



# WOPR

**WOPR** (pronounced “whopper”) **6.0** breaks new ground in Windows word processing. **WOPR** is a huge collection of the most useful Word tools we could assemble, things that will help you work smarter, faster, better, day in and day out. **WOPR 6.0** was built by ten of the finest Word for Windows hacks in the biz. Five of them are Microsoft Consulting Partners. Eight of them have written books about Windows, Word, and/or Windows apps. *All* of them use Word day in and day out. That’s what makes **WOPR** different. **WOPR** was built by workin’ wordsmythes — people who live, breathe, eat and sleep Word. Here’s how to get started.....

# Enveloper

Replace that wimpy Word 6.0 envelope printer with an industrial-strength one-click wonder! Enveloper is perhaps the fanciest AND most useful Word for Windows macro on the Planet. With each new version, the Enveloper feature set keeps expanding to bring you more options for your printed envelopes. Enveloper is both powerful and easy to use.

Print POSTNET bar codes at the bottom of the envelope, above the addressee, or below the addressee. It's your choice! Print logos/graphics and notes on your envelopes. Maintain multiple customized envelopes. Each envelope may be customized for a different situation: envelope size, return address, note, logo, FIM markings, fonts, etc... Look up an address from within Enveloper. A quick button-click and Enveloper consults the WOPR Address Book utility.

## Installing WOPR Enveloper

1. Run the WOPR SETUP.EXE program.
2. To begin installation, open WOPRINST.DOC (the WOPR Installer) from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select Enveloper 6.0 from the WOPR utility list on the left and click the Install button.

3. Choose to install a Toolbar Button, and click OK.
4. This will bring you to the initial installation dialog box of Enveloper Installer. Enveloper setup needs to know how your envelopes feed through the printer and also the bin selection you will be using for envelopes.

Continue through the Enveloper setup dialogs. Click the Help button to access the Online Help information and Next>> button to continue through setup.

## Getting Started

During installation, Enveloper prompted you to print a sample envelope. If the envelope printed correctly, you are ready to start using Enveloper.

1. Click on the Envelope button on the WOPR Toolbar or from the Tools menu choose Enveloper6 and then Run Enveloper.
2. Edit the Addressee information if necessary.
3. Click the Print button.

If the envelope prints incorrectly or needs further customization, choose Enveloper6 from the Tools menu and then Customize.

## Removing WOPR Enveloper

1. Open WOPRINST.DOC from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.

2. Select Enveloper 6.0 from the already installed list on the right and click the Uninstall button.

# File Manager

WOPR File Manager is a Word 6.0 add-in that allows you to manage your document files without leaving Word for Windows. Using WOPR File Manager you can Open, Copy, Move, Rename, Delete, and Print your documents all from one dialog. Additionally, you can change file attributes, make new directories, preview file contents and summary information, and jump to commonly used subdirectories with a quick double click of your mouse.

The WOPR File Manager also shows Word's file "giblets" — size, date, author, title, subject, and the first few pages of your document — before you open it. Using WOPR File Manager's unique "Cubbyholes," your commonly-used subdirectories, are just a click away. For example, you can set things up to get at all the \*.INV files in the subdirectory C:\WinWord\Customers\Inv, by just clicking on the "Invoices" Cubbyhole.

The WOPR File Save As dialog allows you to quickly save your documents to one of your Cubbyholes (with a default file format and file extension) and adds the ability to create new directories just before saving your documents.

## Installing WOPR File Manager

1. Run the WOPR SETUP.EXE program and choose to install WOPR File Manager.

## Getting Started

1. From the File menu, choose WOPR File Manager.
2. Click on a Cubbyhole or use the Directories list box to change directories.
3. Select a file type from the "List Files by Type" list box to narrow your selection of files (Document or Text files).
4. Select a file from the File Name list box.

When a file is selected the date, time and size is displayed below the "List Files of Type" list box. If the document is a Word 6.0 or 2.0 document, the document summary information is displayed. The list box at the bottom of the dialog displays the document's contents (the first 4K of document text).

5. Click the Open File button to open the document in Word for Windows.

In order to get the most out of WOPR File Manager, you will want to create your own Cubbyholes ASAP.

1. From the File menu choose WOPR File Manager.
2. Click the Set Cubbyholes button.
3. Click the Help button.

## Removing WOPR File Manager

1. From the File menu of Word, choose Templates. Clear the woprfile.wll check box and choose the OK button.
2. Delete the WOPRFILE.WLL, WOPRFILE.INI, WOPRFILE.HLP files from your \WinWord\Startup directory.
3. Delete INTLSTR.DLL, and WOPRDOS.DLL from your \Windows\System directory.

# TBEdit

Word 6.0 ships with 50 built-in Toolbar buttons, a rudimentary button drawing routine, and absolutely no way to manage buttons. WOPR's Toolbar Editor, TBEdit, to the rescue! Not only can draw with many different kinds of brushes, but you can nudge drawings up, down, left or right, one bit at a time, fill, rotate, flip, and take a snapshot *of anything on the screen*, turning it into a Toolbar button. Store icons in files: store and retrieve 'em, move 'em around, browse through 'em, exchange 'em with other Word users.

You might remember that Word 2.0 had an easy way to change the macro assigned to a Toolbar button. I dunno why, but Word 6.0 lost that capability. (*Ain't progress wunnerful?*) Well, TBEdit brings it back. Using TBEdit, you can assign commands, macros, styles, AutoText entries, fonts and add-in commands to your Toolbar buttons.



## Installing WOPR TBEdit

1. Run the WOPR SETUP.EXE program and choose to install WOPR TBEdit.

## Getting Started

Using WOPR TBEdit, you can add, delete, and change Word's Toolbar picture buttons. For example, here's how you can add the ViewFieldCodes command to the Standard Toolbar.

1. Click your right mouse on a Toolbar button and select WOPR TBEdit from the shortcut menu.
2. From the Toolbar list box, select Standard.
3. Click the Add Button button.

4. Select Commands from the Command Type list box and select ViewFieldCodes from the Commands list box. Click the OK button to assign the command to the Toolbar button.
5. A blank button is added to the Toolbar. Add an image by doing either of the following:

Draw an image in the Edit Area and click the Accept button when complete.

Using the right mouse button to drag an existing button from the Button Palette to the blank button.

6. Click the Update Word button

## Removing WOPR TBEdit

1. From the File menu of Word, choose Templates. Clear the tbedit6.wll check box and choose the OK button.
2. Delete TBEDIT6.WLL, TBEDIT6.HLP, WOPR\_BIG.TBL, and WOPR\_SML.TBL from your \WinWord\Startup directory.

# Two-by-Four

WOPR's "Two-by-Four" or 2 X 4 is a Word 6.0 macro add-in with several multi-page printing features worth crowing about. WOPR 2 X 4 implements Duplex, 2Up, 4Up, TriFold Pamphlet, Greeting Cards, Thumbnails and Booklet printing. The multi-page printing options in 2 X 4 can save you reams of paper and there's even an option to save toner; save 25, 50 or 75 percent of the toner a regular document page would require.

The DOS world has had print "squishers" for years; they let you print two or four or more "pages" on a single sheet of paper. WOPR's 2 X 4 squishes like no other because it maintains your formatting. You can go in and manually balance pages, or just let 2 X 4 do its thing, and arrange things automatically. Print front-and-back "duplex" without an expensive duplex printer. 2 X 4 works in the background, so you can go do something else while the squishing machine takes over.

## Installing WOPR 2 X 4

1. Run the WOPR SETUP.EXE program.
2. To begin installation, open WOPRINST.DOC (the WOPR Installer) from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select Two-by-Four 6.0 from the WOPR utility list on the left and click the Install button.
3. Choose to install a Toolbar Button, and click OK.
4. This will bring you to the initial installation dialog box of 2 X 4 Installer. Continue through the 2 X 4 setup dialogs.

## Getting Started

1. Choose TwoByFour6 from the File menu to start using 2 X 4.
2. Select a layout option such as 2 Up. The graphic updates to show you the page layout.
3. Click the Help button for information.

## Removing WOPR 2 X 4

1. Open WOPRINST.DOC from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select Two-by-Four 6.0 from the already installed list on the right and click the Uninstall button.

## File New

Ever wonder what the difference is between LETTER.DOT, LETTER1.DOT, LETTR.DOT, and LETR.DOT? Word's File New dialog doesn't give you a clue. WOPR's File New lets you create meaningful, English-language names for all your templates and assign them to subdirectories of your choosing. For example, you can assign "Short Form Invoices" to your INV.DOT template and indicate that all new Short Form Invoices should be stored in C:\WinWord\Invoice\Shortfm.

The next time you need a Short Form Invoice, choose New from the File menu and pick Short Form Invoices from the list. It's that simple. WOPR does the rest.

## Installing WOPR File New

1. Run the WOPR SETUP.EXE program.
2. To begin installation, open WOPRINST.DOC (the WOPR Installer) from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select WOPR File New from the WOPR utility list on the left and click the Install button.
3. Choose to install a Toolbar Button, and click OK.

## Getting Started

1. From the File menu, choose New.
2. Click the Modify options on this menu button.
3. Select "Reserved B" and click the Change button.
4. Click the first Change button and enter a description for one of your templates (for example "Personal Letters").
5. Click the second Change button and select a template to correspond with your description.
6. If you like, specify a save path and a filename mask. Also, choose whether you want to immediately save new documents on creation.
7. Click the Settings Complete button.
8. Click the Done button.

Now, when you select your new template description and choose the OK button, a new document is opened based on the specified template.

## Removing WOPR File New

1. Open WOPRINST.DOC from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select WOPR File New from the already installed list on the right and click the Uninstall button.

## Stellar Spellar

OPR's Stellar Spellar brings lightning-fast spelling to your right mouse button. Click your right mouse button on a word in your document and list of alternate spellings appear at your fingertips. Scroll down and pick the correct spelling, let go of the mouse, and BOOM! the word has been corrected, and you're back in the document, ready to keep typing. Hold the CTRL key when you select the correct spelling and Spellar creates an AutoCorrect entry for your correction.

## Installing Stellar Spellar

1. Run the WOPR SETUP.EXE program and choose to install WOPR Stellar Spellar.

## Getting Started

To use Spellar, just click your right mouse button over a word in your document.

If the selected word is misspelled, Spellar looks at Word's spell files for suggestions. The first five suggestions are displayed on the shortcut menu. Select one of the words and Spellar changes the word in your document to the selected word. If no suggestions are found in Word's spell files, the text "(no suggestion)" will appear on the shortcut menu instead of the suggestions.

If you click on a word that is spelled correctly, the text on the menu will read:

```
*** The
*** word
*** is
*** spelled
*** correctly :)
```



### Removing WOPR Stellar Spellar

1. Create and run a macro with the following text:  

```
Sub Main  
WOPRSpellerUninstall  
End Sub
```
2. From the File menu of Word, choose Templates. Clear the spellar.wll check box and choose the OK button.
3. Now, delete the SPELLAR.WLL file from your WinWord\Startup directory.

## WinBreak Lite

If you spend a fair amount of your time in front of a computer, you have no doubt heard that taking a periodic break from your computer is a good idea. Unfortunately, remembering to take these breaks is not always easy to do.

WinBreak helps you to remember to take a break. By putting a reminder up on your screen (or playing a Wave file), you'll be prompted to take that break!

WinBreak counts keystrokes and watches your mouse movement to determine when you need to take a break. You can set up both the time between breaks as well as the length of break you think you should be taking.

### Installing WinBreak Lite

1. Run the WOPR SETUP.EXE program and choose to install WOPR WinBreak Lite.

### Getting Started

The SETUP program automatically adds WinBreak Lite to your Windows Startup group. This way, WinBreak Lite will be running each time you start Windows. Double click on the WinBreak icon to configure WinBreak's remind options.

### Removing WinBreak Lite

1. Delete the following files from your \WinBreak directory:  

```
WBRHOOK2.DLL  
DEFAULT.WAV  
WINBREAK.EXE  
WINBREAK.HLP
```

You can upgrade your copy of WinBreak Lite to WinBreak Professional and gain the full power of the WinBreak software.

WinBreak Professional offers the following additional features over WinBreak Lite:

- » Suggested exercises are provided at each break, along with a short animation of the exercise
- » Count-down timer counts time left till next break
- » WinBreak Icon can be hidden. Acts just like a part of the system
- » New, more versatile reminder features
- » Allows disabling of Keyboard and Mouse to force you to take a break
- » Password Protection - great for system administrators
- » You will be notified of future WinBreak products!

WinBreak Professional is available for a \$19.95 upgrade fee. To order the upgrade, contact ASG Distribution at 800-788-0787 or 314-965-5630.

## TSS Address Book Lite

While back, we asked Word users a simple question: "What's at the top of your 'Word Wish List'?" Nine out of ten people said the same thing: "I wish there was an easy way to get names and addresses into my documents". Funny thing, that was at the top of our Wish List too!

TSS Address Book Lite keeps track of your most frequently needed names, addresses, and phone numbers. One click will insert a name, address, and salutation directly into your document. And of course you can print a detailed report of all your TSS Address Book records.

The full version of TSS Address Book is included as part of both of Total System Solutions Fileware™ and DocuPower Pro™. As a registered WOPR user, you'll be entitled to a 25% discount on either of these programs. See ADBKLIT6.DOC in the \WOPR6 directory for more information.

### Installing Address Book Lite

1. Run the WOPR SETUP.EXE program.
2. To begin installation, open WOPRINST.DOC (the WOPR Installer) from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
3. Select TSS Address Book Lite from the WOPR utility list on the left and click the Install button.
4. To complete the installation, open ADBKLIT6.DOC from your \WinWord\WOPR6\AdbkLite directory.
5. Click the Install button at the top of the document.

### Getting Started

1. During installation you were prompted for a menu for TSS Address Book Lite. Choose TSS Address Book Lite from the menu you specified or press ALT+CTRL+A.
2. Click the Add button and fill in the edit boxes. Choose the OK button when complete.
3. Select your new name and click the Insert button.

Address Book Lite inserts the address information and a salutation.

For more information on using or customizing Address Book Lite, refer to the ADBKLIT6.DOC document in your \WinWord\WOPR6 directory.

### Removing Address Book Lite

1. Open WOPRINST.DOC from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select TSS Address Book Lite from the already installed list on the right and click the Uninstall button.



## Little WOPRs

The following macros are packaged as the lil' WOPRs.

AllKeys  
DupStyles  
Edit Replace  
Fast Find  
File Delete  
Fix LineBreaks  
Insert ClipArt  
Normal Quotes  
View Characters  
ViewHeader  
WOPR Style

**AllKeys** generates a table of all key assignments. **View Characters** tells you what codes lie behind your inscrutable characters. **ViewHeader**, believe it or not, brings back the Word 2 header/footer functionality. **DupStyle** lets you make an exact copy of an existing style. **Edit Replace** allows you to kick off the process with the currently selected text. **Fast Find** finds the current selection *quickly*; just highlight and press the quick-keys. **File Delete** closes and deletes the current document...without any hassles.

**Fix LineBreaks** removes the extra line breaks of imported ASCII Text files. **Normal Quotes** converts the "smart quotes" back into normal quotes. **Insert ClipArt** allows you to preview your graphic images prior to inserting them into your document. **WOPR Style** shows you just the styles you want to see.

### Installing the Lil' WOPRs

1. Run the WOPR SETUP.EXE program.
2. To begin installation, open WOPRINST.DOC (the WOPR Installer) from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
3. Select a lil' WOPR from the WOPR utility list on the left and click the Install button.

Run the LILWOPR.HLP file or open LILWOPR.DOC file for information on the individual Lil' WOPRs (these files are in your \WinWord\WOPR6 directory).

### Removing the Lil' WOPRs

1. Open WOPRINST.DOC from your \WinWord\WOPR6 directory, and double-click the sentence at the top of the document.
2. Select a lil' WOPR from the already installed list on the right and click the Uninstall button.

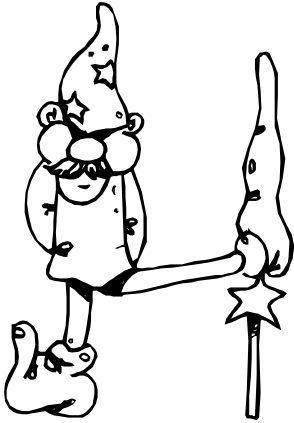
## The Guarantee

I want *every* WOPR customer to be happy with their purchase. Every single one. And that brings me to our world-famous lifetime guarantee:

If WOPR ever fails to live up to your expectations — doesn't matter what you expected, or why — simply return it to us, tell us how much you paid, and you'll receive a full refund, immediately.

Period.

— Woody Leonhard



## Special Thanks

Our sincere thanks goes to all our registered WOPR users for making all of this possible! And a special thanks to our beta testers. Many of the outstanding capabilities you'll find built into WOPR came directly from our testers.

## Yes, YOU Can Help!

A portion of Pinecliffe International's profits every year goes to help Tibetan refugees and their families, most of whom live in relocation camps in India. Part of your registration fee will be used to feed, clothe and educate a refugee kid in one of the Tibetan camps.

If you are curious about the plight of these horribly oppressed people and their rapidly vanishing way of life — or if you can find it in your heart to aid their children — please contact:

Dawa-la Dorjee, Director  
Tibetan Children's Fund  
637 South Broadway #B125  
Boulder, CO 80303

Voice: 303-499-4168

Fax: 303-499-2125