

Office Toys – version 97b

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Users of Office Toys must accept this disclaimer of warranty:

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What is Office Toys 97?

Office Toys is the world's first add-on for Microsoft Word 97, created by the author of the best selling add-ons MegaWord and WordToys for previous versions of Word. We're committed to expanding and improving Office Toys over the months to come. New versions can be downloaded at any time from CompuServe GO WINSHARE Library 6, or from our Web site <http://ourworld.compuserve.com/homepages/romkes/>

This early release was created to accommodate publishers of books and CD-ROMs about Microsoft Office 97.* That's why there was no time to write comprehensive documentation. On the other hand: you may not need any help, because all Office Toys tools are designed to be easy to use. Just make sure that the Office Toys toolbar is displayed, and click the buttons to see what happens. There's a short description of each application at the end of this document.

Freeware!

This first release is limited FREEWARE. You can use it without paying, but we do hope you'll download later releases, and expect you to pay if you like what you see. It won't cost you an arm and a leg; Office Toys will be yours for the low-low price of just \$29.95. And once you're a registered user, all future Office Toys upgrades for Word 97 will be FREE.

In the period up to May 97 you won't see any nag screens, but between May and August 97 you'll be invited to download a later version each time you start Word. After that we'll start nagging you each time you run an Office Toys application.

Installing Office Toys 97

Office Toys for Word consists of two files, which both must be installed properly.











1. The OFFTOY97.DOT file is an add-in template, which *must* be copied to the Office Startup folder (typically C:\PROGRAM FILES\MSOFFICE\OFFICE\STARTUP). Once copied to this folder (or the equivalent folder if you're running a non-English version of Word), all Office Toys applications are immediately available.
2. The OFFTOY.DLL file (which is included in the zipped distribution file), *must* be copied to the same folder where WINWORD.EXE is located (typically C:\PROGRAM FILES\MSOFFICE\OFFICE\). If you encounter any problems when running Office Toys chances are that Word cannot find the OFFTOY.DLL file.

* Publishers of books and CD-ROMs are automatically granted the right to include Office Toys with their publication, provided a complimentary copy of the product in which Office Toys is included is sent to Merlot International / Romke Soldaat immediately upon public release.

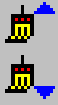
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(If you read this in the early days of 1997, please note that we're offline until mid February.)

Button	Office Toys 97
	<p>AutoPilot</p> <p>Lets you run up to 21 commands in an automated batch process. Select your commands, click OK and watch the light show! Click the ? buttons to influence the behavior of the associated commands. Click the Tip button for details about shortcuts. Also available on the File menu.</p>
	<p>Print Wizard</p> <p>Helps you step-by-step to define a print job. You'll never go back to Word's Print dialog again! Keyboard shortcut: ALT+SHIFT+W. Also available on the File menu.</p>
	<p>View Wizard</p> <p>No need to find your way through lots of menus and dialog boxes. The View Wizard walks you interactively through all options that define how your document is displayed. It even lets you change your computer's video mode on the fly! Keyboard shortcut: ALT+SHIFT+V. Also available on the View menu.</p>
	<p>Fast Find & Replace</p> <p>Finds text faster than you can type, and replaces multiple strings in one or all documents. Also available on the Edit menu. For fast access, consider assigning this macro to CTRL+F, replacing Word's own Find shortcut key.</p>
	<p>Quick Style</p> <p>Replaces Word's new Style list (Formatting toolbar) with a faster alternative, and a lot of IntoyliSense™. Use ALT+SHIFT+S to display the new Style dialog box. Also available on the Format menu.</p>
	<p>Finetuner</p> <p>The ultimate <i>interactive</i> font and paragraph formatter. Now you can adjust any selected text to fit the available space, or to create special effects, and see the result immediately. Also available on the Format menu.</p>
	<p>WizBar</p> <p>Turns the titlebar of your document into an info center, and introduces the world's first "live" wordcounter. Click the Tip button for details about shortcuts. Also available on the Tools menu.</p>
	<p>Tweak Word</p> <p>Introduces AutoFax, AutoMail and AutoProof and lets you make Word behave the way <i>you</i> want it. Also available on the Tools menu.</p>
	<p>Special Characters</p> <p>Forget those complicated keystrokes. Type a character, run this macro, and click the special version of the character you want to insert. Replaces the Symbol command (Insert menu). Keyboard shortcut: ALT+SHIFT+F3. Click the Tip button for details about shortcuts.</p>
	<p>Surround Selection</p> <p>Places selected text between two matching typographical characters. Click the Tip</p>

button for details about shortcuts.



Copy and Paste Format

Two handy-dandy buttons that let you copy the format of the current text to any other text. Unlike with Word's Format Painter button you can paste the copied format to many other text parts, even in different documents!