File Manager Jr. 2002, Version 10.0

For Microsoft® Word 2002, Version 10.0

File Manager Jr. gives you rapid access to documents in all your favorite folders. Using the program, you can quickly open a file, move it, copy it, delete it, rename it, print it—and perform many other operations—all without leaving Word.

File Manager Jr. is designed principally for those who use Word extensively. But less experienced users may also find the program helpful. Anyone even casually acquainted with word processing can appreciate the inefficiency of dumping files by the dozens into a single folder. File Manager Jr. makes it easier to keep files systematically organized in multiple folders.

The program is not a free-standing application. It is installed from within Word 2002 and attaches itself to that program. Installation instructions appear in the Install.doc file. You may want to print a copy of that file.

Before using File Manager Jr. to gain access to a folder, you need to identify the folder so the program can find it. You perform this operation only once for each folder you want to make readily accessible. For more information, see "Folder box names" on page 3.

Starting the program

To make it easy to start File Manager Jr., you should assign the program to a shortcut key and/or toolbar button. Step-by-step instructions appear in the Install.doc file.

When the program starts, you see the main menu. One column of commands appears on the left and another on the right. A Folder box appears at the center. The names in the box are faintly visible (as seen in the following example).
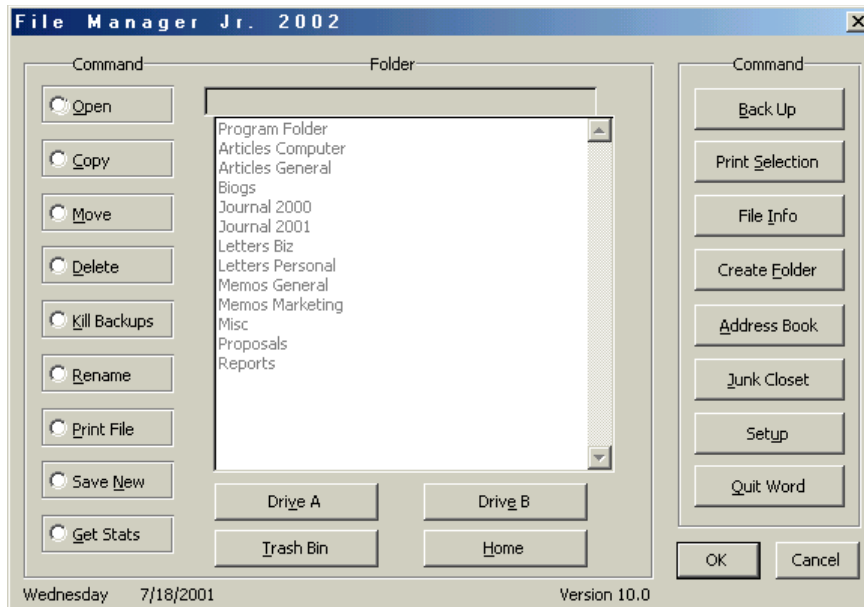
If you click a command button in the left-hand column, the names in the Folder box come into sharper focus (as illustrated below). You can then pick the folder in which you want to carry out the command.
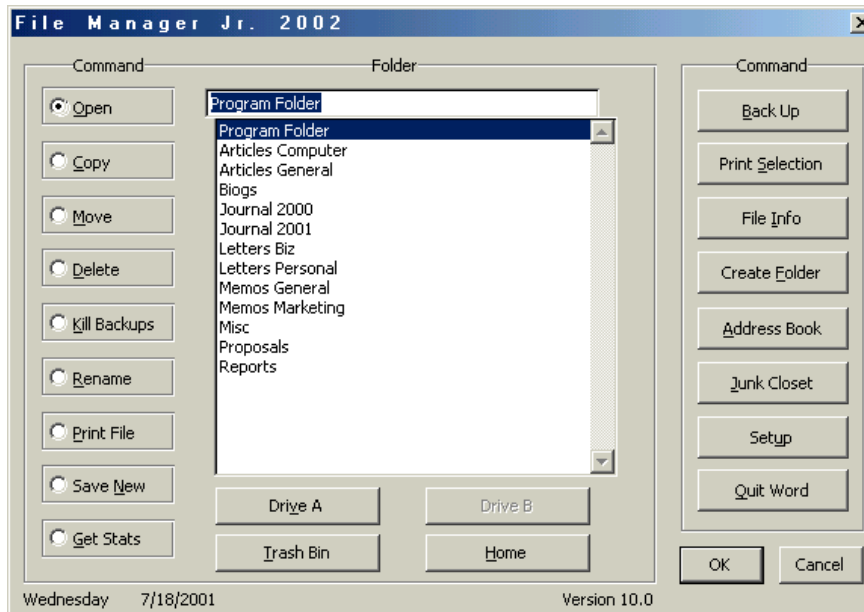
Commands in the right-hand column are enclosed in a free-standing box and operate independently, making no use of the Folder box. When you click a command button

on the right, the specified command is set in motion at once.

Folder box names

The first time you start File Manager Jr., the name Program Folder appears alone in the Folder box. To gain access to additional folders, you simply add names to the Folder box. Starting at the main menu, click the **Setup** button and then click the **Assign Folder Name** button. You see a box that looks something like this**:**

If the folder you want to assign is on drive C, click the **C** button. If you do so, a new box displays the names of all folders branching directly off C:\. Example**:**
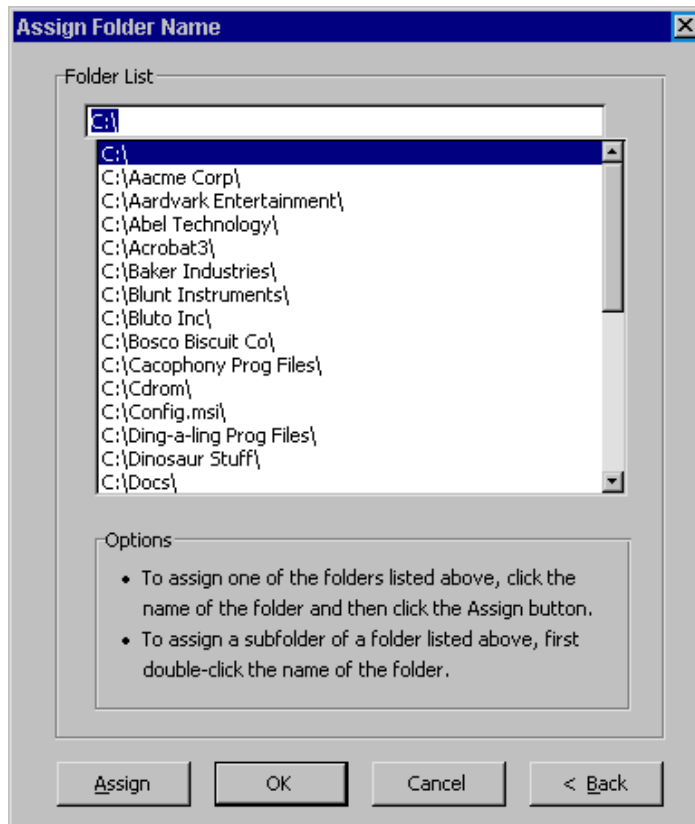
If you want to assign one of the folders listed under C:\, click the name of the folder and then click the **Assign** button. If you want to assign a subfolder of one of the listed folders, first double-click the name of the folder. Assume, for example, that the folder C:\Docs has several layers of subfolders. If you double-click the name of that folder, a fresh box displays a list of all subfolders directly under C:\Docs. You can single-click the name of one of those subfolders and then click **Assign**, or you can double-click a name to display a list of subfolders on the next level down.

You can proceed down the folder tree any number of levels, until there are no more subfolders on the path you have chosen.

Do not assign a folder that is used by any application for storage of its own program files.

After you select a folder name and click the **Assign** button, the program asks you to type a brief descriptive name for the folder you're assigning. If the folder contains business memos, for example, you might type **memos biz**. When you click **OK**, the folder is assigned. (You may need to wait a few moments while the program works in the background, making changes to reflect the folder assignment.)

The descriptive name you've assigned to the folder appears in the Folder box the next time the main menu is displayed.

Note Typing a descriptive name for a folder is optional. When asked to enter a name, you can click **OK** or press ENTER without typing anything. If you do so, the program treats the path of the selected folder as a descriptive name and displays that path in the Folder box on the main menu. Suggestion: Don't omit descriptive names. They're easier to read than paths, particularly longer paths.

You can assign up to 100 folders. Some can be subfolders of others. Example: You could assign the folder C:\Docs and then assign the subfolder C:\Docs\Biz, so that each would occupy a separate line in the Folder box, making files in either folder readily accessible. If you have two hard drives, folders on both can be assigned.

You can't assign folders created on floppy disks. In the box that appears when you click the **Assign Folder Name** button, the letters A and B are dimmed. (See the first illustration on page 3.) If you have a CD-ROM drive, the letter representing that drive is also dimmed, as are all letters for which there are no corresponding drives.

The name Program Folder always appears at the top of the Folder box. It's a descriptive name for the folder C:\Fmj2002v10, which contains the File Manager Jr. program files. (You can store additional files there if you wish.) Descriptive names of the folders you assign are arranged alphabetically below the Program Folder line. For uniformity, File Manager Jr. capitalizes the first letter of each word in each descriptive name. Example: If you type the descriptive name **memos biz** while assigning a folder, the name appears in the Folder box as Memos Biz.

If you want to remove a descriptive name from the Folder box, click the **Setup** button and then the **Remove Folder Name** button. Follow the onscreen directions. The **Remove Folder Name** command does not delete a folder. It merely clears a name

from the Folder box. You can use the command to discard a descriptive name if you no longer need access to the folder associated with the name.

If you want to change a descriptive name, click the **Setup** button and then the **Change Folder Name** button. You can use the command if you find a typing error in a descriptive name or if you think of a more suitable name.

If you try to gain access to a folder that has been deleted, renamed or moved, a message informs you that the folder cannot be found. Use the **Remove Folder Name** command to discard the descriptive name associated with the folder.

Note   When you assign, remove or change a folder name, you may notice unusual screen activity. Such activity does not indicate a malfunction. When you make a change in the Folder box, the change is not reflected onscreen until the program has been shut down and then restarted. The program takes care of this automatically by shutting itself down and then turning itself back on after updating the Folder box in the background. In some cases the procedure may cause abrupt screen changes.

Performing common operations

Mouse   To open a file, first click the **Open** button on the left side of the main menu. Then double-click a descriptive name in the Folder box. A list of filenames appears.   Double-click a name to open a file. To move, copy, delete, rename or print a file, first click the appropriate command button in the left-hand column. Then double-click a descriptive name just as you would if you were opening a file.

Keyboard   To open a file, first select the **Open** button by typing the letter O. Use the DOWN-ARROW key to select a descriptive name in the Folder box. Press ENTER. A file list appears. Select a name and press ENTER. To move, copy, delete, rename or print a file, first press a letter key to select the appropriate command button on the left. Then choose a descriptive name just as you would if you were opening a file.

General   If you click a command button in the left-hand column and then discover that you picked the wrong button, you can override the error by clicking the correct button. Alternatively, you can click the **Home** button to restart the program.

If the Folder box contains dozens of descriptive names and the name you want is buried in the list, type the first few characters of the name in the shallow input box at the top of the Folder box. Then tap the DOWN-ARROW key once. The first name beginning with the characters you typed will be highlighted.

To gain access to a file on a disk in drive A or drive B, click a command button in the left-hand column and then click a drive button. (If you have no B drive, the **Drive B** button is dimmed when you click a command button in the left column.)

To execute one of the eight commands in the free-standing box on the right side of the main menu, simply click a command button or press a letter key. Examples**:** To

use the **Address Book** command, click the **Address Book** button or press the A key. To use the **Create Folder** command, click the command button or press the F key.


Note   Because word processing is keyboard-intensive, using keystrokes to carry out commands is sometimes more efficient than using a mouse. Accordingly, several examples of keyboard operations appear earlier in this guide. For brevity, no keyboard directions appear in later step-by-step examples.

The command list

Open   The command opens a previously saved file.

You can also use the **Open** command to see which files are in a given folder. To return to the main menu after viewing the file list, click **Cancel**.

Copy   The command creates a duplicate of a file and sends the duplicate to a destination of your choice, leaving the original copy of the file in place. After you click the **Copy** button and pick the file you want to copy, you see a double list box**:**
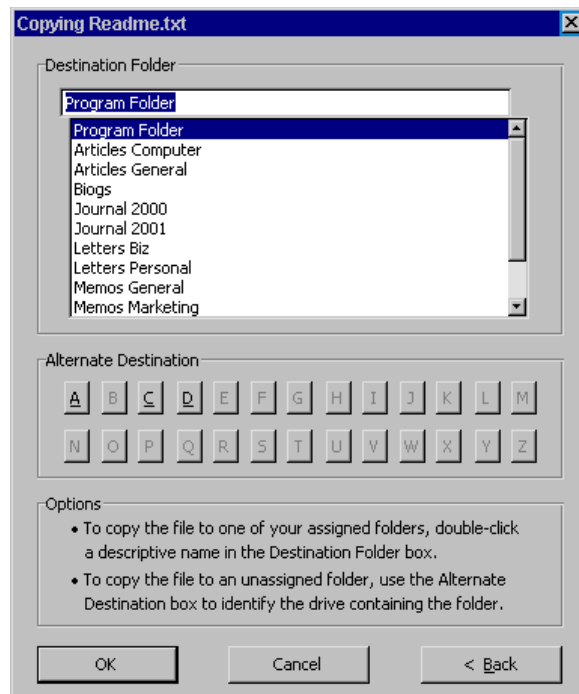
The upper box, labeled **Destination Folder**, displays the descriptive names of the folders you've assigned. To copy the file to one of those folders, simply double-click a descriptive name.

To copy the file to a floppy disk, or to a hard-disk folder not associated with any of your descriptive names, use the lower list box, labeled **Alternate Destination**. The

box displays two rows of letter buttons. To copy the file to drive A, just click the **A** button. To copy the file to a folder on a hard drive, first click a letter button to identify the drive containing the folder. Then follow the onscreen directions. The process is similar to the one used when you assign a folder name.

You can also copy a file from a floppy disk to a folder on a hard disk. Example**:** To copy a file from a disk in drive A, click the **Copy** button, then click the **Drive A** button, then pick a file and choose a destination.

Do not copy a file to a folder that is used by any application for storage of its own program files.

Move   The command transfers a file from one folder to another. The **Move** command works much like the **Copy** command. The difference is that **Move** leaves no copy of the file in the source folder.

You can usually move a file even if it's open. If you move the active document, it is reopened at its new location, unless you move it to a floppy disk.

Do not move a file to a folder that is used by any application for storage of its own program files.

Delete   The command deletes a file. By default, File Manager Jr. asks for confirmation before carrying out the command. If you don't want to be asked, first click the **Setup** button on the main menu and then click the **Delete Confirmation** button. In the next box, click **Don't Ask**.

You can usually delete a file even if it is open.

Note   You can restore deleted files. For more information, see "The Trash Bin" later in this guide.

Kill Backups   The command deletes backup files in a folder of your choice. Just click the **Kill Backups** button and then double-click a descriptive name in the Folder box.

You can't use **Kill Backups** to delete backup files stored on floppy disks. When you click the command button, the floppy-drive buttons are unavailable.

Rename   The command changes the name of a file. Pick a file as you would if you were using one of the commands described earlier. When asked to enter a new name for the file, don't type a path ahead of the filename. Type only the filename proper.

Example**:** Type `wombat.doc`, not `c:\docs\wombat.doc.`   (If you type a filename without a one-to-three-character extension, a .`doc` extension is added.)

You can usually rename a file even if it's open.

Print File   The command allows you to print documents without opening them. You can print any document in any folder identified by a descriptive name in the Folder box. After choosing a document to print, you can elect to print one copy of the complete file, or to print multiple copies, or to print only certain pages.

Save New   Use the command to specify where a file will be stored when saved for the first time. Example**:** If you have a new file onscreen and want to store it in a folder identified by the descriptive name Proposals, click the **Save New** button and then double-click Proposals in the Folder box. When asked to enter a name for the new file, don't type a path ahead of the filename proper. Example**:** Type `aardvark.doc`, not `c:\docs\aardvark.doc`.

Get Stats   The command displays statistical information about files in a specified folder. After clicking the **Get Stats** button, double-click a descriptive name in the Folder box. A list of files appears. To view statistical information about a file, double-click a filename. If you then want to see statistics for another file, double-click a second filename.

Back Up   By default, the command sends a copy of the active document to a floppy disk in drive A. Any previous backup copy is replaced. If you want the command to store copies in a different folder, click the **Setup** button and then the **Backup Folder** button. Follow the onscreen directions. The process of choosing a new backup folder is much like that of assigning a folder name.

The purpose of the **Back Up** command is to preserve copies of important files. If your main drive is C, you may want to back up files on another drive, just in case something should go wrong with C.

When choosing a new backup folder, do not choose a folder that is used by any application for storage of its own program files.

Print Selection   The command prints a selected block of text. First make sure your printer is ready. Then select the text you want to print and click the **Print Selection** button.

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

Create Folder   The command sets up a new folder. When you click the command button, a box displays a list of drive-letter buttons. Click a button to identify the drive

on which the new folder will reside. Then follow the onscreen directions. The process of creating a folder is much like that of assigning a name to the Folder box.

Do not create a folder as a branch of a folder that is used by any application for storage of its own program files.

Address Book   The command gives you access to a list of addresses. You can use it, for example, to copy addresses to letters and envelopes. For additional information, see "More about Address Book**"** later in this guide.

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

Quit Word   The command closes any open files and shuts down Word. If any open files have been changed since they were last saved, the changes are preserved. If you have entered text in a new document but have not yet named the document, you'll be asked to supply a name.

The Trash Bin

Overview**:** Using the File Manager Jr. **Delete** command, you can delete files from within Word instead of having to leave the program to delete them. When files are deleted from within Word, Windows does not provide backup protection by sending the files to the Recycle Bin. But File Manager Jr. allows you to protect such files by having them sent to a Trash Bin folder called C:\Trash4fmj2002. The folder is created when you install File Manager Jr.

When you delete a file, it is sent to the Trash Bin with an extended name that includes the date and time of the deletion. A 24-hour time format is used. Examples**:** The date is December 1, 2001. At 3:10:05 p.m. (or 15 hours, 10 minutes and 5 seconds on the 24-hour clock), you delete a file called Bluto.doc. The file is sent to the Trash Bin as Bluto.doc   12-01-2001   15.10.05. The next day, at 9:06:03 a.m., you delete another file called Bluto.doc. That file is sent to the Trash Bin as Bluto.doc   12-02-2001 09.06.03.

To restore a deleted file, first click the **Trash Bin** button on the main menu. A file list appears. Click a filename. Then click the **Restore** button and choose a destination. When a file is restored, the date–time stamp is removed from the filename.

You can discard Trash Bin files when certain you'll have no further use for them. Click the **Trash Bin** button and then use the **Discard** or **Discard All** command..

The Trash Bin does not capture files deleted with the **Kill Backups** command.

The Trash Bin folder cannot be assigned to the Folder box.

If you don't want to use the Trash Bin feature, first click the **Setup** button on the main menu. Then click the **Trash Bin** button and the **Disable** button.

More about Address Book

When you click the **Address Book** button, a box displays seven command buttons. They are described here in order of appearance**:**

Add Address Listing   The command is used to create address listings and add them to a file in which frequently used addresses are stored. (The file is called Namelist.fmj. It is placed in the Program Folder during installation of File Manager Jr.) When you click **Add Address Listing**, an empty address box appears. You type information in the box. Here is an example of a completed box**:**

If you want to use a courtesy title such as "Ms." or "Mr.," place the title ahead of the first name. In the Horatio Blunt listing illustrated above, for example, `Mr. Horatio D.` could have been typed in the first field in place of `Horatio D.`

If you want to use a middle name or middle initial, just add it to the FirstName field. See the FirstName field in the Horatio Blunt listing.

If you want to use an abbreviation such as "M.D.," "Esq." or "Jr." after a surname, place the abbreviation at the end of the LastName field. See the Horatio Blunt listing.

You can skip some fields. Example**:** If you want to record a company address rather than the address of an individual, skip the first two fields and type the company name in the Organization field.

If you fill in the Salutation field, the text in that field is used as part of a salutation when the associated address block is copied to a letter. The Horatio Blunt listing, for example, would be copied with a "Dear Mr. Blunt:" salutation. If `Horatio` had been typed in the Salutation field instead of `Mr. Blunt`, the address would be copied with a "Dear Horatio:" salutation.

The Phone&Misc field is used to store telephone numbers and miscellaneous information. The field accommodates about 250 characters.

In the seven fields above Phone&Misc, don't type the first letter of any proper noun in lowercase unless you want it to appear in lowercase when copied to a letter or envelope.

Copy Address to Letter   The command places an address block in a business letter. To copy an address block, first place the insertion point anywhere on the top line of the body of your letter (or, if you haven't typed an opening paragraph, on the line where the first paragraph will begin). Click **Address Book**, then **Copy Address to Letter**. In the next box, type a last name, a first name or some other combination of characters known to be in the listing you're looking for. (You can use lowercase letters in this box.) When you click **OK**, the program searches for a listing containing the characters you typed. If the first listing found is not the one you want, click the **Skip This Listing** button. The program then searches for a second listing containing the characters you typed.

It is of course helpful to avoid typing a sequence of characters likely to be found in many listings. Example: If there are seven Smiths in your address file and you know the one you want has an address on Cyclops Drive, type `cyclops`, not `smith`.

Print Address on Envelope   The command works much like **Copy Address to Letter**. Have a business envelope ready to print.

By default, the command uses the Courier New font (size: 11 points) and does not print a return address on envelopes. To override either or both defaults, first click the **Setup** button on the main menu. Then click the **Envelope Format** button. Select a font and a point size. The next box asks whether you want a return address printed. If you click **Yes**, Word will use whatever address it finds in your Mailing Address box. To see what's in that box, first open the **Tools** menu in Word. Click **Options** and then click the **User Information** tab.

Note   If there are long lines in some of your address listings, it may be a good idea to switch to a proportional font such as Times New Roman, which on average takes up less space per character than a fixed font such as Courier New. Alternatively, you can use Courier New in a smaller point size. Otherwise, an unusually long line may not fit into the allotted space and may be broken into two lines when printed on an envelope.

Delete Address Listing   Use the command when you want to remove a listing from the address file. After clicking the command button, type a name just as you would if you were using the **Copy Address to Letter** command. Then click **OK**.

View Address Listing   Use the command to look up information in an address listing. Example**:** If you need Horatio Blunt's street address, telephone number or e-mail address, click the **View Address Listing** button, type `horatio` in the next box and then click **OK**.

View All Address Listings   This command is also used to look up information. Unlike the previous command, which displays a single address record, **View All Address Listings** displays a file containing all records in the address file. After viewing the listings, you can close the file as you would any other—by clicking **Close** on the **File** menu or by clicking the **X** button in the extreme upper-right corner of the window in which the listings are displayed.

Fix Address Listing   If you discover a typing error in one of your listings, you can use this command to correct the error. (Do not try to correct a listing by editing the Namelist.fmj file. You can open Namelist.fmj to view its contents, but don't make changes. If any of the special characters in the file are removed, the **Address Book** commands may not work properly.)

A fictitious Horatio Blunt listing has been placed in the address file for illustrative purposes. You can use the listing to experiment with the **Address Book** commands.

Tip**:** It's a good idea to back up Namelist.fmj periodically.

Note   During installation, the program tries to determine whether you created an address file using an earlier version of File Manager Jr. If such a file is found, it is placed in the File Manager Jr. 2002 Program Folder. If you created such a file and can't find it, contact the program author (cmaher@dmi.net). If you did not use File Manager Jr. 97 or File Manager Jr. 2000, only the fictitious Horatio Blunt listing appears in the address file when you start using the program.

More about Junk Closet

The **Junk Closet** command is used to set aside text you want to remove from the active document but keep available for possible use later. To store a block of text in the junk closet, select the text, click the **Junk Closet** button and then click the **Store Selection** button. The text is removed from the active document and sent to a file called Junk.fmj. (The file is placed in the Program Folder during installation and

should not be removed.)

To find text in the junk file, click the **Junk Closet** button and then the **Open Closet** button. To retrieve a block of text from the junk file, select the text and place it on the Windows Clipboard. Then close the junk file and paste the text into the active document.

Separator marks appear between blocks of text stored in the junk file so that you can easily tell where each block begins and ends. If the file contains many blocks, you can use Word's **Find** command (CTRL+F) to locate the block you're looking for. In the **Find** box, type a sequence of characters peculiar to the block you want to locate.

To delete text from the junk file, open the junk closet, select the text you want to discard and press the DELETE key. Then close the file, saving the changes.

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File Manager Jr. and the Windows Clipboard

Occasionally, File Manager Jr. may clear the Windows Clipboard while carrying out a command. The Clipboard may be cleared, for example, because the program needs to use it for storage and retrieval of data while a command is being executed. You can still use the Clipboard for normal cut-and-paste operations. But if you cut a block of text and then execute a File Manager Jr. command without first pasting the block somewhere, the deleted text may no longer be retrievable.

Starting File Manager Jr. automatically

If you want the File Manager Jr. menu to appear whenever you start Word, first click the **Setup** button on the main menu. Then click the **AutoMenu** button. In the **AutoMenu** box, click the **Enable** button. If the AutoMenu feature is switched on and you want to switch it off, click **Disable**.

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