Welcome to MegaWord™

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. 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.

   MegaWord comes in two versions. The current version is the **Standard Edition**. This *evaluation* version 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*.

Files in the MegaWord Standard Edition

The MegaWord package consists of one executable file, named MEGAWORD.EXE. Running MEGAWORD.EXE from the DOS prompt or Windows File Manager gives you the following two files:

MEGAWORD.DOC   The document you're now reading. This document includes the MegaWord User's Guide that you can print, and gives you instructions on how to install the MegaWord tools and how to become a registered user. It's a 1.2MB file that you can delete (or compress) after having installed all MegaWord tools, because MegaWord's on-line Help provides you with all information you'll need.

MEGAWORD.HLP   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.

™ Word for Windows is a trademark of Microsoft Corporation

Installing MegaWord macros

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.

Register Now!

Register as official MegaWord user and you'll receive the full-blown **Professional Edition** of the MegaWord pack 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)

To register, click any toolbar button at the top of this screen and select the REGISTER button in the MegaWord Setup dialog box. **MegaWord Help** will then provide you with all necessary information and instructions. Print the Registration Form from the Help screen and send it to the following address:

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

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

MegaWord™

User's Guide

Welcome to MegaWord™

A Collection of Productivity Macros for Microsoft Word for Windows™
© 1992,1993 Romke Soldaat. All Rights Reserved.

This document describes the tools in the **MegaWord Standard Edition**. Feel free to print this document and keep it handy while you're running MegaWord tools[*] . However, you can save a lot of paper by using MegaWord On-line Help instead. Many MegaWord tools give direct access to relevant Help screens. To access MegaWord Help, choose **MegaWord** from the **Help** menu.

MegaWord Standard Edition Tools

- **Arrange Windows.** Gives you all the flexibility that 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.

- **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.

- **Double Toolbar.** A unique feature that adds two toolbars to your current toolbar and lets you switch between them on the fly.

- **Fast Format.** Lets you select any part of your document, capture the character or paragraph format (or paragraph style), and apply the same format to any other part of your document, or any other document.

- **File Exit.** Replaces Word's own built-in File Exit macro and allows you to shut down Word or Windows, optionally saving any open documents.

- **File New.** 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.

- **Hide Window.** Makes your confidential document immediately *invisible*, either from the Window menu or through a simple hotkey.

- **Insert Date and Time.** Enhances Word's original Insert Date and Time 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 aditional ways in which the date is inserted in your document.

- **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.

---

[*] The author reserves the right to change the contents of the MegaWord pack at any given moment

- **Quick View.** 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.

- **Quick WordCount.** Lets you count the words in *part* of a document, unlike Word's built-in feature that only counts the words in a document.

- **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 (¾, ³, etc.), and all kinds of other special characters (§, ÷, etc.).

- **Split Document.** 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.

- **StopWatch.** Turns WinWord into a mouse controlled Stopwatch or Countdown Timer.

- **SubScript / SuperScript.** Designed to replace Word's built-in originals. MegaWord SubScript and SuperScript create *proportional*, typographically correct subscripts and superscripts.

- **SysInfo Popup.** Everything you want to know about your System - in a Flash!

- **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....

- **WinClock.** Always the right Time and Date on screen, in *any* Windows application.

- **Zoom Up** and **Zoom Down.** Give you easy-to-remember hotkeys to increment and decrement the zoom view in steps of 20%.

MegaWord Professional Edition Tools

The following tools are only available in the **MegaWord Professional Edition**:

- **Character Styles.** The feature Microsoft forgot to include when they moved Word from the DOS environment to Windows. MegaWord Character Styles let you set and save any type of character format, and apply the format to any selection in any document. Give a character style any name, add new formats, delete them, modify them, rename them whenever you want.

- **Clean Screen.** Extends the **QuickView** macro (part of the MegaWord Standard Edition) by letting you define *two* workspace and document views, and toggle between the two views through a hotkey.

- **Close Select.** Close all your documents, or just the ones you select from a dialog box, in just one command.

- **Compose Character.** Insert *any* special character in your document by specifying two characters that make one. T+M gives you ™, 3+4 make ¾, /+o returns ø. And you're not stuck with preset character combinations; just define your own character composition and the macro remembers it forever.

- **Date Calculations.** Make any date calculation: the number of days between two dates, the date a specified number of days before or after another date, or find out complete information about any past or future date.

- **Document Manager.** Automatically builds a database of all files you've worked on and lets you reload them without browsing through multiple directories. Print, rename, copy and delete files without opening them. Managing your documents has never been easier!

- **Insert Any Date.** Select *any* date in the past or future, specify your preferred format, and the formatted date is immediately inserted in your document. The date formats can even hold ordinal day numbers like "*Wednesday, June 9th, 1993*".

- **Insert Calendar.** Enhance your documents by inserting professional looking month calendars. Pick your month and year (from January 100 through December 9999), and choose any size, any font, any border.

- **Insert Number.** Insert any number, or the result of any calculation, in any format in your document. MegaWord **Insert Number** outperforms WinWord's own Tools Calculate by miles!

- **Lock WinWord.** Leave your desk and rest assured that you're the only one to know the password that unhides your confidential documents.

- **Message Box Editor.** The tool every WordBasic programmer has been waiting for. Design and test your messageboxes before including them in your macro listings.

- **Personal Info Manager.** Build a database of any kind of information you want to store. Specify your own categories (birth dates, addresses, credit card numbers, etc), and store unlimited data for later use. The MegaWord Personal Info Manager finds your info in a flash, inserts it in your document, or copies it to the Clipboard.

- **Split Side by Side.** Creates a vertically split document by placing two copies of the same document side by side. You can then use **MegaWord QuickView** to change the document view in each window and edit the document in either window.

- **System WatchDog.** Keeps you automatically up to date on vital system information. Just click on Word's System menu and you know everything you want to know: available memory, free system resources, space on your disk, and much more!

- **Table 3D Effects.** Have you seen the spectacular AutoFormat 3D effects in Excel 4? Don't be jealous: the MegaWord Professional Edition gives your WinWord tables the same great 3D look - and more!

- **Task Manager.** Switch to any other Windows application or start any application from your private Launch Platform at the click of a button.

- **Toolbar Manager.** Define as many toolbars as you like, give each toolbar its own name, and change between all of them any time you like.

- **MegaLib.** The most comprehensive WinWord Programmers Library ever published. More than 250 ready-to-use subroutines and functions that enrich the WordBasic language beyond recognition. Includes more than 130 pages of documentation and sample code.

- **MegaHack.** The best WinWord hacks of all times, including The Incredible Command Multiplier, Designer Toolbars, Macros for your Ears, The Button Bar Maker, Unlimited Message Boxes and tricks that teach WinWord table manners.

Character Analyzer

A revealing Look behind the Screens

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.

Running Character Analyzer

To run MegaWord Character Analyzer, choose **Character Analyzer** from the **View** menu

When you run Character Analyzer the macro takes a few seconds to scan your selected text and then displays a dialog box like the following one:

The **MegaWord Character Analyzer** dialog box tells you how many characters were selected and gives you a full analysis of each selected character. The macro also gives you an interesting view behind the Word screens and shows that the tab character has the ASC value 9, that a newline character has the value 11 and that a picture is stored as a character with the ASC value 1. The macro also shows how some characters that appear as one actually consist of two characters. The paragraph mark for instance consists of two characters with the ASC values 13 and 10, while cells in a table are delimited by the combination of the ASC characters 13 and 7.

If the selection you want to analyze holds any fields, the **CharAnalyzer** macro will ask your confirmation to display the field contents and include them also in the analysis.

Installing Character Analyzer

Setup will add the **CharAnalyzer** macro to **View** menu, unless you cancel this option during the installation process.

Special Characters

Insert any Special Character from a Mini Toolbar

MegaWord Special Characters is a powerful tool that 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 (¾, ^{3}, etc.), and all kinds of other special characters (§, ÷, etc.).

Running Special Characters

All you have to do is type the standard character that looks most like the one you want to insert (for instance c for ©, / for ¾, O for Ø), and then:

Hold down the ALT key and press the F3 key
  - or -
Choose **Special Characters** from the **Insert** menu

You'll see a mini toolbar popping up at the top of your screen with all the characters related to the one you typed. Then click the button that holds the character you want to insert in your document, and it immediately replaces the original character.

The Special Character Toolbars look like this:

To insert diacritics (accented characters) in your text you can choose between two methods. One: type the unaccented character (for instance the letter a), and pick the diacritic from the Toolbar shown above. Two: type the accent symbol (for instance the tilde ~), and pick your character from the Toolbar with all tilded characters, like this one:

MegaWord Special Characters also lets you insert currency symbols, mathematical symbols and other characters. The following table lists all options. The column on the left displays the *trigger characters* (the ones you type), the column on the right displays the characters that appear on the associated Toolbar and that you can choose to replace the trigger character.

Trigger Character	**Alternative Characters offered on the Toolbar**
A, a	a, à, á, â, ä, ã, å, æ, A, À, Á, Â, Ä, Ã, Å, Æ, ª
E, e	e, è, é, ê, ë, E, È, É, Ê, Ë
I, i	i, ì, í, î, ï, I, Ì, Í, Î, Ï
O, o	o, ò, ó, ô, õ, ö, ø, O, Ò, Ó, Ô, Õ, Ö, Ø, º
U, u	u, ù, ú, û, ü, U, Ù, Ú, Û, Ü
C, c, ¢, ©	c, ç, C, Ç, ¢, ©
N, n, ñ, Ñ	n, ñ, N, Ñ
R, r	®
S, s	ß
Y, y, ý, Ý, ÿ, ¥	y, ý, Y, Ý, ÿ, ¥
D, d, ð, Đ	d, D, ð, Đ
m, M	µ
^	â, Â, ê, Ê, î, Î, ô, Ô, û, Û
'	á, Á, é, É, í, Í, ó, Ó, ú, Ú, ý, Ý

`	à, À, è, È, ì, Ì, ò, Ò, ù, Ù
:, "	ä, Ä, ë, Ë, ï, Ï, ö, Ö, ü, Ü
~	ã, Ã, ñ, Ñ, õ, Õ
1	½, ¼, ¹
2	½, ²
3	¾, ³
4	¼, ¾
-, +	±, ×, ÷
/	¼, ½, ¾
L, l	£
$, £	£, $, ¥, ¢
*	«, », ¤, ¦, ¨, ¬, ¸, ¯, °, ´, ·, ¸, §, ¶, þ, Þ
?	¿
!	¡

No Match? Word to the Rescue.

If you type a *trigger character* that doesn't have a matching **Special Characters** Toolbar, the macro assumes that you still want to insert a special character and displays Word's **InsertSymbol** dialog box. You can then pick any character or special symbol from Word's arsenal.

Installing Special Characters

Setup will assign the **CharSpecials** macro to the ALT+F3 key combination and add the macro to the **Insert** menu, unless you cancel these options during the installation process.

Split Document

The one-step method to split and unsplit your Document View

MegaWord Split Document is an enhanced version of Word's built-in document splitting feature.

The standard method to split the active window in Word is through the **Split** option in the Control Menu of each document. The split bar can then be moved up and down with the mouse. To unsplit the window you must drag the splitbar out of the window again. The revised MegaWord **DocSplit** macro 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.

Running Split Document
To run MegaWord Split Document, hold down the ALT key and press the / (slash) key on your numeric keypad.

The same command toggles the split both on and off. The initial split is 50%, which means that the split bar is just in the middle of the window height. From this position you can still use your mouse to move the split bar up or down but in most cases you'll find that a 50% split is just what you wanted. (Just in case you didn't know: hitting F6 lets you move the insertion point from one window pane to the other.)

Split Document is smart enough to know which pane to close if you run the command while the window is split. If you want to undo a split while you're working in the bottom pane of a split window, the top pane is closed, and vice versa.

Intsalling Split Documents

Setup will assign the **DocSplit** macro to the ALT+NUMPAD DIVIDE (/) key, unless you cancel these options during the installation process. Once this key assignment is made you can't forget it anymore, because it's always displayed in each document Control Menu:

Fast Format

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 (or paragraph style), and apply the same format to any other part of your document, or any other document. This tool compensates for WinWord's very rudimentary features to repeat or copy a format.

As a reminder, here's the WinWord method. To copy a character or paragraph format from one part of your text to another part you must select the part that has the format you want to copy, then point at the the the part that must receive the format, and finally click the left mouse button, while pressing the CTRL+SHIFT key combination. This works fine if both your source and target are visible, but the method gets extremely awkward if you want to copy a character format or paragraph format to multiple selections throughout a long document.

AmiPro™ does the Fast Format job a lot smarter. Until now. Because the MegaWord **FastFormat** macro brings the same feature to WinWord. Now you can select any part of your document, capture a format, and apply the same format to any other part of your document, or any other document. Better still: you can even do it the next day!

You can run **MegaWord Fast Format** through two convenient hotkeys or from the Format menu. The process consists of two steps: *capturing* the format, and *applying* the format.

Capturing a Format

· To capture a *Character format* that you want to apply to another selection, select at least one character and then do one of the following:
Press CTRL+SHIFT+F1
    - or -
Hold down the SHIFT key and choose **Fast Format** from the **Format** menu.

· To capture a *Paragraph format* or a *Paragraph style*, make sure that the selection holds at least a paragraph mark, or that there's no text selected at all. Then do one of the following:
Press CTRL+SHIFT+F1
- or -
Hold down the SHIFT key and choose **Fast Format** from the **Format** menu.

The following dialog box pops up.

™ AmiPro is a trademark of Lotus Development Corporation

These are your options in the dialog box:

· Select **Character Format only** to capture the *Character format* of the first character in the selection.

· Choose **Paragraph Format only** to capture the format of the *current Paragraph*. This format holds the alignment, indents, paragraph spacing and all other parameters of the Format Paragraph dialog box.

· Choose **Paragraph Style** to capture the name of the *current Paragraph style*. (Since this option doesn't copy a format but rather stores a *style name*, it's not recommended to use this feature across documents that are based on different templates.)

Click **OK** to capture the selected format
Click **Help** to display the On-line Help screen
Click **Cancel** to close the dialog box without performing any action

Applying a captured Format

· If you've captured a *Character format* you can select any other text in your document (or in any other document) and apply the same character format to the selection(s).

· If you've captured a *Paragraph format* or *Paragraph style* you can place the insertion point in any other paragraph and apply the same format or style to the paragraph that holds the insertion point.

Once you've captured a format, do one of the following to apply the same format to any other selection in any document you're working on.
Press CTRL+F1
- or -
Choose **Fast Format** from the **Format** menu.

Running Fast Format from the Toolbar

If you assign Fast Format to a toolbar icon, you can use it the same way as described above. Holding down SHIFT while clicking the tool captures the format, clicking the tool *without* holding down SHIFT applies the stored format to the selection.

Installing FastFormat

When you install **Fast Format**, Setup will install two macros: **FastFormat** and **FastFormatCapture**. The FastFormat macro is assigned to the CTRL+F1 key combination and the **Format** menu, the FastFormatCapture macro is assigned to the CTRL+SHIFT+F1 macro, unless you cancel these options during the installation process.

File Exit

Quit Word and Windows with just one command

MegaWord File Exit replaces Word's own built-in File Exit macro and allows you to shut down Word or Windows, optionally saving any open documents. The options are presented in the following dialog box:

These are your options in the dialog box.

In the "Exit" group:
· Select **Word** to close WinWord.
· Select **Windows** to close both WinWord and Windows.

In the "Save docs" group:
· Select **Some** to get the opportunity to save some files and not save others.
· Select **All** to save all files without being prompted. (This is the default.)
· Select **None** to exit without saving any unsaved edits.

The buttons:
· Click **OK** to exit according to your settings.
· Click **Help** to see the File Exit Help screen.
· Click **Cancel** to close the dialog box without performing any action.

Once you've made your choices, the operation can be aborted by choosing Cancel in any Word messagebox that asks for a file save confirmation. If you've chosen to exit Windows while other tasks still have unsaved files open, Windows can ask you to confirm closing down any other running application before returning you to the DOS prompt.

Installing FileExit

Setup will install the macro without assigning it to a menu or key combination.

Running MegaWord FileExit

MegaWord FileExit replaces the built-in Word FileExit macro, so you can run it from the File menu like before.

Running the original Word FileExit

You can still run Word's original FileExit command by holding down the SHIFT key while selecting New from the File menu.

FileNew

Finally a FileNew 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.

Since Word's templates are stored as MS-DOS files, their names are *by design* limited to a maximum of eight characters. The result is that Word's built-in File New dialog box forces you to pick your templates from an extremely cryptic list with names like LETMDSEM, LETMODBK and REPLAND.

Although Word's built-in File New dialog box lets you read the template descriptions while you browse through the template list, it can require a lot of steps to find the template you're looking for. **MegaWord FileNew** shortens that process considerably by showing your templates together with their description in one single list. The dialog box always highlights the NORMAL template when it pops up, just like Word's own File New dialog box.

In this dialog box your options are the following:

- **New Document** button. To create a new document select a template from the list and then click "New Document".
- **New Template** button. Click this button if you want to create a new template. Make sure to fill in the **Summary Info** dialog box before you save and close the new template. New templates are not automatically added to the MegaWord File New dialog box. Each time you've created a new template you must choose the "Recreate Menu" button to add the template to the list.
- **Open Template** button. Click this button if you want to open the template itself, for instance to make changes in the template settings or contents.
- **Change Description** button. Click this button to add a description or change an existing description for the template selected in the list.
- **Receate Menu** button. Click this button to update the template list each time you've added new templates, or changed the description of a template.
- **Cancel** button. Click this button to close the dialog box without taking any action.
- **Help** button. Displays the File New Help screen.

Initializing MegaWord File New

The first time you run MegaWord File New you'll see an empty dialog box. To initialize File

New, click the "Recreate Menu" button. File New will then scan all you current Word template files (files with the ".DOT" extension), and read the contents of the **Summary Info** dialog box that's part of every Word document or template. This field holds or can hold a *description* (or *title*) of the document. All templates that come with WinWord have a title, but if you've created templates of your own you may have forgotten to include a title in the **Summary Info** dialog box. When the macro has scanned all your templates you can run **File New** again; the dialog box will then show a list of templates (without the .DOT extension) plus the title information from the **Summary Info** dialog box. If a template name shows up without a description this means that the description just wasn't there.

Adding or changing a Description

If you want to add a description or change an existing description you must select the template name in the dialog box and choose the "Change Description" button. The macro will then open the template's **Summary Info** dialog box, with the insertion point in the "Title" field. If there is already a description for the selected template, it'll be highlighted in the *Title* inputbox. You can now add or change the description:

Click OK to confirm your entry, or Cancel to abort the operation. The next time you run **MegaWord File New** your new description will be shown in the dialog box.

Other options from the File menu

·   To pick a template from Word's *built-in* File New dialog box, hold down the SHIFT key and choose **New** from the **File** menu.

·   To open a new Normal document without displaying any dialog box hold down the CTRL key and choose **New** from the **File** menu.

Other options from the Toolbar

·   To pick a template from Word's built-in File New dialog box, hold down the SHIFT key and click the File icon on the Toolbar

·   To open a new Normal document without displaying any dialog box, hold down the CTRL key and click the File icon on the Toolbar

Installing FileNew

Setup will install the macro without assigning it to a menu, the toolbar or a key combination.

InsertDateTime

Insert more dates in more ways than Word lets you do

MegaWord Insert Date and Time enhances Word's original Insert Date and Time dialog box 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 aditional ways in which the date is inserted in your document.

Running MegaWord Insert Date and Time

To run MegaWord Insert Date and Time choose **Date and Time** from the **Insert** menu.

Running Word's original Insert Date and Time

To display Word's built-in Insert Date and Time dialog box, hold down the SHIFT key and choose **Date and Time** from the **Insert** menu.

When you run MegaWord File New you'll see the following dialog box.

The following describes the dialog box elements:
- The **Available Formats** list lets you pick your preferred format from no less than 29 options. Most European date formats are included at the bottom of the list. Select the format you want to use by highlighting the format in the list.
- The **Date type** group lets you select four types of dates. The current date is the default option, but you can also choose to insert the creation date of the current document, or the date the document was last saved or last printed by selecting the appropriate option.
- The **Insert as** group lets you define how the date must be inserted in your document.
  The *Field* option is the default and inserts the selected date as a field that can be updated anytime by selecting the field and pressing the F9 key.
  The *Locked Field* option also inserts the date as a field but locks the field contents so that it can't be updated, until you unlock the field by pressing CTRL+SHIFT+F11.
  Finally, the *Plain Text* option inserts the date as text that can't be updated or unlocked.
- The **Insert** button inserts the date according to the choices you made. Instead of clicking this button you can also *doubleclick* the selected format in the Available Formats list.
- The **Help** button displays the Insert Date and Time Help screen
- The **Cancel** button closes the dialog box without inserting the date.

Inserting the Current Date without displaying the Dialog Box

The standard Word method to insert the current date is through the ALT+SHIFT+D key combination. MegaWord Insert Date and Time also insert the current date if you hold down the CTRL key while choosing **Date and Time** from the **Insert** menu. Word then inserts the date in the format specified through the Windows Control Panel or your private date format if you've defined one in Word's **Tools Options WinIni** dialog box. To define your private date format, choose **Options** from the **Tools** menu and select the **Win.ini** category. Then fill in the Option and Setting boxes as shown below. The example will give you the date format "ddd d MMM yy", which gives you dates like "Thu 10 Jun 93".

Installing Insert Date and Time

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

PopupCalendar

A quick look at any Month in any Year

The **Megaword PopupCalendar** macro 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.

Running Popup Calendar

To run MegaWord Popup Calendar choose **Popup Calendar** from the **View** menu

When you run Popup Calendar you'll see a calendar of the current month, highlighting the current date.

While the calendar is on your screen you can quickly select the previous or next month by clicking the appropriate button. To display next month's calendar you can also just hit the ENTER key. To select any other month/year combination, fill in the two textboxes and then select the Create button. The textboxes are preset to display the calendar of the same month in the next year. To specify a year in the 20th century you only have to type the last two digits of the year value. The calendar ranges from January 100 to December 9999. Finally, clicking the Cancel button removes the calendar from your screen.

Megaword PopupCalendar is a slow macro. The macro must make many calculations and define a rather complex dialog box which takes time in WordBasic.

Installing PopupCalendar

Setup will add the **PopupCalendar** macro to the **View** menu, unless you cancel this options during the installation process.

Quick View

The easy, fast way to look at your document the way *you* want it.

MegaWord Quick View macro 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.

Running Quick View

To run MegaWord Quick View, do one of the following:
· Choose **Quick View** from the **View** menu
  -or-
· Hold down the ALT key and press Q

The **Quick View** dialog box offers the following options.

Group 1: Workspace View

The top half of this group shows seven checkboxes. When the dialog box pops up it shows all current settings. Checking a box switches the screen element on, blanking the box hides the screen element.
The bottom half shows three *Quick Switch* settings.
· The **Above Settings** option is the default and tells the macro to show and hide screen elements according to your settings.

· The **Hide All** option lets you bypass the checkboxes and hide all screen elements. This gives you a "full screen" view in which your document takes up the entire Word workspace.

· The **Show All** option lets you bypass the checkboxes and display all screen elements.

Group 2: Zoom Factor

This group offers six options.
· The **Current** option is the default and displays the current zoom factor.

· The **Custom** option applies the so-called custom zoom factor. You can specify this value in Word's View Zoom dialog box. If you haven't specified a custom zoom percentage it's

probably 100.

- The **Best Fit** option changes the magnification to display your document as wide as possible.

- The **Full Page** option changes the magnification to display one entire page.

- The **20% More** and **20% Less** options let you quickly adjust the current zoom factor in increments or decrements of 20%.

Group 3: Document View

This group gives you the three viewing options that you'll also find on Word's View menu. (These options are not available if your current document is a macro document.)
- **Page View**. Word's closest approximation of WYSIWIG: What You See Is What You Get.

- **Normal View.** The standard view, with simplified page layout.

- **Outline View.** The view that lets you organize your document and hide parts of the document.

- **Draft Mode.** Check this box to display the document in an unformatted system font. This setting works only if you choose Normal View or Outline View.

Group 4: Print Preview

The **Print Preview** group displays a number of options that determine how Print Preview displays your document. (These options are not available if your current document is a macro document.) You can choose to display either one or two pages, and optionally display the page margins while in Print Preview. The "*2 Pages*" option is the default if you've checked the "Facing Pages" box in the Format Page Setup dialog box.
Clicking the **Preview** button affects only the settings made in the Print Preview group. Choosing this button ignores all other settings in the dialog box, and switches to Print Preview mode.

The Buttons

- Clicking the **OK** button applies your selected Zoom Factor and Document View options to the *entire document window*. If the document is split, clicking the **OK** button applies your

Workspace View settings, but applies your Zoom Factor and Document View settings only to the pane that holds the insertion point, *leaving the other pane unaffected*.

- Clicking the **Split 50%** button splits your window in two equal halves and applies your Zoom Factor and Document View settings *only to the lower pane,* leaving the upper pane unaffected. This allows you to select different zoom factors and document views for the upper and lower pane.
- Once your document is split the text on the second button changes into **UnSplit**. Clicking the **UnSplit** button applies all your Workspace View settings, but applies your Zoom Factor and Document View settings only to the pane that holds the insertion point and *closes the pane that does not hold the insertion point*.
- Clicking the **Cancel** button closes the dialog box and ignores all your settings.
- Clicking the **Help** button displays the QuickView Help screen

Installing QuickView

Setup will assign the **QuickView** macro to the ALT+Q key combination and add the macro to the **View** menu, unless you cancel these options during the installation process.

Quicker QuickView manipulation

When the dialog box is open you can make your choices with your mouse, but you may find it easier to use the keyboard, especially if you want to make simple changes in your document view. Each control in the dialog box has an underlined character that will be activated if you hit the key with that letter. A subsequent hit on the ENTER key will apply the view choice you made. Here are a few key combinations that demonstrate the principle:

ALT+Q, O, ENTER   Turns Outline mode on

ALT+Q, A, ENTER   Hides all workspace elements

ALT+Q, L, ENTER   Brings all workspace elements back

ALT+Q, S   Splits or unsplits your document

ALT+Q, 2   Switches to 2-page Print Preview

Quick WordCount

Count the Words in any part of your Document. Fast!

MegaWord Quick WordCount lets you count the words in *part* of a document, unlike Word's built-in feature which only counts the words in a document.

Running Quick WordCount

To run MegaWord Quick WordCount choose **Word Count** from the **Tools** menu.

When you run Quick WordCount one of the following dialog box pops up:

The buttons in this dialog box tell you in which part of the document you can count the words. The "Table" button appears only if the insertion point is inside a table, the "Selection" button appears only if you've made a solid selection. From this dialog box you can instruct **MegaWord Quick WordCount** in which part to count the words by just clicking the appropriate button. Within seconds a message box will give you the result:

MegaWord Quick WordCount uses Word's built-in wordcount utility. Since Word's word counter only works on entire documents, the macro creates a temporary document, copies part of the active document to that temporary document, counts the word there, and then closes the temporary document without saving it. Since Word can't have more than nine windows open at a time, the macro won't work if you've already nine windows open. In that case you're asked to close one window and try again.

Installing MegaWord Quick Wordcount

Setup will add the **QuickWordCount** macro to the **Tools** menu, unless you cancel this option during the installation process.

StopWatch

Turn WinWord into a mouse controlled Stopwatch or Countdown Timer

The **Megaword StopWatch** macro changes your wordprocessor into an *event timer* with a ± 55 milliseconds accuracy. You can use this timer to measure the duration of a phone call or a meeting, or find out how long you can hold your breath, or measure any other time consuming activity. As soon as you start the macro the elapsing time is displayed on the statusbar.

The Megaword StopWatch macro also doubles as a *countdown timer* with 0.1 seconds accuracy. You specify the minutes and seconds to count down. The macro then displays the elapsed time on the statusbar until the time has reached the zero value.

Both timers are entirely mouse controlled.

While the MegaWord StopWatch macro is running, all other WinWord activities are halted.

Running MegaWord StopWatch

To run the StopWatch, choose **StopWatch** from the **Tools** menu.
To run the Countdown Timer, hold down the SHIFT key and choose **StopWatch** from the **Tools** menu

MegaWord StopWatch

When you run the Stopwatch, you'll see the elapsed time on your statusbar:

While the stopwatch is running you can use your mouse to control the timer. Holding down the *left* mouse button displays the Lap Time in *h:mm:ss.sss* format, as shown below.

While the left mouse button is depressed the stopwatch continues running in the background. Releasing the left mouse button brings the stopwatch back to life and displays the running time again.

To stop the timer you must click the *right* mouse button. The macro then displays the total elapsed time in *h:mm:ss.sss* format in a message box:

MegaWord Countdown Timer

When you start the *Countdown Timer,* the following dialog box up:

In this dialog box you can specify the minutes and seconds you want to count down. Click OK to start the Countdown Timer. You'll see the elapsed time (in seconds) on your statusbar:

While the Countdown Timer is running you can use your mouse to control the timer. Holding down the *left* mouse button pauses the timer and displays the remaining time in *h:mm:ss.sss* format, as shown below.

While the left mouse button is depressed the countdown timer stops running. Releasing the left mouse button continues the countdown procedure, starting from the time where the timer was halted.

When the timer has counted down the specified minutes and seconds you'll hear a short beep, and a messagebox confirms the end of the operation:

To stop the timer before the end of the countdown time you must click the *right* mouse button.

Installing MegaWord StopWatch

Setup will add the **StopWatch** macro to the **Tools** menu, unless you cancel this option during the installation process.

SuperScript, SubScript

MegaWord SuperScript and **SubScript** offer alternatives for Word's built-in originals. Unlike the original SuperScript and SubScript commands (which put the text in the *current* fontsize 3 points above or below the base line) the MegaWord tools adjust both the fontsize and the distance from the baseline *proportionally*. In other words: super/subscripts of large fonts are reduced more in size and positioned at a greater distance from the baseline than small fonts. The result is a typographically correct implementation of super and subscripts, as shown below:

$^{Super}Script$ $^{Super}Script$ $^{Super}Script$

$_{Sub}Script$ $_{Sub}Script$ $_{Sub}Script$

12 pts font	24 pts font	36 pts font
9.5 pts super/subscript	19 pts super/subscript	28.5 pts super/subscript
2 pts from baseline	4.5 pts from baseline	7 pts from baseline

Running SuperScript and SubScript

Since the MegaWord SuperScript and SubScript macros replace the built-in Word macros with the same names, you can continue to use the hotkeys that Word has assigned to these commands. These are:

CTRL + =   Subscript
CTRL + SHIFT+ =   Superscript

(Note: in both cases you must press the equal sign at the top of your keyboard, *not* on the numeric keypad.)

Installing and running SuperScript and SubScript

Setup will install the macros without assigning them to a menu or key combination.

SysInfoPopup

Everything you want to know ABOUT your System - in a Flash!

MegaWord SysInfo Popup shows you a large amount of vital system information, unlike Word's **About** dialog box which gives only very limited information about your system. The About box tells you how much memory you have, whether there's a coprocessor in your system and how much space is left on your current drive. **MegaWord SysInfoPopup** shows a lot more, in a list that pops up in the middle of your screen.

Running SysInfo Popup

To run MegaWord SysInfo Popup choose **System Information...** from the **Help** menu.

The following list is displayed on your screen.

From top to bottom you'll get the following six groups of information:

Resources
- *Free System Resources.* The percentage of memory not used by the Graphical Device Interface (GDI) resources and the User resources. If any of these two values drops below 40%, you're advised to save all your work and close any applications that you don't use anymore.
- *Memory.* The amount of memory available for Windows, in Megabytes. This value includes "virtual memory", which is the additional memory simulated by Windows on your hard disk.
- *Disk Space.* The amount of free space, in Megabytes, on your current drive.

Processors
- *Central Processing Unit (CPU).* The main processor in your computer: 286, 386 or 486 type.
- *Mathematical Coprocessor.* Remember that 486 processors have the coprocessor built in.

Peripherals
- *Mouse.* The type of mouse installed on your computer.
- *Video.* The driver that controls your display.
- *Printer.* The printer that's currently active, and the port to which it is connected.
- *Network.* The driver that controls your network, if any.

System Software
- *DOS.* The MS-DOS version installed on your computer
- *Windows.* The Windows version you're running
- *Windows mode.* The mode in which Windows is running: Standard, Enhanced or Real mode.
- *Active.* The time elapsed since Windows was started.

WinWord
- *Version.* The version of the Word for Windows application you're running.
- *Directory.* The drive and directory that are currently active.

Date and Time
- The date and time on which this snapshot was taken. The date and time are displayed in the default formats, specified for WinWord or Windows.

Removing the Box from your screen

To remove the SysInfo Popup from your screen click your mouse pointer anywhere outside the box or depress the ALT key.

Note

The SysInfo Popup consists of a popup *menu,* a Windows feature not suported in current versions of WinWord. In order to avoid somewhat erratic behavior, the macro temporarily maximizes the document window if it wasn't maximized yet, and restores the original window arrangement when the popup menu disappears. Also, the mouse pointer is moved to the region

just above the popup menu. Although you can move the highlight through the menu, you can't select any of the menu items.

Installing MegaWord SysInfo Popup

Setup will install the **SysInfoPopup** macro and assign it to the **Help** menu.

Toolbar Slotmachine

The **MegaWord Toolbar Slotmachine** rather realistically mimics a One Armed Bandit. The maco temporarily changes the buttons on your toolbar, as shown and explained below. Clicking the last button on the Slotmachine toolbar runs the **Double Toolbar** macro (see later in this User Guide), restoring the original toolbar. You should only install and run the Toolbar Slotmachine if you've installed the **Toolbar Slotmachine**. For the most realistic "spinning" effect you should preferably have a fast 486 machine.

Running the Toolbar Slotmachine

To run the **MegaWord Toolbar Slotmachine** choose **Slot Machine** from the **Tools** menu.

How to Play

(For on-line instructions, hold down the ALT key and press the "hand" button.)

The Slotmachine toolbar consists of six groups of tools.

The first group of three buttons represents the "fruits". Since Word's toolbar buttons don't come in fruity versions, they have been replaced with six other symbols: a happy face, a pair of glasses, a dustbin, a question mark, a video displays and a piggy bank. Initially all buttons show the happy face. Clicking any of these tools has no effect.

Clicking the "hand" tool makes the slotmachine spin. Holding down the ALT key and clicking the button displays the Toolbar Slotmachine Help screen. When the slotmachine is running, the first three buttons change a random number of times and then stop. The following combinations are good for a pay off:

Winning Combinations	Pay off
	85 x Bet
or	**18 x Bet**
or	**14 x Bet**
or	**10 x Bet**
or	**5 x Bet**
+ any	**3 x Bet**

Raising or lowering your Bet

 The third group (starting with a "B") displays your current bet. If you scored one of the winning combinations, the value of your current bet is multiplied by the associated pay-off factor. Your bet can go from one to five quarters, displayed as values in the range 025 to 125. The intial value is one quarter, but you can click the "B" button any time to raise your bet by 25 cents. If the current bet is 125 the new bet falls back to 025. Clicking any other button in this group has no effect.

Keeping track of your Score

The fourth group (starting with a "W") displays the amount you won. (Clicking any button in this group has no effect.) If you didn't win, the amount stays at 00000. The maximum amount you can win in one spin is 85*125 cents, which displays 10625 (equalling $106.25) on the toolbar.

The fifth group (starting with an "F") displays your current funds. (Clicking any button in this group has no effect.) You start each game with $10 (displayed as 01000). Each time you win, the winning amount is added to your Funds. Each time you loose, the value of your current bet is substracted from your Funds. If your Funds reach zero or lower, you'll see a message box, asking if you want to play again. If your Funds are $999.75 or higher, the **SlotMachine** suspects that you've been cheating and kicks you out of Las Vegas.

Quitting the Game

Finally, the last button shows the WinWord logo. Clicking this button runs the **ToolbarDoubler** macro, removing the Slotmachine from your screen. Click this button any time you want to quit the game (or when the boss suddenly comes into your office).

Installing the Toolbar Slotmachine

The Toolbar Slotmachine works with four macros that will be installed in your Global template when you run Setup. The macro names are:

TBSlotmachine   - Main macro

TBSlotM1   - Auxiliary macro

TBSlotM2   - Auxiliary macro

TBSlotM3   - Auxiliary macro

Double Toolbar

Why have One Toolbar if you can have Two?

MegaWord Double Toolbar gives you *two switchable toolbars*, giving access to twice as many Word functions as Word's own toolbar. Clicking the last button on the toolbar will immediately toggle the second toolbar on. And clicking the last tool on that toolbar brings back the first toolbar. And so on. Together these two toolbars hold all the functions of Word's original tooolbar, plus a large number of extra options.

What about my old toolbar?

If you've made important changes to your original toolbar, you can still continue to use it. Just hold down the SHIFT key while you press the last button of the MegaWord toolbar, and your old toolbar is back!

Need Help?

To get instant on-line Help about the purpose of each button on the two toolbars, hold down the ALT key and click the last button on the MegaWord toolbar. Follow the instructions on the Help screen.

MegaWord Double Toolbar has been designed to concentrate all *formatting functions* on the second toolbar (marked **2** on the last button). The tools on the second toolbar give access to functions that you don't find on WinWord's Ruler. Together, the second toolbar and the Ruler give you one-click mouse-access to nearly all of WinWord's formatting features.

The first toolbar (marked **1** on the last button) holds all file, editing and layout functions and gives access to a number of WinWord tools. You'll find a full description of the toolbar buttons and their functions on the following pages.

Installing DoubleToolbar

When you install the **ToolbarDoubler** macro, Setup will first create a new macro called **ToolbarOriginal** which holds the contents of your current toolbar. This macro will be part of your Normal template. Running the **ToolbarOriginal** macro at any given moment will restore the toolbar that was active before you ran Setup.

The best way to make sure that the MegaWord Toolbar is always available when you run Word is by including the command that starts the macro in an **AutoExec** macro. Setup will ask your permission to create an **AutoExec** macro or, if there is already one, to add a line that installs the

first toolbar of **Double Toolbar** macro each time you start WinWord.

ToolBar 1: File, Editing, Tools, Layout

This toolbar (marked **1** on the last button) holds all file, editing and layout functions and gives access to a number of tools.

Group 1: File Input/Output

16   *Macro:* **FileNewDefault**
            Description: Creates a new document based on the NORMAL template.

21   *Macro:* **FileOpen**
            Description: Displays the **File Open** dialog box

1   *Macro:* **FileSave**
            Description: Saves the active document or template.

2   *Macro:* **FilePrintDefault**
            Description: Prints the active document using the current defaults.

Group 2: Editing

19   *Macro:* **EditCut**
            Description: Cuts the selection and puts it on the Clipboard.

17   *Macro:* **EditCopy**
            Description: Copies the selection to the Clipboard.

20   *Macro:* **EditPaste**
            Description: Inserts the Clipboard content at the insertion point.

Group 3: Page View

3   *Macro:* **ViewZoomWholePage**
            Description: Scales the view to display the whole page.

44   *Macro:* **ViewZoom**
Description: Scales the editing view in the range 25-200%. Standard Word feature, but not on the original toolbar.

Group 4: Tools and Objects

0   *Macro:* **ToolsSpelling**
Description: Checks the spelling in the active document.

22   *Macro:* **ToolsCreateEnvelope**
Description: Creates an envelope for the current document.

48   *Macro:* **ToolsCalculate**
Description: Calculates the result of the selection.

11   *Macro:* **TogglePortrait**
Description: Toggles between portrait and landscape mode.

Group 5: Symbols and Objects

24   *Macro:* **InsertSymbol**
Description: Inserts symbols and special characters in the text. Standard Word feature, but not on the original toolbar.

15   *Macro:* **InsertChart**
Description: Inserts a Microsoft Graph object.

14   *Macro:* **InsertDrawing**
Description: Inserts a Microsoft Draw object.

42   *Macro:* **InsertObject**
Description: Lets you insert any available Windows object. Similar to choosing **Object** from the **Insert** menu. Standard Word feature, but not on the original toolbar.

Group 6: Advanced layout

6   *Macro:* **TableInsertTable**
Description: Inserts a table.

7   *Macro:* **FormatColumns**
Description: Changes the column format in the section.

8   *Macro:* **InsertFrame**
Description: Inserts an empty frame, or frames selected text.

Group 7: Delete and Undo

65   *Macro:* **EditClear**
Description: Deletes the selection.

18   *Macro:* **EditUndo**
Description: Reverses the last action.

Toolbar Switcher

69   *Macro:* **ToolbarDoubler**
Description: Indicates that Toolbar 1 is active. Clicking the button displays and activates **Toolbar 2**. Holding down the SHIFT key and clicking the button displays the original Toolbar. Holding down the ALT key and clicking the button activates on-line Help.

Toolbar 2: Formatting

This toolbar (marked **2** on the last button) holds formatting functions that you don't find on WinWord's Ruler. Together, they give you one-click mouse-access to nearly all of WinWord's formatting features.

Group 1: Character Formats

78 *Macro:* **AllCaps**
Description: Adds or removes the AllCaps format to/from the text

88 *Macro:* **SmallCaps**
Description: Adds or removes the SmallCaps format to/from the text

55 *Macro:* **SuperScript**
Description: Raises the selection 3 pts above the base line (toggle).

56 *Macro:* **SubScript**
Description: Lowers the selection 3 pts below the base line (toggle).

Group 2: Character manipulation

60 *Macro:* **GrowFont**
Description: Increases the point size in the selection.

61 *Macro:* **ShrinkFont**
Description: Decreases the point size in the selection.

35 *Macro:* **ChangeCase**
Description: Changes the case of the letters in the selection.

Group 3: Underlining

58 *Macro:* **DoubleUnderline**

Description: Double underlines the selection (toggle).

59 *Macro:* **WordUnderline**
Description: Underlines the words but not the spaces (toggle).

Group 4: Paragraph arrangement

9 *Macro:* **ToolsNumberListDefault**
Description: Creates a numbered list based on the current defaults.

10 *Macro:* **ToolsBulletListDefault**
Description: Creates a bulleted list based on the current defaults.

13 *Macro:* **Indent**
Description: Moves the left indent to the next tab stop.

12 *Macro:* **UnIndent**
Description: Moves the left indent to the previous tab stop.

Group 5: Selection and Paragraph Shifting

37 *Macro:* **ExtendSelection**
Description: Extends the selection to word, sentence, paragraph, section, document.

39 *Macro:* **ShrinkSelection**
Description: Reverses the effect of **ExtendSelection**

36 *Macro:* **OutlineMoveUp**
Description: Moves current **paragraph** or **cell row** above the previous paragraph or row. *An undocumented Word feature.* Normally used in outline mode, but also usable in other modes. Equivalent shortcut key: ALT+SHIFT+UP.

37 *Macro:* **OutlineMoveDown**

Description: Moves current **paragraph** or **cell row** below the next paragraph or row. See comment above. Equivalent shortcut key: ALT+SHIFT+DOWN.

Group 6: Paragraph spacing

52 *Macro:* **SpacePara1**
Description: Sets the line spacing to single space.

53 *Macro:* **SpacePara15**
Description: Sets the line spacing to 1.5 space.

54 *Macro:* **SpacePara2**
Description: Sets the line spacing to double space.

Group 7: "Second thought" functions

27 *Macro:* **GoBack**
Description: Returns to up to three previous insertion points.

18 *Macro:* **EditUndo**
Description: Reverses the last action.

Toolbar Switcher

70 *Macro:* **ToolbarDoubler**
Description: Indicates that Toolbar 2 is active. Clicking the button displays and activates **Toolbar 1**. Holding down the SHIFT key and clicking the button displays the original Toolbar. Holding down the ALT key and clicking the button activates on-line Help.

WinClock

Always the right Time on screen, in *any* Windows application

MegaWord WinClock displays the current time and optionally the date at the top of the Windows screen. Unlike clock macros supplied with other WinWord add-ons, The **MegaWord WinClock** macro uses the clock that comes with Windows to display the time and optionally the date. The advantages are legion. First of all, your clock runs independently of Word, so there's no macro that interrupts your word processing activities every minute or so. Second: your clock continues to tick even if you're not working in WinWord; it'll display the time and date in *any* Windows application. Third: the clock is capable of displaying the seconds, which isn't possible from a regular WordBasic macro.

Running WinClock

In principle you need to run the **WinClock** macro only once. After the first time the clock will run automatically each time you start Windows. You have to run the macro again only if you want to change the clock settings.
To run the **WinClock** macro, choose **Macro** from the **Tools** menu. Then select **WinClock** in the "Macro Name" list and click the **Run** button.

Setting WinClock

The **MegaWord WinClock** macro is nothing more than a user interface for the Windows clock that lets you define some of the Clock settings. The macro displays the following dialog box.

From this dialog box you can select three settings for the Windows clock. The "Show" box lets you include or exclude the display of the seconds or the date. The "Font" box lets you select the font in which the Windows Clock displays the date/time information. You can select any font from the list but you'll probably prefer the Arial or Helv font. Depending on your choices the clock takes one of the following four forms:

Time only, no
seconds

Time in seconds

Time in seconds, and
Date

Time, no seconds,
and Date

Once you've made your choices in the **WinClock** dialog box the WinClock macro updates the information in the CLOCK.INI file in your WINDOWS directory. The data in this file is used by the WinWord clock to determine how and where the clock is displayed. The WinClock macro will also update a line in the WIN.INI file that lets the Windows clock start automatically each time you start Windows.

If you've already added the Clock icon to the **StartUp** group in the Windows **Program Manager**, you're advised to remove the icon from that group.

Installing WinClock

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

Arrange Windows

Now select the windows you want to arrange *and* the way to arrange them

MegaWord Arrange Windows gives you all the flexibility Word's **Arrange All** command doesn't offer. The macro pops up a dialog box listing all open document windows from which you can select the ones you want to arrange *and* the way in which you want to arrange them.

Running Arrange Windows

To run MegaWord ArrangeSelect choose **Arrange Select** from the **Window** menu.
Note: if you've only one open window, the macro doesn't do anything.
The following dialog box pops up.

The Select Windows group

This group lists all currently open document windows. Check the ones you want to close.

The Buttons

- Clicking the **Selection** button tells the macro to arrange only the windows you've checked in the "Select Window Titles" box, hiding all other windows.
- Clicking the **All Windows** button tells the macro to arrange *all* open windows, regardless of the choices you've made in the "Select Window Titles" box.
- Clicking the **Help** button displays the Arrange Windows Help screen
- Clicking the **Cancel** button closes the dialog box and doesn't perform any other action.

The Window Arrangements

In the "Arrangement" box you can choose one of four options to arrange the selected windows.

μ §   μ §   μ §   μ §

   Tile   *Across*   *Down*   *Cascade*

Installing Arrange Windows

Setup will assign the **WindowArrangeSelect** macro to the Window menu.

WindowHide

Keep prying eyes away from your confidential document

MegaWord Hide Window macro makes your current document immediately *invisible,* keeping prying eyes away from your confidential letter or report.

Running Hide Window

To run MegaWord Hide Window do one of the following:
· Hold down the CTRL and SHIFT key and press H
  -or-
· Choose **Hide Window** from the **Window** menu

To unhide the hidden window, select **Arrange All** from the **Window** menu, or click the Maximize button on any of the visible windows.

Installing WindowHide

Setup will assign the **WindowHide** macro to the Window menu and to the CTRL+SHIFT+H key combination. When you install the macro you can confirm these options.

Zoom Up, Zoom Down

The easiest way to increment or decrement your Document Magnification.

MegaWord Zoom Up and **Zoom Down** give a keyboard interface to Word's zoom feature, in addition to the standard methods (through the **View Zoom** dialog box, or by clicking one of the zoom buttons on Word's default toolbar). The MegaWord tools let you zoom in and out in 20% increments. You may find this hotkey option even more effective than any of the other ones!

Running Zoom Up and Zoom Down
· To *increase* the current zoom factor with 20%, hold down the ALT key and press the PLUS key on your numeric keypad.

· To *decrease* the current zoom factor with 20%, hold down the ALT key and press the MINUS key on your numeric keypad.

Installing ZoomUp and ZoomDown

To make these macros easily accessible through the keyboard, Setup assigns the **ZoomUp** macro to the ALT+PLUS key (the Plus key on the numeric keypad) and the **ZoomDown** macro to the ALT+MINUS key (also on the numeric keypad).