

# **DocuPower Pro™ 2.0**

## **Order & Activation Guide**

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**Double**

**Try Before You Buy!**

### **The Best Way To Decide**

What's the best way to decide if a certain piece of software is for you? The best way to decide is to **try before you buy**. That's why we have made this free trial version of *DocuPower Pro™* available. By opening the enclosed "INSTALL.DOC" you can install a functional, free trial version of *DocuPower Pro™* to your computer.

This free trial version is *almost* fully functional. It does everything the full retail version does, except... you can't save more than ten documents. We encourage you to put *DocuPower Pro™* to the test. Use it, abuse it, push it to the limit. We believe that after you try it out, you'll agree that *DocuPower Pro™* offers the most comprehensive set of document management features at the lowest price.

### **Activating Your Copy**

Here's how it works. You play with *DocuPower Pro™* for a while. You decide that it's the best deal in town. You want to get the full unrestricted version of the program. It's easy. All you need to do is pay and we give you an "Activation Code". The Activation Code is simply a special sequence of numbers. You enter these numbers in the activation utility included with this package. Once entered, your free trial version turns into the "real thing". Immediately.

Imagine. No waiting. Just enter the code, click the button, and you have a new piece of software. If you call and place your order by credit card, we'll give you your Activation Code numbers over the phone. So you can be up and running within minutes. Alternatively, you can fax us your order form with credit card authorization; or you can mail us your order form with credit card authorization or check/money order; or you can pay via CompuServe. The point is, we want to make it easy for you to get what you need as quickly as possible — no waiting for the postal carrier or delivery truck to come.

### **Registered Users Are Happy Users**

When you order your copy of *DocuPower Pro™* you get more than a great piece of software at a great price. You join our family of registered users. And there are considerable benefits to being "part of the family":

- Free technical support. Registered users can receive 60 minutes FREE telephone technical support. After that, you have our *lifetime* technical support guarantee. Send us your questions via electronic mail (e-mail) on either our own BBS or CompuServe, or via fax, or via US mail. We will promptly respond in writing, usually within 24 hours.

- Free product upgrades. Registered users will always be eligible for free incremental upgrades. This includes bug-fixes as well as feature enhancements. It also includes compatibility releases — namely, upgrades released to ensure complete compatibility with future versions of Word for Windows.
- *DocuPower Pro™* Tool Kits. Additional tool kits are available to meet your specialized needs. For example, the *Writer's Tool Kit* includes the following powerful macro utilities: Font Minder, Text Jumper, BookMark Lister, Edit Templates, Open Most Recent Files, Print All Open Files, and Winword INI Changer.
- Discounts. From time to time, we run special promotions and offer discounts on our other software products. These special discounts are only offered to registered users.
- More discounts. Other software publishers periodically offer discounts to our customers. These cross-promotional incentives can save you money on some great software. For example, Metz Software is currently offering our registered users a 20% discount on all their award-winning Windows programs, including their enhanced Windows Task Manager.
- *Bonus*. Receive a card entitling you to a **free** issue of *Inside Word for Windows*, an information-packed “how to” publication from The Cobb Group, the world’s leading publisher of software-specific journals. This top rated, easy to read monthly will increase your skills and decrease your frustration. You can learn time-saving techniques from the experts and become a more productive user.

## *What is DocuPower Pro™ ?*

After you create Word for Windows documents, how do you find them? You know they're on your hard drive, or on the LAN file server... somewhere. If only you could remember the file name, or the directory — you might actually be able to get some work done.

*DocuPower Pro™ smashes the eight character DOS file name barrier!*

Give long, descriptive names to your documents — up to 45 characters long. *DocuPower Pro™* is a total document management solution that makes it easy to quickly access your work. On stand-alone PC's as well as across networks, it can completely organize your documents. Best of all, it integrates seamlessly into WinWord.

## *Check Out These Incredible Features*

- Go beyond the eight character DOS file name barrier. With *DocuPower Pro™* you can give your documents real, meaningful descriptions — up to 45 characters long!
- Assign enhanced *DocuPower Pro™* descriptions while maintaining your original file names. You'll never misplace a file again. Use *DocuPower Pro™* descriptions for fast access, or, if you prefer, look at the regular path and file name.
- Get organized — it's fast and easy. Create an unlimited number of folders for your documents, and give each folder its own descriptive title.
- Each folder holds an unlimited number of document descriptions. Add as many as you like, because they'll be displayed in alphabetical order. Simply touch the keyboard to jump immediately to any part of the list.
- Lightning fast folder list display! See hundreds of files instantly.
- Toggle folder list displays instantly between *DocuPower Pro™* document descriptions and DOS file names.

- One file can appear in multiple folders simultaneously. This enables you to organize the same material in different ways while avoiding version control problems.
- Because it's tightly integrated into WinWord, *DocuPower Pro*<sup>™</sup> will automatically prompt you every time you save a new file. So you're never more than one keystroke or mouse click away from adding your new work directly to a folder.
- Sophisticated folder management allows you to create, rename, or delete entire folders. Plus you can easily move documents from one folder to another.
- Print single or multiple copies of a document directly from any folder — you don't need to open the file first.
- Print all documents in a folder with just one command.
- Fax documents directly from a folder.
- Insert the contents of one document into another. Clicking the "Insert" button lets you perform automated document assembly.
- Integrated *File Find* and *Text Search* utilities find the files you need fast. Select multiple entries from the list of files found. Open all selected files at once, or add all selected files directly to any *DocuPower Pro*<sup>™</sup> folder.
- Integrated file management functions enable you to make directories, copy, rename, delete or move files. The file management window is easy and intuitive to use — a dual list box with file names on the left, and your descriptions on the right. Do it all without ever leaving WinWord or *DocuPower Pro*<sup>™</sup>.
- Print a detailed folder status report. List document descriptions and file names for all documents in any folder.
- Free *DocuPower Pro Tool Kit* includes powerful WinWord macro utilities: Close All Open Files; Display Date On Menu; Exit Windows; Restart Windows; List All Files In Directory; Run Program (Command Line); Windows System Status.
- Additional tool kits are available to meet specialized needs. The *Writer's Tool Kit* includes the following utilities: Font Minder, Text Jumper, BookMark Lister, Edit Templates, Open Most Recent Files, Print All Open Files, and WinWord INI Changer.

## **Danger!** **Conventional Document Management Systems**

All document management systems are not alike. *DocuPower Pro*<sup>™</sup> is unique, because we do it all, and **do it safely**. To appreciate our revolutionary design, it's important to understand the **dangers** of **conventional** document management systems. Those programs also allow you to assign descriptive names to your files. However, to keep track of what description goes with which file, they **take control** of your computer. First, they create their own DOS directories for your documents (for example C:\MEZ001A2). Next, they rename each file at the DOS level with their own proprietary file names, like L000310.DOC. Finally, the new directory structure and proprietary file names are indexed and tracked by their database engine.

And that's the problem with conventional systems — they take too much control **away** from you. As long as **your** descriptive names are viewed from inside **their** program, everything is fine. But if you want to find a file on your own, you're out of luck. Just try figuring out what C:\MEZ001A2\L000310.DOC means!

This can be a real problem. If you need to copy directories or files to a diskette, you'll be stuck. The names that the document management program assigns are totally meaningless to you. So using any

file management program becomes impractical. Backing up your data also becomes either difficult or impossible. How can you back up your documents when you don't know where they are or what they're named?

We believe that the benefits offered by these programs are outweighed by the problems that they create. It's just **never worth it** to give up complete control of your system.

### ***DocuPower Pro's Revolutionary Design***

Unlike ordinary document management systems, *DocuPower Pro*<sup>™</sup> **enhances** rather than replaces your existing directory structure and file names. You'll always have it **both** ways. Assign long, descriptive names to your documents. Retain your original directory structure and file names. *DocuPower Pro*<sup>™</sup> puts **you** in complete control.

*DocuPower Pro*<sup>™</sup> gives you the power you need to be in charge of your documents. Try it yourself and see what it's like to always have your files at your fingertips.

### ***PC's, Networks, and Workgroups***

*DocuPower Pro*<sup>™</sup> is designed for use on stand-alone PC's as well as networks. When installed to a network, it can be set up in either **individual** or **workgroup** configurations.

Three basic configurations are available:

1. *Stand-alone* – for regular PC's which are not connected to a network.
2. *Network* – for PC's which are part of a network. *DocuPower Pro*<sup>™</sup> folders can contain documents from your local drive, as well as files from network drives. Access to network drives is transparent to the user. Each user maintains separate folder configurations.
3. *Workgroup* – for PC's which are part of a network. As above, users can access documents from local and network drives. The workgroup version, however, also allows users in the same group to access the **same** set of *DocuPower Pro*<sup>™</sup> folders. By sharing folders and documents, all members of the group can benefit from consistent document organization.

The free trial version comes pre-configured for *stand-alone* and *network* PC's. Workgroup licenses for any number of users can be purchased by calling us at 800-814-2300 or 718-375-2997. Upon payment, you'll be shipped an installation kit configured for the number of users in your workgroup. Please note – volume discount prices are available for site licenses.

### ***Satisfaction Guaranteed***

Rumor has it that Microsoft might be releasing their next version of Word for Windows in the first or second quarter of 1994. We guarantee that *DocuPower Pro*<sup>™</sup> will be compatible with future releases of WinWord. And you can be sure that maintenance upgrades to *DocuPower Pro*<sup>™</sup> will always be available to registered users **for free**.

### ***Call Today***

*DocuPower Pro*<sup>™</sup> costs only **\$59.95** (hundreds less than other document management systems). Your satisfaction is guaranteed. If you aren't completely happy with *DocuPower Pro*<sup>™</sup>, we will promptly refund your money.

We accept Visa, MasterCard, American Express and Discover.

To order, or for more information call toll free **800-814-2300** or **718-375-2997**.

## Ordering Information

### Price Per Copy

*Error: Reference source not found* Pro™ costs only **\$59.95** per copy (New York State residents **must** add sales tax). Payment can be made via: credit card (Visa, MasterCard, American Express and Discover); check or money order; CompuServe SWREG.

### Special Offers

- Free software! Buy two, get one free. Combination deal: buy *DocuPower Pro*™ **and** a copy of our award winning add-in software, *Fileware*™, at the same time. You'll get a copy of *Text Jumper*™ free! (*Text Jumper*™ is a hypertext creation and bookmark management utility for Word for Windows. It's what we used to write the *DocuPower Pro*™ manual.) That's a \$14.95 value absolutely **free**. It's our gift to you for joining the Total System Solutions family of registered software users.
- 20% discount! If you purchase the *Writer's Tool Kit*™ (*DocuPower Pro*™ Tool Kit #2) together with *DocuPower Pro*™, you'll get \$5 off the total price. That's a 20% discount on the *Writer's Tool Kit*! You'll get Font Minder, Text Jumper, BookMark Lister, Edit Templates, Open Most Recent Files, Print All Open Files, and WinWord INI Changer. All these powerful WinWord utilities for only **\$19.95** — but only if you order the *Writer's Tool Kit* at the same time as *DocuPower Pro*™ (regular price \$24.95).
- Upgrade discount! For a limited time, owners of *DocuPower* 1.x can upgrade to *DocuPower Pro*™ 2.0 for a special price. Registered users qualify for the upgrade discount of only **\$15.00** per copy (this represents an overall savings of 33%). After this promotional discount has expired, if you already own a copy of *DocuPower*™ 1.x, you can upgrade to *Error: Reference source not found Pro*™ 2.0 by simply paying the price difference between the two products (\$35.00).

### Volume Discounts

If you plan to use *DocuPower Pro*™ in a multiple-user environment, whether on stand-alone machines or over a network, you may obtain a **site license** and discounted pricing. For information about volume discounts, call 800-814-2300 or 718-375-2997, or send CompuServe e-mail to our address 70154,2463.

### How to Order

It's easy to order your copy of *DocuPower Pro*™. Choose the method of payment which is easiest for you:

#### **Paying with a credit card**

Paying with a credit card is the fastest way to order. Call or fax us your order. We can give you your Activation Code and you'll be up and running with *DocuPower Pro*™ **within minutes**. We accept all major credit cards: Visa, MasterCard and American Express and Discover.

- **CALL Our Sales Department**  
**800-814-2300 Toll Free Order Line**

718-375-2997 *International Sales*  
718-375-1261 *Corporate Site Licensing*

- ***FAX Your Completed Order Form***

718-375-6261

Please send faxes only during business hours:

Sunday – Thursday 9:00 AM – 6:30 PM EST

Friday 9:00 AM – 3:00 PM EST

### ***Paying With A Check Or Money Order***

Make your check or money order payable to: Total System Solutions, Inc.

MAIL your check or money order, ***along with your completed order form***, to:

**Total System Solutions, Inc.**  
**1530 East 18th Street, Suite 6H**  
**Brooklyn, NY 11230**

Indicate whether you want us to send you your activation code via *e-mail, fax* or *US mail*.

### ***Paying via CompuServe***

If you are a member of the CompuServe Information Service, you can charge payment for *DocuPower Pro™* directly to your CompuServe account. CompuServe will then notify us of your order, and we will send you your Activation Code via e-mail. Here's how it works:

1. Log onto CompuServe.
2. Go to the Shareware Registration Forum — GO SWREG.
3. Select "Register Shareware" from the main menu.
4. Select Registration ID from the "SEARCH BY" menu.
5. When prompted for the ID, enter 1151.
6. This will bring up a description of *DocuPower Pro™*. Enter "Y" to charge payment to your CompuServe account.
7. Complete the order by answering the remaining questions when prompted.

In addition to paying via the GO SWREG method, you must also send us the *DocuPower Pro™ order form*. You can send it to us via e-mail, fax, or US mail. We need the detailed information from your completed order form to keep you informed of product upgrades and discounts on other software.

## Please Note

CompuServe will only accept payment for *full price* orders. If you are currently an owner of DocuPower 1.x and want to **upgrade** to *DocuPower Pro™*, you **must** contact us directly. Additionally, if you wish to qualify for our 20% discount offer on the *Writer's Tool Kit™*, you **must** order both *DocuPower Pro™* and the *Writer's Tool Kit™* with your **credit card or check**. You are **not** eligible for this discount if you order *DocuPower Pro™* via CompuServe.

## Filling Out the Order Form

This document comes with a handy utility for automatically filling out your order form electronically. Choose one of two easy ways to run the order form utility:

- Click the yellow happy face button which appears on the far right side of this document's Tool Bar.
- Double click the text that says "Double-Click Here To Display Information Window"

The dialog that pops up will give you a choice of seven command buttons. To fill out the order form...

### Mouse

Click the **Fill Out Order Form** button

### Keyboard

Press **F**

OR tab to the **Fill Out Order Form** button and press **Enter**

In the screens that follow, type the requested information in the text boxes provided.

As you supply the requested information, *DocuPower Pro™* will create and format your order form as a document in Winword. Upon completion, you can look over the document and make any necessary changes before printing.

## Entering Your Activation Code

After we've received your order (via phone, fax, US mail, or e-mail) you'll receive the Activation Code you'll need to enable the complete set of *DocuPower Pro™* features. This code will unlock the full potential of **your** copy of *DocuPower Pro™*.

## Activating Your Free Trial Version

After you enter your Activation Code, the free trial version you have will turn into the "real thing". All features and functions will be available. **No limits**. Most importantly, you'll be able to create an unlimited number of folders and add an unlimited number of documents to each folder.

Choose one of two easy ways to run the Activation Utility:

- Click the yellow happy face button which appears on the far right side of this document's Tool Bar.
- Double click the text that says "Double-Click Here To Display Information Window"

The dialog that pops up will give you a choice of seven command buttons.  
To run the Activation Utility...

### **Mouse**

Click the **Input Activation Code** button

### **Keyboard**

Press **I**

OR tab to the **Input Activation Code** button and press **Enter**

3. Enter your first name, last name and Activation Code in the text boxes provided and press **Enter** or click the **OK** button.

From this point onward, you'll be working with the complete and unrestricted version of *DocuPower Pro™*. Happy computing!

**Get the power with DocuPower Pro™**  
*“And never misplace a file again!”*