

DocuPower Pro™ 2.0

User's Manual & Instruction Guide

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Using This Manual

This is more than just a typical software instruction manual.

It is an "on-line" User's Manual, providing easy, electronic access to any information you might need about *DocuPower Pro*™.

You may scan through the manual "normally" (sequentially), the same way you might read any other document. But what makes *this* manual special is the ability to instantly and automatically *jump to anywhere else in the document*.

Bold green text means **jump**. You can jump around this manual the same way you jump around screens in the Windows "Help" system.

Double-click a **green** "jump text" chapter title in the Table of Contents to jump directly to that chapter. At the end of each chapter you can also return to the Table of Contents by double-clicking the jump text **Double-Click Here To Return To Table Of Contents**. Double-click the **green** cross-references throughout the document to jump to a more complete explanation of that topic. (This method for jumping around documents was pioneered by Woody Leonhard of PineCliffe International. It's used extensively in his great Word for Windows enhancement package, "WOPR" — Woody's Office Power Pack.) To enhance the speed of jumping, we recommend that you copy this manual to your hard drive.

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Overview

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™* 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™* 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™*.

- 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*[™] 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*[™] **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*[™] puts **you** in complete control.

DocuPower Pro[™] 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[™] 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*[™] 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™* 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™* will be compatible with future releases of WinWord. And you can be sure that maintenance upgrades to *DocuPower Pro™* will always be available to registered users **for free**.

Call Today

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

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.

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- 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).

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- Metz Software discount! For a limited time, registered users of *DocuPower Pro™* qualify for a 20% discount on **all** Metz software products. That includes the award winning Metz Task Manager, as well Metz Lock, Metz Phones, and Metz File F/X. (Plus, with every order of Metz Task Manager, you'll get a free Metz Task Manager Utility Pack.)
- 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 per copy (this represents an overall savings of 33%).

Act Now!

We accept Visa, MasterCard, American Express and Discover.

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

Acknowledgments

Special thanks to: Wim Morrison for his patience, camaraderie, and C programming talents; Mitchell D. Mittman for his unfailing support; Woody Leonhard for his accessibility, encouragement, and for paving the way.

Quick Start

Here's how you can get up and running fast! Follow the instructions below to quickly learn how to create folders, add your files to them, then easily access them any time.

Creating Folders & Adding Files

You can create folders and add files *fast* from the **same window**.

Mouse

Choose the **Add to DocuPower Folder** item from the "File" menu

Keyboard

Press **Alt+Shift+A**

Create A Folder

Type a title for the folder that you are creating at the flashing cursor (in the empty edit field above the list box), then...

Mouse

Click the **Create** button

Keyboard

Press **Enter**

OR press **Alt+C**

Now that you've created your first folder, you're ready to add a file to it.

Add a File

Choose Folder

To add a file to a folder, you have to first open the folder. (For your convenience, the title of a newly created folder is *already* highlighted by default.) So all you have to do is...

Mouse

Click the **Open** button

Keyboard

Press **Enter**

OR press **Alt+O**

Select File

The "Add File" screen that follows contains drive, directory, and file list boxes. Notice that the *active* document (the document which is active on your Word for Windows application workspace) is highlighted by default.

Choose a file to add and then...

Mouse

Click the **Add** button

Keyboard

Press **Enter**

OR press **Alt+A**

Assign Description

In the screen that follows, enter a description for the document you are adding. Make sure that it is no longer than the length of the text field, so that the entire document description will be seen in the folder list box.

When you are satisfied with the document description you've entered...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

You've just added your first file to a *DocuPower Pro™* folder!

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Accessing Your Files

Once your documents are in folders it's always easy to access them. You can open, insert, print or fax a document simply by highlighting its description on the folder list and clicking the appropriate button.

The first step to accessing your files is to open the right folder.

Opening a Folder

Open the main *DocuPower Pro*[™] window.

Mouse

Choose the **Open DocuPower Folders** menu item from the "File" menu

Keyboard

Press **Alt+Shift+D**

Highlight the folder you want to open, then...

Mouse

Click the **Open** button

OR double-click the folder name

Keyboard

Press **Enter**

OR press **Alt+O**

Tip

If you find that you have opened the wrong folder, just click the **Folders...** button or press **Alt+F** to get back to the main screen, where you can choose a different folder.

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Action Features

Upon selecting and opening your folder you'll be presented with a new screen. In the center of this window will be a list box containing all the document descriptions for that folder. This list box will be surrounded by thirteen push-buttons. Highlight the description of the document you want, then...

Opening a Document

To **Open** a document...

Mouse

Click the **Open** button

Keyboard

Press **Alt+O**

OR press **Enter**

Tip

Because the Open command is the most commonly used *DocuPower Pro™* feature, we've made it the easiest to use — you can also double click a description to open that document in WinWord.

Inserting a Document

This feature inserts the contents of a file from a *DocuPower Pro™* folder into the *active* document (the document which is active in your Word for Windows application workspace). First make sure that your cursor is positioned where you want to insert the text.

Highlight the description of the document that you want to insert. Then...

Mouse

Click the **Insert** button

Keyboard

Press **Alt+I**

OR tab to the **Insert** button and press **Enter**

Printing a Document

With *DocuPower Pro™*, you can print a document right from the folder window, **without** having to open it in WinWord first. To print a document, highlight the desired document description, then...

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. This screen is divided into two sections: "Print" and "Fax", each of which has its own group box. Choose from selections in the *Print* group box to print either the "Selected document" or "All documents in the folder". Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Faxing A Document

If your system is equipped with a fax board, you can also fax a document ***without*** having to open it first. To fax a document, highlight the desired document description, then...

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. Choose the "Selected document" option from the *Fax* group box. Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Setting Up Your Fax Board

Before you can send faxes, you'll need to choose a fax driver. *This only needs to be done once.*

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

In the screen that follows, choose the "Setup fax driver" option from the *Fax* group box. Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Next, highlight the fax driver from the list of available printer drivers. Then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

Once your fax driver is set up, *DocuPower Pro*[™] returns you to the **Print / Fax** window so you can immediately send your fax.

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Running DocuPower Pro[™]

You can access the various *DocuPower Pro*[™] features in a number of different ways. Commands have been conveniently placed on the "File" and "Tools" menus (keyboard shortcuts have also been established to assist touch typists).

"File" Menu

The following items are automatically installed onto your "File" menu.

Open DocuPower Pro Folders

Mouse

Select the **Open DocuPower Pro Folders** menu item from the "File" menu

Keyboard

Press **Alt+Shift+D**

OR press **Alt+F,O**

Add to DocuPower Folder

Mouse

Select the **Add to DocuPower Folder** item on the "File" menu

Keyboard

Press **Alt+Shift+A**

OR press **Alt+F,A**

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“Tools” Menu

The following items are automatically installed onto your "Tools" menu. The features below can be accessed two ways: from buttons inside the *DocuPower Pro*[™] windows, or directly, via the “Tools” menu.

DocuPower Pro – File Find

Select this menu item to run the *DocuPower Pro*[™] File Find module. Even though you've run File Find directly (from "outside" of the *DocuPower Pro*[™] program), you'll still be able to open the files you find, or add them to the *DocuPower Pro*[™] folder of your choice.

DocuPower Pro – Text Search

Select this menu item to run the *DocuPower Pro*[™] Text Search module. Even though you've run Text Search directly (from "outside" of the *DocuPower Pro*[™] program), you'll still be able to open the files you find, or add them to the *DocuPower Pro*[™] folder of your choice.

DocuPower Pro – Tool Kit

Select this menu item to run the *DocuPower Pro Tool Kit*[™] macro utilities.

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HotKey Keyboard Combinations

The following keyboard shortcuts are programmed into WinWord when you install *DocuPower Pro™* :

Alt+Shift+D

This key combination will run the main *DocuPower Pro™* window (the same as **Open DocuPower Pro Folders** on the "File" menu).

Alt+Shift+A

This key combination will run the *Add File To Folder* window (the same as **Add To DocuPower Pro Folder** on the "File" menu).

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Automatic Features

DocuPower Pro™ comes with two replacement macro functions that make it easier for you to open *DocuPower Pro™* documents, and keep your *DocuPower Pro™* folders up-to-date.

File Open

Run the **File-Open** command as usual:

Mouse

Click the second button on the Tool Bar

OR choose the **Open** item on the "File" menu

Keyboard

Press **Ctrl+F12**

OR press **Alt+F,O**

The enhanced File Open window that follows has **three** command buttons: **Standard Open**, **DocuPower Open** and **Cancel**.

Standard Open

If the document you want is not already in a *DocuPower Pro™* folder, you'll have to open it using the standard WinWord File Open feature. (You can then add it to any *DocuPower Pro™* folder.)

To open a file using the WinWord File Open function...

Mouse

Click the **Standard Open** button

Keyboard

Press **S**

OR press **Enter**

DocuPower Open

If the document you want is already inside a *DocuPower Pro™* folder...

Mouse

Click the **DocuPower Open** button

Keyboard

Press **D**

OR tab to the **DocuPower Open** button and press **Enter**

This will run the the main *DocuPower Pro™* window. Highlight a the desired folder, then...

Mouse

Double click the folder name
OR click the **Open** button

Keyboard

Press **Alt+O**

OR press **Enter**

Cancel

Choose this option to cancel the File Open operation

File Save

The *DocuPower Pro™* File Save As macro will prompt you to add a file to a *DocuPower Pro™* folder as soon as you have saved it for the first time. To add a file directly after saving it...

At the prompt: “Add this file to a *DocuPower Pro™* folder?”

Mouse

Click the **Yes** button

Keyboard

Press **Y**

OR press **Enter**

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Managing Your Folders

All the "folder management" functions described below are performed from the main *DocuPower Pro™* window, which is invoked as follows:

Mouse

Select the **Open DocuPower Pro Folders** menu item from the "File" menu

Keyboard

Press **Alt+Shift+D**

OR press **Alt+F, O**

Selecting A Folder

Once the main *DocuPower Pro™* window is displayed you must choose a folder. After a folder is selected you can do anything with it: open it, add documents to it, rename it, or delete it.

Mouse

Use the scroll bars to move the list up and down, then click directly on the folder name.

Keyboard

Press the **alphanumeric key** corresponding to the first character of the folder name, then press the **down arrow** key. The highlighting will jump to the first folder name starting with that letter. If the list of folder names is long, you can then press the **down arrow** key until you've highlighted the desired folder.

For example, you want to select a folder whose title starts with the letter "M". All you have to do is press **M**, then press the down arrow key. The highlight will jump to the first folder name beginning with the letter "M".

After you've highlighted a folder title, you're ready to use the folder management features.

§

Open

Highlight the folder you want to open and then...

Mouse

Click the **Open** button
OR double-click the folder name

Keyboard

Press **Alt+O**
OR press **Enter**

§

Create

Type a title for the folder you wish to create in the empty edit field (at the flashing cursor). Then...

Mouse

Click the **Create** button

Keyboard

Press **Alt+C**
OR press **Enter**

Hint: if you want to "force" a folder title to appear at the top of the list, begin its title with the asterisk (*) symbol.

Tip

Once you've created a new folder, its title will be highlighted by default for easy opening.

§

Rename

Highlight the folder that you want to rename, then...

Mouse

Click the **Rename** button

Keyboard

Press **Alt+R**

OR tab to the **Rename** button and press **Enter**

In the screen that follows, the current folder title will appear, highlighted, in the text box. Edit or replace the folder title. When you are satisfied with the new folder title...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

DocuPower Pro™ will return you to the list of folders.

Tip

Once you've renamed a folder, its new title will be highlighted by default for easy opening.

§

Delete

What happens when a folder is deleted?

Deleting a folder means that you are deleting the folder title from the list, ***along with all of the document descriptions in that folder.*** (The actual files associated with these document descriptions will **not** be deleted from your computer or network.) So before you delete a folder, make sure you don't want to keep **any** of the document descriptions. You might also want to **Move** some of the descriptions into a different folder before deleting. (Alternatively, you could **Rename** the folder instead of deleting it.)

How To Delete A Folder

Highlight the folder you want to delete, then...

Mouse

Click the **Delete** button

Keyboard

Press **Alt+D**

OR tab to the **Delete** button and press **Enter**

Confirm the deletion in the message box that follows. When *DocuPower Pro™* has deleted the folder, it will return you to the updated list of folders

§

Inside Your Folder

Upon **selecting** and **opening** a folder you'll be presented with a new screen. In the center of this window is a list box containing all the document descriptions for that folder.

Screen Elements

The folder contents window consists of a central list box, with command and option buttons flanking it on the right and bottom borders of the window. The list box contains an alphabetized list of all of the document descriptions in that folder.

The command buttons on the right side of the window are divided into: Action features (Open, Insert, Print / Fax); Management features (Add, Edit, Clear, Move, Status) and the Folders button.

At the bottom of the window there are two rows of buttons. The top "row" is a set of option buttons which control the folder display features. Under this option group is a row of command buttons. The first two control the *DocuPower Pro™* Search features (File Find, Text Search). The third button accesses to the *DocuPower Pro™* File Management features.

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Highlighting a Document Description

The key to using most of the *DocuPower Pro™* folder features is to first highlight the description of the document you want.

Mouse

Use the scroll bars to move the list box up and down, then click directly on the description.

Keyboard

Press the **alphanumeric key** corresponding to the first character of the description. The highlighting will jump to the first document description starting with that letter. Press the **down arrow** key until the highlight rests on the desired document description. If the folder list is very long, you might want to use a combination of **Page Down** and **down arrow** keys to reach the desired document description

For example, to select a document whose description starts with the letter "S", press **S**. The highlight will jump to the first document description beginning with the letter "S".

After you've highlighted a document description, you're ready to use the *DocuPower Pro*™ folder features.

§

Action Features

Open

Highlight the description of the document that you want to open. Then...

Mouse

Click the **Open** button

Keyboard

Press **Alt+O**

OR press **Enter**

Tip

Because the Open command is the most commonly used *DocuPower Pro*™ feature, we've made it the easiest to use — you can also **double click** a description to open a document.

§

Insert

This feature inserts the contents of a file from a *DocuPower Pro*™ folder into the *active* document

(the document which is active in your Word for Windows application workspace). First make sure that your cursor is positioned where you want to insert the text.

Highlight the description of the document that you want to insert. Then...

Mouse

Click the **Insert** button

Keyboard

Press **Alt+I**

OR tab to the **Insert** button and press **Enter**

§

Print/Fax

DocuPower Pro™ allows you to print or fax documents directly from the folder window, **without** needing to open them in WinWord first.

Highlight the desired document description, then...

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. This screen is divided into two sections: "Print" and "Fax", each of which has its own group box.

Printing One Document

Choose the "Selected document" option in the "Print" group box. Specify the number of copies to be printed (one is the default), then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Print All Documents In A Folder

Select the "All documents in the folder" option in the "Print" group box. Specify the number of copies of each to be printed, then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

Setting Up Your Fax Board

To fax a document directly from *DocuPower Pro™*, you'll need to first set things up by specifying the fax driver. *This only needs to be done once.* To select a driver for your fax board...

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

The "Print/Fax" window will appear. In the "Fax" group box, select the "Setup fax driver" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the screen that follows, select a fax driver from the list of available printer drivers, and then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

You're now able to send faxes from inside *DocuPower Pro™* simply by pointing and clicking.

Faxing A Document

Highlight the description of the desired document, then...

Mouse

Click the **Print / Fax** button

Keyboard

Press **Alt+P**

OR tab to the **Print / Fax** button and press **Enter**

In the Fax group box, choose the "Selected document" option, then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

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Managing Documents

Add

You can add documents to *DocuPower Pro™* from inside any folder. Here's how...

Mouse

Click the **Add** button

Keyboard

Press **Enter**

OR press **Alt+A**

Select A File

The "Add File" screen that follows contains drive, directory, and file list boxes. Notice that the *active* document (the document which is active on your Word for Windows application workspace) is highlighted by default.

Choose a file to add and then...

Mouse

Click the **Add** button

Keyboard

Press **Alt+A**

OR tab to the **Add** button and press **Enter**

Assign Description

In the screen that follows, enter a description for the document you are adding in the text box. Make sure that the description is no longer than the length of the edit field, so that the entire document description will be seen in the folder list box.

When you are satisfied with the document description you've entered...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

§

Edit

You can always change the *DocuPower Pro*[™] description associated with a document. (Alternatively, you can also specify a new file path for a given description). First, highlight the entry to be edited, then...

Mouse

Click the **Edit** button

Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

Change A Description

To change a document description, select the **Edit Item Description** option. Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the screen that follows, the current document description will appear. Edit or replace the document description, making sure that the new document description does not exceed the width of the text entry box.

When you are satisfied with the new document description...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

DocuPower Pro™ will return you to the folder window. The modified entry will be highlighted by default.

Modify A File Path

To modify the file path associated with a document description, highlight the entry you want to change and then...

Mouse

Click the **Edit** button

Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

Select the "Modify file path" option and then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

In the Modify File screen that follows, select a new file path for the entry. If the current path is still valid, it will be highlighted in the drive-directory-file list box. If the current path is not valid, the display will default to the Current System Directory.

Choose a new file path and then...

Mouse

Click the **Modify** button

Keyboard

Press **Alt+M**

OR press **Enter**

Display Current Information

You can also display detailed information about a document. Highlight an entry, then...

Mouse

Click the **Edit** button

Keyboard

Press **Alt+E**

OR tab to the **Edit** button and press **Enter**

In the window that follows,

Mouse

Double-click the **Display Description and File Path** button

Keyboard

Press **Alt+D**

OR tab to the **Display Description and File Path** button and press **Enter**

A message box will appear displaying the document description and its current file path.

§

Clear

Clearing an item from a folder means removing its description from the folder list. *The actual file is not deleted.* If you want to delete a file (not just its description) see the File Management section below.

To clear an item from a folder, select the entry that you want to remove and then...

Mouse

Click the **Clear** button

Keyboard

Press **Alt+C**

OR tab to the **Clear** button and press **Enter**

§

Move

The **Move** feature allows you reorganize by moving document descriptions between folders. To move a document description from one folder to another, highlight the entry you want to move, then...

Mouse

Click the **Move** button

Keyboard

Press **Alt+M**

OR tab to the **Move** button and press **Enter**

In the screen that follows, select a destination folder from the list and then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

DocuPower Pro™ will move the document to the destination folder, then re-display the original folder.

§

The “Status” Button

The Status feature generates folder status reports. Reports currently available include:

1. A report detailing all folder entries with their document descriptions and file paths
2. A report detailing just those entries whose file paths are invalid. (File paths become invalid when a file management utility other than *DocuPower Pro™* has been used to rename, move, or delete *DocuPower Pro™* files).

Mouse

Click the **Status** button

Keyboards

Press **Alt+S**

OR tab to the **Status** button and press **Enter**

In the screen that follows, you'll be presented with two option buttons.

All Document Descriptions and File Paths

Choose this option to automatically create a WinWord document containing a list of all documents in the folder. The list will contain the name of the folder, document descriptions and complete file paths.

To compile a list of information for all folder entries...

Mouse

Double-click the **All document descriptions and file paths** option button

Keyboard

Press **A** and then press **Enter**

OR arrow key down to the **All document descriptions and file paths** option button, and then press **Enter**

Only Documents With Invalid File Paths

Choose this option to automatically create a WinWord document containing a list of only those documents in the folder whose file path statements are **no longer valid**. The list will contain the name of the folder, document descriptions and complete file paths.

To compile a list of only those folder entries whose file paths are no longer valid...

Mouse

Double-click the **Only documents with invalid file paths** option button

Keyboard

Press **O** and then press **Enter**

OR arrow key down to the **Only documents with invalid file paths** option button, and then press **Enter**

§

The “Folders...” Button

The **Folders...** button lets you return to the main *DocuPower Pro™* window (the list of available

folders), where you can choose another folder to open.

To return to the main Folders window...

Main

Click the **Folders...** button

Keyboard

Press **Alt+F**

OR tab to the **Folders...** button and press **Enter**

§

List box Display Options

DocuPower Pro™ offers you two display options in the folder list box. You can show either **document descriptions** or **file paths**. These folder display options are controlled by the “Select Display for *DocuPower Pro* Folders” option group (found under the list box).

Document Descriptions (Default Display)

To display the document descriptions...

Mouse

Click the **Display Descriptions** option button once

Keyboard

Press **Alt+D**

File Names

To display the DOS file names of the folder items...

Mouse

Click the **Display File Names** option button once

Keyboard

Press **Alt+L**

§

File Management

DocuPower Pro™ comes with powerful and fully integrated file management functions designed especially for use with documents in your *DocuPower Pro™* folders. These utilities will manipulate your files at the DOS level. You can create new DOS directories, as well as rename, delete, move and copy files. If you wish to perform file management functions on documents which are in *DocuPower Pro™* folders, you **must** use this integrated utility. Use of any other file management utility will cause *DocuPower Pro™* to **lose** the file path information it needs to maintain your folders.

Running File Management

From the inside of any *DocuPower Pro™* folder highlight a document, then...

Mouse

Click the **File Management** button

Keyboard

Press **Alt+T**

OR tab to the **File Management** button and press **Enter**

Screen Elements

The main window component is the dual list box. The left hand side contains file names while the right hand side contains the corresponding document descriptions. Highlighting on the two sides of the list box is linked. Select a document description and its file name will also become highlighted. Alternatively, select a file name and the corresponding document description will be highlighted. The directory path of the selected file appears above the list box near the top of the screen.

Tip

The document which was highlighted in the folder window will also be highlighted by default in the file management dual list box. You can also select a different file from the dual list.

§

Features

Copy File

Highlight a document to copy to another directory, then...

Mouse

Click the **Copy File** button

Keyboard

Press **Alt+C**

OR tab to the **Copy File** button and press **Enter**

Notice that the file you highlighted in the file management window will be automatically highlighted in the Copy File screen. You can copy this file, or select a different file to copy by highlighting its file name. (You can copy **any** file to and from any location – not just documents from a *DocuPower Pro™* folder.)

Select a destination drive and directory for the file to be copied. Then...

Mouse

Click the **Copy** button

Keyboard

Press **Alt+C**

OR press **Enter**

§

Move File

Highlight an item to move and then...

Mouse

Click the **Move File** button

Keyboard

Press **Alt+M**

Tab to the **Move File** button and click **Enter**

In the screen that follows, choose a target directory into which to move the file, then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

After moving the document, *DocuPower Pro™* returns you to the folder window.

§

Delete File

Delete File actually deletes files from your computer. Use this function with caution! Highlight the document you want to delete and then...

Mouse

Click the **Delete File** button

Keyboard

Press **Alt+D**

OR tab to the **Delete File** button and press **Enter**

Delete File also automatically removes the document description from the folder list.

§

Rename File

Rename File changes the DOS name of files in *DocuPower Pro*[™] folders. Select the document you want to rename, then...

Mouse

Click the **Rename File** button

Keyboard

Press **Alt+R**

OR tab to the **Rename File** button and press **Enter**

The current file name appears in the upper portion of the screen. Enter a new file name in the text box (be sure to follow standard DOS naming conventions). Then...

Mouse

Click the **Rename** button

Keyboard

Press **Alt+R**

OR press **Enter**

Tip

If the file extension that you want is the same as your default WinWord document extension (i.e. DOC) you don't need to enter it. Just type in the new file name and click the **Rename** button or press **Enter**. *DocuPower Pro™* will append the default extension for you.

§

Make Directory

This feature provides you with the ability to create a real DOS directory. From the File Management window...

Mouse

Click the **Make Directory** button

Keyboard

Press **Alt+A**

OR tab to the **Make Directory** button and press **Enter**

In the screen that follows, choose the directory under which to create a new sub-directory, then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

In the next screen, enter a name for the new directory in the text entry box. Be sure to follow DOS naming conventions. Then...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

§

File Find and Text Search

DocuPower Pro™ includes two powerful integrated search utilities: **File Find** and **Text Search**. Each allows you to search for files which have the characteristics that you specify. A successful search will compile a list of files that match the specified criteria. You may then choose to either open these files in WinWord, or add them directly to a *DocuPower Pro*™ folder.

File Find

Its easy to run File Find. Choose one of two ways:

From Inside A Folder

Mouse

Click the **File Find** button

Keyboard

Press **Alt+N**

OR tab to the **File Find** button and press **Enter**

After the search is complete, you'll have the option of opening the files found, or adding them to any folder you choose.

From The "Tools" Menu

Mouse

Select the **DocuPower Pro — File Find** menu item

Keyboard

Press **Alt+O,F**

Performing The Search

In the window that follows, choose the starting directory for the search. The specified directory and all of its sub-directories will be searched. Then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

In the next screen, enter a file filter for the search. This filter will specify what kinds of files you want to be included in the search (DOS wildcards are supported). The default filter displayed will be the standard WinWord file extension (i.e. *.DOC). After entering the file filter...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

The File Find utility will then build a list of files that match the specified criteria. To stop the search at any time press the **Escape** key or click the **Stop** button.

To Run File Find Again Fast

Type a different file path and filter into the text box at the top of the screen, then...

Mouse

Click the **Find** button

Keyboard

Press **Alt+F**

OR press **Enter**

§

Text Search

Its easy to run Text Search. Choose one of two ways:

From Inside A Folder

Mouse

Click the **Text Search** button

Keyboard

Press **Alt+X**

OR tab to the **Text Search** button and press **Enter**

After the search is complete, you'll have the option of opening the files found, or of adding them to any folder you choose.

From The "Tools" Menu

Mouse

Select the **DocuPower Pro — Text Search** menu item

Keyboard

Press **Alt+O,T**

Performing The Search

In the window that follows, choose the starting directory for the search. The specified directory and all of its sub-directories will be searched. Then...

Mouse

Click the **Choose** button

Keyboard

Press **Alt+C**

OR press **Enter**

In the following screen, you'll need to enter a file filter and text string for the search. The file filter will specify what kinds of files you want to be included in the search (DOS wildcards are supported). The default filter displayed will be the standard WinWord file extension (i.e. *.DOC). Next, type in the text string for the search. Enter any text which might be unique to the document(s) that you want to find. After entering the information...

Mouse

Click the **OK** button

Keyboard

Press **Enter**

The Text Search utility will then build a list of files that match the specified criteria. To stop the search at any time press the **Escape** key or click the **Stop** button.

To Run Text Search Again Fast

Type different file path, filter and text string information into the text boxes at the top of the screen, then...

Mouse

Click the **Find** button

Keyboard

Press **Alt+F**

OR press **Enter**

§

Multiple Selection of Found Files

If successful, the File Find and Text Search utilities will compile a list of files that match the specified criteria. These files can then be either opened in WinWord, or added to a folder. Select one or more documents to open or add using the multiple selection techniques outlined below.

Mouse

Click And Drag

Select one list entry with a mouse-click, then drag the mouse pointer up or down to extend the selection over several entries.

Shift+Click

Select one list entry with a mouse-click, then shift+click on another entry: those two items plus all entries between them will be selected.

Ctrl+Click

Select one entry with a mouse-click, then ctrl+click on other entries. All the entries clicked will remain selected.

Keyboard

Spacebar, Shift+Arrow Key

Tab to the files list, then arrow key to the first file you want to select. Press the **spacebar** to select that file. Next, press **shift+down arrow** or **shift+up arrow** to select a range of files adjacent to one another. (Results are the same as the click and drag method described above.)

§

Opening Found Files

Files found by the File Find or Text Search utilities can then be opened in WinWord. Highlight the documents you want to open (use the multiple selection techniques outlined above), then...

Mouse

Click the **Open File(s)** button

Keyboard

Press **Alt+O**

OR tab to the **Open File(s)** button and press **Enter**

Note: WinWord's multiple document interface – MDI – allows up to nine files to be open simultaneously.

§

Adding Found Files To A Folder

Files found by the File Find or Text Search utilities can be added **directly** to any *DocuPower Pro™* folder. There is **no limit** to the amount of files you can add at the same time. Highlight the documents you want to add (use the multiple selection techniques outlined above), then...

Mouse

Click the **Add File(s)** button

Keyboard

Press **Alt+A**

OR tab to the **Add File(s)** button and press **Enter**

Choosing A Folder

In the screen that follows, you'll be presented with a list of *DocuPower Pro™* folders. (If you ran File Find or Text Search from inside a *DocuPower Pro™* folder, the currently active folder will be highlighted by default.)

Select the folder to which you want to add your files, then...

Mouse

Click the **Select** button

Keyboard

Press **Enter**

OR press **Alt+S**

Creating A Folder

Alternatively, you could also create a **new** folder for your files.

Type a title for the folder that you are creating at the flashing cursor (in the empty edit field above the list box), then...

Mouse

Click the **Create** button

Keyboard

Press **Enter**

OR press **Alt+C**

Adding The Files

Document descriptions can now be assigned for each of the selected files. A series of windows will follow – one per file to be added – so that you can specify a document description for each. Each window will display the DOS file name, provide a text entry field for a document description, and give you the choice of three command buttons: **Add to Folder**, **Skip to Next**, and **Cancel**.

Add to Folder

Use this button to add the specified document to the folder. Enter a description for the file, then...

Mouse

Click the **Add to Folder** button

Keyboard

Press **Alt+A**

OR press **Enter**

Skip to Next

Use this button to bypass adding the currently specified file to the folder. After skipping the current choice, the next file (if any) will be presented. In this way, you can continue to add the rest of the selected documents.

Mouse

Click the **Skip to Next** button

Keyboard

Press **Alt+S**

OR tab to the **Skip to Next** button and press **Enter**

Cancel

Use this button to end the entire operation.

Mouse

Click the **Cancel** button

Keyboard

Press the **Escape** key

§

DocuPower Pro™ Tool Kit

The *DocuPower Pro* Tool Kit™ is a powerful and convenient launchpad for additional Word for Windows macro utilities. Tool Kit™ #1 includes seven macros. These are provided **free** with your copy of *DocuPower Pro*™. Additional Tool Kits are available, and can be ordered by calling Total System Solutions.

For your convenience, you can access the Tool Kit™ two ways: from the main *DocuPower Pro*™ window or from the "Tools" menu.

What's In The Tool Kit?

Tool Kit™ #1 is included with *DocuPower Pro*™ free of charge. It contains the following macro utilities...

Close All Open Files

Closes all files open in your Word for Windows application workspace with one command. Choose between options that let you "Prompt To Save Each One" or "Close Altogether Now" (closes all without saving).

Display Date On Menu

Displays the date on the Word for Windows menu bar between the "Window" and "Help" menus.

Exit Windows Now!

Lets you exit Windows immediately, with just one command.

List All Files in Directory...

Creates a WinWord document containing an alphabetical list of all the files in a specified DOS directory.

Restart Windows

Is your computer's performance degrading? Maybe the memory is getting clogged up. Run **Restart Windows** to instantly restart Windows (and flush out the memory) with just one command.

Run Program (Command Line)

Run any Windows or DOS application from right inside Word for Windows.

Windows System Status (Metz)

Lets you view or print current information about your system — total free memory, space remaining on your hard drive, etc. You can also edit the WIN.INI, SYSTEM.INI, AUTOEXEC.BAT, and CONFIG.SYS files from this screen.

§

Running the Tool Kit

It's easy to run the Tool Kit. Choose one of two ways:

From The "Tools" Menu

To run the Tool Kit™ from the "Tools" menu...

Mouse

Choose the **DocuPower Pro — Tool Kit** item from the "Tools" menu

Keyboard

Press **Alt+O, K**

From The Docupower Pro™ Window

To run the Tool Kit™ from the main *DocuPower Pro™* window, first open the main *DocuPower Pro™* window.

Mouse

Choose the **Open DocuPower Folders** menu item from the "File" menu

Keyboard

Press **Alt+Shift+D**

Next, to access the Tool Kit™ from this screen...

Mouse

Click the **Tool Kit** button

Keyboard

Press **Alt+T**

OR tab to the **Tool Kit** button and press **Enter**

The Tool Kit Window

The *DocuPower Pro*™ Tool Kit window has three buttons: **Run**, **Folders**, and **Cancel**.

The Run Button

Use this button to run a Tool Kit™ macro. Highlight the macro that you want to run, then...

Mouse

Click the **Run** button

Keyboard

Press **Alt+R**

OR press **Enter**

The Folders Button

Use this button to exit the Tool Kit™ window and go to the main *DocuPower Pro*™ window (which displays the list of available folders).

Mouse

Click the **Folders** button

Keyboard

Press **Alt+F**

OR tab to the **Folders** button and press **Enter**

Cancel

Use this button to exit *DocuPower Pro*™ completely (and return to your WinWord application workspace).

Mouse

Click the **Cancel** button

Keyboard

Press the **Escape** key

§

Additional Tool Kits

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.

Font Minder

WinWord documents have a distressing tendency to “lose” the font settings that you so carefully specify, and pick up fonts that you don't want in your document. Run *Font Minder* to rid your document of unwanted fonts, globally replacing them with the fonts of your choice.

Text Jumper

A hypertext creation utility. Create hypertext cross references, tables of contents, indices, just like in the *DocuPower Pro*™ manual. Perfect for on-line reference manuals, or for helping you keep your place as you work on large documents. Make your on-line documents as user-friendly as the Windows "Help" system! Stop scrolling line after line, page after page. Just point and click to jump to any part of a document. Your documents will be easier to understand and fun to read.

BookMark Lister

Savvy writers use the bookmark feature to their advantage. The only problem is... keeping track of the invisible critters. Want to know what text your bookmarks are *really* marking? Run BookMark Lister to get a list of your bookmarks, the text that they cover, and the page(s) on which they appear.

Edit Templates

Edit document templates instantly, even if you don't know which directory they're in.

Open Most Recent Files

With *Open Most Recent Files*, you can fire up WinWord at the start of the day... and pick up right where you left off the night before. Open all four of the files you last had open, with one command.

Print All Open Files

Save time and effort. Print all open files (up to nine) with one command.

WinWord INI Changer

You can customize the default behavior of WinWord so that it is more efficient, user-friendly and “responsive” to your needs. But to tweak performance and enhance features, you’ll first need to be familiar with a slew of arcane WIN.INI settings. Don’t risk hand editing your WIN.INI — you could damage important settings. The *WinWord INI Changer* utility provides a safe, simple means for customizing some of the most useful INI file settings.

How To Order

Price

The *Writer’s Tool Kit*™ costs only \$24.95, and is available exclusively from Total System Solutions. (A real bargain — if purchased separately, this set of professional macro utilities would cost as much as \$45.00.)

Special Offer

For a limited time, you can save 20% when you buy the *Writer’s Tool Kit*. You’ll get a \$5.00 discount on these powerful WinWord utilities — but only if you order the *Writer’s Tool Kit* at the **same time** as *DocuPower Pro*™.

Call Now!

We accept Visa, Mastercard, American Express and Discover. To order your copy call **800-814-2300**, or **718-375-2997**. Alternatively, you can fax us at 718-375-6261, or send your order to our CompuServe e-mail address 70154,2463. Make checks or money orders payable to Total System Solutions Inc., and mail to 1530 East 18th Street, Suite 6H, Brooklyn NY 11230.

§

Total System Solutions and You

Tech 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.

Here's how to contact us:

- Telephone: 718-375-1261
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST
- FAX: 718-375-6261
Please send faxes only during these hours:
Sunday-Thursday 9:00 AM – 6:30 PM EST
Friday 9:00 AM – 3:00 PM EST

Fax us a detailed description of the problem.

- CompuServe: E-Mail a detailed description of the problem to our CIS address: 70154,2463

§

Beta Testing Program

Are you a computer "whiz"? Do you have ideas about how *DocuPower Pro™* could be improved? Maybe you can join the Total System Solutions beta-testing team! If approved, you'll receive pre-release versions of *DocuPower Pro™* for free. To sign up, call us at 718-375-1261 (open to registered users only).

§

Other Products

Fileware™

Fileware™ is a suite of thirteen file maintenance, document management, and program launching utilities which integrate seamlessly into Microsoft Word for Windows 2.x. It provides the many commonly requested features that Microsoft "forgot" to include. After auto-installation to the "File" or "Tools" menu, the *Fileware™* system is never more than a mouse click or keystroke away. Now you can ***do everything you need without ever leaving Word for Windows...***

- **Forget File Manager.** Make directories; delete, rename, copy or move files. Because it's integrated into Word, *Fileware™* is more convenient and much safer.
- **Forget Program Manager.** Launch programs instantly with *Run Buttons*, a customizable toolbox of push buttons (or type a command on the convenient *Quick Run Line*).
- **Forget eight character DOS file names.** *Fast Files* keeps a customizable list of document *descriptions* close at hand. Just point and click to open the files you want.
- **Forget complicated directory paths.** *Directory Jump* gives you push-button access to the directories you use the most. Just one click jumps you anywhere on your PC... or across your network.
- **Abolish repetitive keystrokes.** Close all open files at the same time with just one command. Options include *Close Without Saving* and *Prompt To Save*.
- **Protect your confidential data.** *Word Lock* provides password protection for the complete Word for Windows application (not just certain files).
- **Edit document templates instantly,** even if you don't know which directory they're in.
- **Exit Windows** with just one command when you're done working.

Fileware™ is a powerful yet inexpensive suite of utilities. It was chosen one of the "48 Best Add In" products by PC Magazine; PC Week says,

"...adds a good selection of file and program management features that were left out of Word for Windows." In "Hacker's Guide to Word for Windows" (Addison Wesley) Woody Leonhard writes, "...the system that Microsoft forgot...makes WinWord stand on its ear."

All this for only **\$39.95** per copy!

Text Jumper™

Make your on-line documents as user-friendly as the Windows "Help" system! *Text Jumper™* lets you easily create HyperText in Word for Windows. The handy "Bookmark Lister" utility is also included to help you painlessly manage your WinWord bookmarks. Stop scrolling line after line, page after page. Just point and click to jump to any part of a document. Your documents will be easier to understand and fun to read.

Text Jumper™ is fun **and** useful. The HyperText jump text in this manual was created using *Text Jumper™*. It's an inexpensive and powerful macro utility.

Only **\$14.95** per copy!

Please call 800-814-2300 or 718-375-2997 to order.

§

Custom Applications

Word for Windows can do great things! Error: Reference source not found™ is a good example. Ask yourself what you really wish computers could do. Then call us.

Total System Solutions, Inc. creates customized Windows solutions for serious business users. We've developed turn-key Word for Windows applications to automate document processing for many major corporations. If you work with words or numbers in Windows, we can really help you.

For example, we recently developed a system to automate the generation of commercial leases for one of the largest commercial real estate management companies in the world. The time required for the creation of customized leases was cut from over 2 weeks to under 20 minutes per lease!

We can save your company time and money while improving and standardizing the quality of your output.

Call us today at 718-375-1261 for more information.

§

Appendices

Current System Directory

The Current System Directory is the default directory which is displayed by Word for Windows. You normally see this directory when performing the File Open and File Save operations. Clicking

through the "Directories" box to change directories will also change the Current System Directory, whether or not you actually perform a File Open or File Save. This means that the **next** time you do a File Open or File Save, that's where you'll **still** be. If you keep your files in more than one directory... you've got a lot of clicking ahead of you.

To make your work easier, *DocuPower Pro™* does **not change** the Current System Directory. Under certain circumstances *DocuPower Pro™* will **use** Current System Directory information to establish a default directory.

1. In general, when *adding* a document to a *DocuPower Pro™* folder, the *active document* and its drive and directory will be highlighted as the default file displayed when you click the **Add** button. However, if (1) the active document has not yet been named and saved; or (2) there is no file open; or (3) the active document is a macro — the Current System Directory is highlighted instead.
2. In general, when *modifying* the path of a *DocuPower Pro™* document, the file path and DOS name for that document will be highlighted by default when you click the **Edit** button and choose the **Modify File Path** option. However if the document's current file path is invalid, the Drive-Directory-File window will display the Current System Directory instead. (File path settings become invalid when a file management utility other than *DocuPower Pro™* has been used to rename, move, or delete *DocuPower Pro™* files).

Default Extension

Extensions are the characters (0-3) that appear after the period in the DOS file name. The default extension is the set of characters that WinWord automatically appends when you name a file, or uses as a filter in the File Open screen. Advanced users can change the default extension by modifying an entry in the WIN.INI. WinWord ships with a default extension of "*.DOC".

One of *DocuPower Pro*'s "hidden features" is its responsiveness to changes in the default document extension. *DocuPower Pro™* uses *document filters* to filter the file lists of the Add and Edit windows, as well as in the search criteria for the File Find and Text Search modules. If you have changed the default document extension in the WIN.INI, then the new default extension that you have specified will be reflected by *DocuPower Pro™*, as follows:

1. In general, *DocuPower Pro™* will filter the file list or search for files by using the default extension. If the active document (the document which is active on your Word for Windows application workspace) has an extension which is the *same* as the default extension, then *DocuPower Pro™* will also use the default extension as the file filter.
2. If the active document has an extension that is different than the default extension, *DocuPower Pro™* will use *.* as the document filter, enabling you to see all the different kinds of files which are available.

Document Status Information

Unlike ordinary document management systems, *DocuPower Pro™* **enhances** rather than replaces your existing directory structure and file names. *DocuPower Pro™* also includes a number of utilities to help you easily and quickly determine the DOS file names of your *DocuPower Pro™* documents. Inside each *DocuPower Pro™* folder, the "Display" option button set, the Edit Button, and the Status Button will help you keep "in touch" with the DOS side of your *DocuPower Pro™* documents.

The Display Option Buttons

The *DocuPower Pro*™ Display features give you a quick look at the file path and document description information for all of the files in a folder at once. Simply click the option buttons positioned under the folder list box.

Tip

When you change the display to file paths, the alphabetical order of the documents will be determined by the file paths, not document descriptions. But a highlighted document will retain its highlighting even when you change the display option. So before changing the display option, highlight the entry whose file path you would like to see.

The Edit Button

Click the **Edit** button and you'll see the **Display Description and File Path** button. Click this button and a message box will appear stating the highlighted entry's document description and current file path.

The Status Button

The Status feature generates folder status reports. These reports detail document information about **all** of the documents in a folder. Reports currently available include:

1. A report detailing all folder entries with their document descriptions and file paths
2. A report detailing just those entries whose file paths are invalid.

Invalid File Path Message

The document information features listed above will sometimes indicate that a document's current file path is no longer valid. Invalid file paths occur when you use a file management system other than the one included with *DocuPower Pro*™ to rename, delete, or move a *DocuPower Pro*™ file at the DOS level. These systems fail to "inform" *DocuPower Pro*™ when they have made a change to the file path of a *DocuPower Pro*™ document. The next time you'll try to access the file, *DocuPower Pro*™ will display the invalid file path message, and suggest you modify the file path specified for that document.

Shortcuts – Tips & Tricks

Main DocuPower Pro Window

1. To jump to a folder on the list immediately — press the first alpha-numeric letter of its title and then the down arrow.
2. After you've renamed or created a folder, the folder that you renamed or created will be the default highlighted on the list.

DocuPower Pro Documents

1. The document which was highlighted in the folder window will also be highlighted by default in the file management dual list box. You can save time by highlighting a document in the

folder window *before* you click the **File Management** button. (You can also select a different file from the dual list.)

2. The active document (the document which is active on your Word for Windows application workspace) is automatically highlighted in the “Add Item to Folder” window. So one way to simplify adding a document to a *DocuPower Pro*™ folder is to open it first. Make sure that it is the active document, then choose the **Add To DocuPower Pro Folder** item on the “File” menu. When you reach the “Add Item to Folder” window, the document that you want to add will already be highlighted for you.

Drive-Directory-File Windows

1. A quick way to change directories is to type the directory path "**\ [directory path] **" in the directory combo box and press **Enter**. Be sure to put the backslash character "\" before **and after** the directory name. That directory will appear in the directory box, and its files will show in the file box.
2. To go to the root directory, type "\" in the directory combo box and press **Enter**.
3. To re-filter a file list, type a new file specification in the file combo box (for example, *.BAK) then press **Enter**.
4. Confused about where you are in the directory tree? A path statement of the system directory appears (in concatenated form) above the directory list box.
5. Change directories in the directory box by double-clicking: double-click on the [...] symbol to move up a level in the directory tree; double-click on a directory name to move down a level.

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