

Welcome to MegaWord™

A Collection of Productivity Tools for Microsoft Word for Windows™
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MegaWord brings you the world's most comprehensive add-on Productivity Pack for Microsoft Word for Windows™. It's the unique bundle that puts the emphasis on tools you'll use *every day*. From simple utilities that make your life just a little bit easier to highly sophisticated features that add brand new functionality to WinWord.

MegaWord comes in two versions. The current version is the **Standard Edition**. This *evaluation* copy is distributed as Shareware which means that you're under no obligation to pay for the software unless you continue to use it. You're granted the right (you're even *encouraged*) to copy and distribute the package in its unmodified original form to as many people as you want. But remember that copyright laws apply to the MegaWord product just as they apply to commercial software, and that the copyright holder retains all rights. The second version is the **MegaWord Professional Edition**. It offers many more powerful macros plus extended versions of the tools included in this Standard Edition. And, unlike the Standard Edition, the Professional Edition gives you all macros and libraries *unencrypted*. Plus, for the power user, the largest collection of subroutines and functions ever published: more than 250 ready-to-use procedures that you can include in your own WordBasic macros. This document gives you a sneak preview of MegaWord Professional. ***Just register today and it's all yours!***

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Files in the MegaWord Standard Edition

The MegaWord package consists of two ASCII text files, one WinWord document and one Help file:

MWREADME.T Gives basic information about MegaWord.
XT

MWVENDOR.T Provides information for Shareware Vendors.
XT

- MEGAWORD.D
OC The document you're now reading. This document includes a short description of the included MegaWord tools, and gives you instructions on how to install the tools and how to become a registered user.
- MEGAWORD.H
LP This file provides full context-sensitive hypertext Help for all MegaWord tools. Copy this file to a directory that's in your DOS path, preferably your WINWORD or WINDOWS directory.

If you didn't receive the four separate files, you should have the executable file¹ MEGAWORD.EXE. Running MEGAWORD.EXE from the DOS prompt or Windows File Manager gives you the four above mentioned files.

How to work with this Document

This document is linked with the MegaWord Help file. Double-clicking any button in this document opens the associated Help page and gives you all the information you need. If clicking the button doesn't display the appropriate Help page, you've probably not copied the MEGAWORD.HLP file to a directory in your path. Copy MEGAWORD.HLP to your WinWord or Windows directory and try again.

Installing MegaWord Tools

Choose **MegaWord Setup** from the **Help** menu for important information about the installation of MegaWord tools. If the Help screen isn't displayed, make sure that the MEGAWORD.HLP file is installed in a directory that's in your DOS path. To start Setup, click any toolbar button at the top of this screen. Setup can install MegaWord Tools in two ways. **Express Setup** installs the Tools using the default menu and hotkey assignments. **Custom Setup** lets you influence the installation process and bypass the default menu and key assignments.

Uninstalling MegaWord Tools

If you want to uninstall one or more MegaWord Tools *do not manually delete the macros from your template*. Instead, run the **MegaWordUninstall** macro which is in your Global template. The Uninstall program not only removes the macros from your Global template, but also removes associated entries in .INI files, and even deletes entire .INI files if necessary. Running **MegaWordUninstall** is the only safe way to remove a MegaWord tool without leaving any traces behind.

¹The EXE file is a self-extracting archive file, created with H. Yoshi's LHA.EXE, v. 2.13

Register Now!

Register as official MegaWord user and you'll receive the full-blown **MegaWord Professional Edition** and the complete library of more than 250 subroutines and functions, all *unencrypted*. As a registered MegaWord user you'll be eligible for discounts when the next version of MegaWord comes out. The Professional Edition is *not* a shareware product. You're allowed to make backup copies for personal use, but it's illegal to use more than one copy at any one time. The **MegaWord Professional Edition** is \$49.00 plus \$5.00 shipping and handling, worldwide. (Europe: 300 French Francs including shipping and handling).

§ **Click this button to know all about MegaWord Professional**

§ **Click this button to fill in the MegaWord Registration Form**

Follow the instructions on the Help screen and send the Registration Form to the following address:

Romke Soldaat
1, Chemin des Moulines
34230 St. Bauzille de la Sylve
FRANCE

You will then receive your copy of MegaWord Professional. Please allow 2-4 weeks for delivery.

What's on the MegaWord Standard Edition Disk?

The following section gives you short descriptions of the tools on the MegaWord Standard Edition Disk. The Help icon in front of each description is directly linked with the MegaWord Help file. Double-clicking the icon opens the associated Help page and gives you all the information you need to know.

If clicking the icon doesn't display the appropriate Help page, you've probably not copied the MEGAWORD.HLP file to a directory in your path. Copy MEGAWORD.HLP to your WinWord or to the Windows directory and try again.

Help	Short Description
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§ **Arrange Windows: now select the windows you want to arrange *and* the way you want to arrange them.** MegaWord Arrange Windows gives you all the flexibility Word's Arrange All doesn't give you. This tool lets you select the windows you want to arrange and offers you four different options to spread the windows over your workspace. *By default, Setup will assign the **WindowArrangeSelect** macro to the Window menu.*

§ **Character Analyzer: a revealing Look behind the Screens.** MegaWord Character Analyzer lets you explore the characters in a selected part of your document. It tells you which ANSI value is used to create each character and which pointsize and font are used. *By default, Setup will add the **CharAnalyzer** macro to **View** menu.*

§ **Double Toolbar: why have one toolbar if you can have two?.** MegaWord Double Toolbar is the unique feature that adds two toolbars to your current toolbar and lets you switch between them on the fly. *When you install the **ToolbarDoubler** macro, Setup will first create a new macro called **ToolbarOriginal** which holds the contents of your current toolbar and which lets you restore your original toolbar at any given moment.*

§ **Fast Format: AmiPro's hottest feature now available in WinWord.** MegaWord Fast Format lets you select any part of your document, capture the character or paragraph format, and apply the same format to any other part of your document, or any other document. *Setup will install two macros: **FastFormat** and **FastFormatCapture**. By default, the **FastFormat** macro is assigned to the CTRL+F1 key and the **Format** menu, the **FastFormatCapture** macro is assigned to the CTRL+SHIFT+F1 key.*

§ **File Exit: quit Word and Windows with just one command.** MegaWord File Exit replaces Word's built-in File Exit macro and allows you to shut down Word or Windows, optionally saving any open documents. *Setup will install the **FileExit** macro without assigning it to a menu or key combination.*

§ **File New: finally a File New that speaks plain English.** MegaWord File New is designed to replace WinWord's own built-in File New macro and shows a dialog box that

lists your templates together with a description that you can specify yourself.
*Setup will install the **FileNew** macro without assigning it to a menu, or a key combination.*

§ **Hide Window: keep preying eyes away from your confidential document.** MegaWord Hide Window makes your confidential document immediately invisible.
*By default, Setup will assign the **WindowHide** macro to the Window menu and to the CTRL+SHIFT+H key.*

§ **Insert Date and Time: insert more dates in more ways than Word lets you do.** MegaWord Insert Date and Time enhances Word's original command by adding 20 new formats to the existing nine formats, including formats that display the name of the *weekday* and virtually all *European* date formats. The macro also lets you insert other dates than today's date and offers you two additional ways in which the date is inserted in your document.
*Setup will install the **InsertDateTime** macro without assigning it to any menu or key combination.*

§ **Popup Calendar: a quick look at any Month in any Year.** MegaWord Popup Calendar adds a unique feature to WinWord: a small popup box that lets you quickly look at the calendar of any past, present or future month.
*By default, Setup will add the **PopupCalendar** macro to the View menu.*

§ **Quick View: the easy, fast way to look at your documents the way you want it.** MegaWord QuickView takes the tedium out of setting and changing your document view. One dialog box gives you immediate access to all of WinWord's view and zoom settings.
*By default, Setup will assign the **QuickView** macro to the ALT+Q key combination and add the macro to the View menu.*

§ **Quick WordCount: count the words in any part of your document. Fast!** MegaWord Quick WordCount lets you count the words in *pages, paragraphs, tables etc*, unlike Word's built-in feature that only counts the words in a document.
*By default, Setup will add the **QuickWordCount** macro to the Tools menu.*

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Special Characters: insert any special character from a Mini Toolbar. MegaWord Special Characters lets you insert any extended character that's not readily accessible from your keyboard, such as diacritics (á, Ü, etc.), special symbols (©, ®, etc.), fractions and exponents ($\frac{3}{4}$, ³, etc.), and all kinds of other special characters (§, ÷, etc.).
*By default, Setup will assign the **CharSpecials** macro to the ALT+F3 key combination and add the macro to the **Insert** menu.*

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Split Document: the one-step method to split and unsplit your Document View. A revised version of Word's built-in document splitting feature. It shortens the process considerably and doesn't need the mouse which is very handy if you want to split and unsplit a document window "on the fly" while you're typing.
*By default, Setup will assign the **DocSplit** macro to the ALT+NUMPAD SLASH (/) key.*

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StopWatch: turn WinWord into a mouse controlled Stopwatch or Countdown Timer. MegaWord StopWatch lets you measure the duration of any event.
*By default, Setup will add the **StopWatch** macro to the **Tools** menu.*

§

SubScript/SuperScript: finally formats that look good. MegaWord Super/Subscript is designed to replace Word's built-in originals. MegaWord SubScript and SuperScript create *proportional*, typographically correct subscripts and superscripts.
Setup will install the macros without assigning them to a menu or key combination.

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SysInfo Popup: everything you want to know about your System - in a Flash! MegaWord SysInfo Popup shows you lots more than Word's About box.
*By default, Setup will assign the **SysInfoPopup** macro to the **Help** menu.*

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Toolbar Slotmachine: a World First! Have a break, take a gamble. The MegaWord Toolbar Slotmachine mimics a One Armed Bandit and brings Vegas to your office....
*The Toolbar Slotmachine works with four macros that will be installed in your Global template when you run Setup. The macro names are: **TBSlotmachine**, **TBSlotM1**, **TBSlotM2**, **TBSlotM3**.*

§

WinClock: always the right Time and Date on screen, in any Windows application.

MegaWord WinClock displays the time, with or without seconds, and the date, without bothering other macros.

*Setup will install the **WinClock** macro without assigning it to any menu or key combination.*

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Zoom Up/Zoom Down: the easiest way to increment or decrement your Document Magnification. MegaWord Zoom Up and Zoom Down give you easy-to-remember hotkeys to increment and decrement the zoom view in steps of 20%.

*By default, Setup assigns the **ZoomUp** macro to the ALT+PLUS key (on the numeric keypad) and the **ZoomDown** macro to the ALT+MINUS key (on the numeric keypad).*

Have MegaFun!