COPY LIBRARY – Canned WordBASIC commands and routines, ready-to-use
 - FANCY KEYS 1.0 – Pick and choose predefined power-user key assignments
 - KILLER 1.0 – Yep, you can finally do a File Delete
 - WORD COUNTER 1.0 – Counts words in a document, or just the ones you select
- **2X4.DOC**, Two-by-Four 1.0 – save paper squeezing 2 or 4 pages on one sheet
- **FILENEW.DOC**, Replaces WinWord's old FileNew. Makes template management a breeze. From Lee Hudspeth & Associates and Plan B Consulting (a joint venture).
- **TREASURE.DOC**, A Treasure Hunt for new, useful menu assignments and macros you can use every day. From Ellen Nagler and ENDuser Systems, Boston.
- **ENVR32.DOC**, Enveloper 3.2 – print envelopes on LaserJets, DeskJets, compatibles. Enveloper has four associated files:
 - **DEMOUNLD.EXE** and **DEMOUNLD.EXE**, demo's of Neil Taylor's Download
 - **YOUR.PCL** and **DONTBEND.PCL**, two sample logos to try on your printer
- **PSENVR32.DOC**, PostScript Enveloper 3.2 – PostScript envelopes, from Vince Chen! PS Enveloper has five associated files:
 - **FONTDIR.EXE**, **.PIF**, and **.TXT**, Vince Chen's PostScript font routines
 - **&LOGO.PFB** and **FONTLIST.PS**, which are used by **FONTDIR**
- **DNGR20.DOC**, Dinger 2.0 – insert any character from any font into your documents, which includes ENDuser Systems' QwikSymbol

All of these 17 files are to be distributed together, as one package, known as the

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The files are often grouped as a pair of self-extracting files called

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*If you are missing any of these files, you do not have the entire **WOPR** package: contact the person or company that sent you the files, to ensure you receive any missing pieces.*

Want to play Global Thermonuclear War? Heh heh.....

No, we've never seen **War Games**.....

An important disclaimer:

Lest there be any confusion: Microsoft® and Word for Windowsä are Registered Trademarks of Microsoft Corporation, a big, innovative company based in Redmond, Washington.

WOPR is from Pinecliff International, a tiny, innovative outfit atop the Colorado Rockies. We like the folks at Microsoft – and we love their products – but please don't think for a moment that we PineNutsä work for Microsoft, or that **WOPR** is a Microsoft product!

When you register **WOPR** – a mere \$49 for individuals, less for organizations – you will receive **all** of the following:

- A diskette with the latest versions of **WOPR, 2 X 4, FileNew, Treasure, Enveloper, PS Enveloper,** and **Dinger** including bug fixes, the latest tips and tricks, and notices about everything else we're working on;
- A fancy, printed, perfect-bound **Enveloper manual**, with a very helpful index (it really comes in handy during installation, when you're curious about a specific feature, and it's a real pain to interrupt the installation and flip through the Enveloper document);
- Your very own **Enveloper Cheat Sheet** to reduce smudging on your envelopes – a true collector's item, suitable for framing, in genuine 67 lb. Vellum Bristol-Cover;
- ~~Unlimited free support~~ via mail or CompuServe for 90 days;
- Notification and ~~guaranteed lowest prices~~ on new Pinecliff International products, some of which may surprise you (heck, the way things are going right now, some of 'em may surprise us!);
- Access to our trusty friends at Advanced Support Group via their ~~900-number~~, where expert help costs \$2/minute;
- ~~Free~~ sign-up to CompuServe, with a free \$15 usage credit; ~~Discounts~~ on subscriptions to Shareware Magazine;
- ~~Discounts~~ on future Pinecliff International WinWord macros; and,
- Most importantly – Our sincere ~~thanks~~ for making all of this possible.

In addition, you'll be placed on our ~~mailing list~~ for early notification about upgrades and special offers. If you like **WOPR, 2 X 4, FileNew, Treasure Hunt, Enveloper, PS Enveloper,** and the rest, we think you'll really like the other goodies comin' down the pike.

Registration is easy, on-line, off-line, by mail or phone, day or night, with a check or a credit card, money order, cash, negotiable Treasury Certificates, Bearer Bonds, Travelers Checks, whatever. We

(try to) make a living from your registration fees: they are important; they keep us going!
Look for full registration information in the file WOPR.DOC.

Your assurance of quality

Pinecliffe International is proud to belong to the §. ASP protects you, the Shareware consumer, with one of the best guarantees in the business. Here are the details:

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A Handy Registration Form

Woody Leonhard, President
Pinecliffe International (w10)
Post Office Drawer 7337
Coal Creek Canyon
Golden, Colorado USA 80403

Dear Woody:

Enclosed is my registration fee for **WOPR 1.0**.

I would like to register as (check one):

Name and Address:

Contact Person (if appropriate):

CompuServe i.d. number (if available):

I've enclosed a check (in U.S. Dollars, drawn on a U.S. bank) or postal money order payable to "Pinecliffe International" in the amount of: \$

Please charge my MasterCard Visa, Account:
Expiration Date: For the amount of: \$

~~REGISTER BY PHONE! CALL 1-800-OK-WINWORD, have your credit card handy~~

I got my copy of **WOPR 1.0** from: _____ (No, we aren't checking up on people! We're trying to see which bulletin boards, Shareware vendors, etc., are best for **WOPR**. If you got the package from a friend, just say "a friend", if you like – we don't need a name.)

Sincerely,

P.S. Things I would like to see in the next **WOPR**:

* We count users the same way as Microsoft, i.e., you should register one copy of WOPR for each copy of WinWord.

