



# MegaWord™ Help

Click the **Overview** button to know more about the MegaWord Standard Edition Tools.

Click the **Preview** and **Register** buttons to know more about the MegaWord Professional Edition Tools.

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This feature is only available in the **MegaWord Professional Edition**.  
Click the Preview button to find more details about this feature.

The MegaWord Productivity Pack for Word for Windows is created and published by Microsoft veteran **Romke Soldaat**. In the mid eighties Romke was responsible for the creation and commercial success of a best-selling utility package for WordPerfect. Shortly after that he was invited by the Microsoft International Product Group in Redmond, USA to become a founding member and senior manager of a new Microsoft company in Dublin, Ireland which specializes in the creation of international versions of Microsoft products. During that period (and long before Word for Windows was actually launched) Romke started developing macros for Microsoft's new graphical wordprocessor, which makes him a WinWord hacker *avant la lettre*. In 1992 he left Bill's bastion and retired to a tiny village in the south of France, where he now spends most of his time writing articles and books, and developing WordBasic libraries and WinWord macros. Click the **Feedback** button to know how to contact the author of the MegaWord Pack.



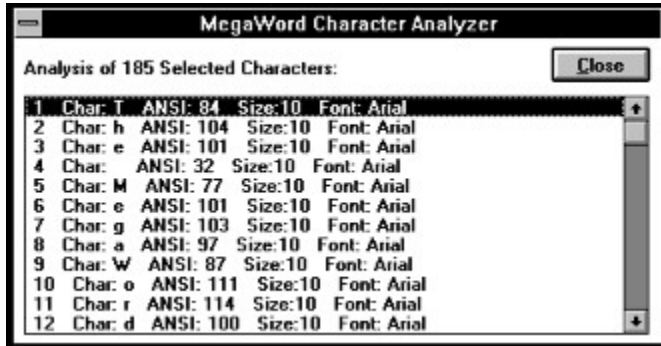
# Character Analyzer

**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:



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



# Special Characters

**MegaWord Special Characters** lets you insert any extended character that's not readily accessible from your keyboard, such as diacritics (á, Ü, etc.), special symbols (©, ®, etc.), fractions and exponents (<sup>3</sup>/<sub>4</sub>, <sup>3</sup>, 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 <sup>3</sup>/<sub>4</sub>, 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 Characters 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, ã, ä, å, æ, A, Â, Ã, Ä, Å, Æ, <sup>a</sup> |
| E, e              | e, è, é, ê, ë, E, Ê, É, Ë, Ë                           |
| I, i              | í, î, ï, ð, ñ, ò, ó, ô, õ, ø, °                        |
| O, o              | o, ò, ó, ô, õ, ø, °, O, Ò, Ó, Ô, Õ, Ö, Ø, °            |
| 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, Ð        | d, D, ð, Ð   |
| 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, Ì, ö, Ö, ü, Ü                           |

|       |   |
|-------|---|
| ~     | ã, Ã, ñ, Ñ, õ, Ö                              |
| 1     | $\frac{1}{2}$ , $\frac{1}{4}$ , <sup>1</sup>  |
| 2     | $\frac{1}{2}$ , <sup>2</sup>                  |
| 3     | $\frac{3}{4}$ , <sup>3</sup>                  |
| 4     | $\frac{1}{4}$ , $\frac{3}{4}$                 |
| -, +  | ±, ×, ÷                                       |
| /     | $\frac{1}{4}$ , $\frac{1}{2}$ , $\frac{3}{4}$ |
| L, l  | £   |
| \$, £ | £, \$, ¥, ¢                                   |
| *     | «, », ¢,  , ¨, ¬, , ¯, °, ´, ·, ¸, §, ¶, þ, Þ |
| ?     | ¿   |
| !     | ¡   |

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 **Insert Symbol** dialog box. You can then pick any character or special symbol from Word's arsenal.



# Split Document

**MegaWord Split Document** is an enhanced 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.

## 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: pressing 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 already 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.



# Fast Format

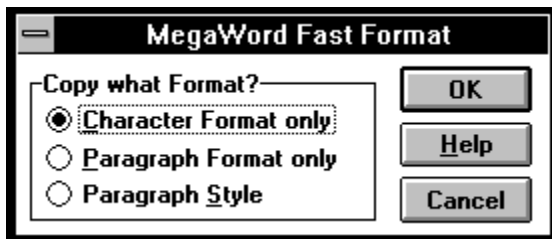
**MegaWord Fast Format** lets you select any part of your document, capture the character or paragraph format (or paragraph style), and apply the same format to any other part of your document, or any other document.

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.



*(Click in any area to find out the purpose of each dialog box element.)*

## 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.



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

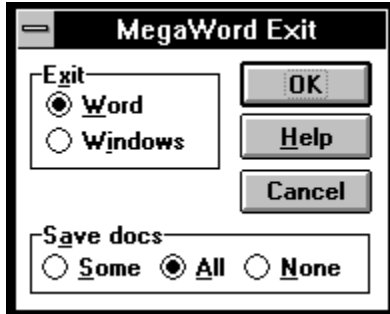
Click **Help** to display this Help screen

Click **Cancel** to close the dialog box without performing any action



## File Exit

**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:



*(Click in any area to find out the purpose of each dialog box element.)*

### Running File Exit

To run File Exit, choose **Exit** from the **File** menu.

Once you've made your choice in the dialog box, the operation can be aborted by choosing Cancel in any Word message box 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.

### Running the original Word File Exit

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

Select **Word** to close WinWord.

Select **Windows** to close both WinWord and Windows.

Select **Some** to get the opportunity to save some files and not save others.  
Select **All** to save all files without being prompted (default).  
Select **None** to exit without saving any unsaved edits.

Click **OK** to exit according to your settings.

Click **Help** to see this Help screen.

Click **Cancel** to close the dialog box without performing any action.



## File New

**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.

### Running File New from the File menu:

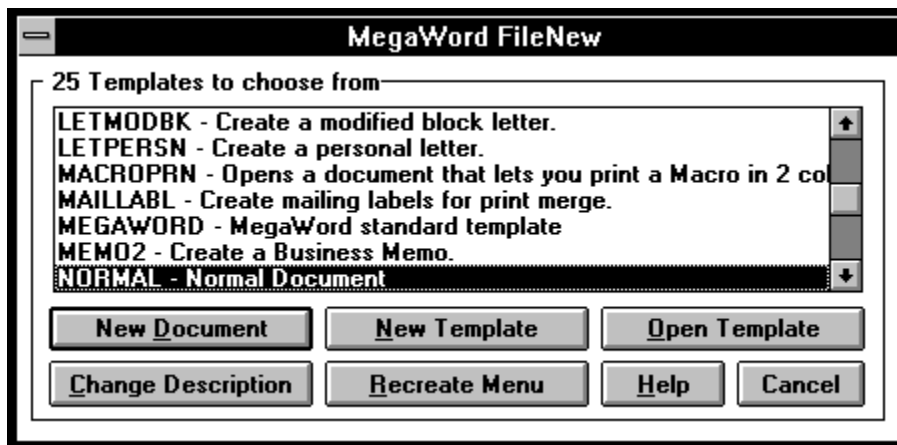
To pick a template from the MegaWord File New dialog box, choose **New** from the **File** menu.



### Running File New from the Toolbar:

To pick a template from the MegaWord File New dialog box, click the File icon on the Toolbar

When you run **MegaWord File New** the following dialog box pops up.



*(Click in any area to find out the purpose of each dialog box element.)*

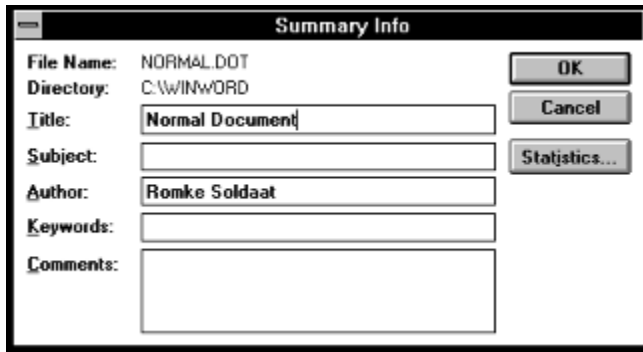
### Initializing MegaWord File New

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 your 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



**Template List.** The File New dialog box always highlights the NORMAL template when it pops up, just like Word's own File New dialog box.

**New Document** button. To create a new document select a template from the list and then click "New Document".

**Open Template** button. Click this button if you want to open the selected template itself, for instance to make changes in the template settings or contents.

**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.

**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 or created new templates.

Click the **Help** button to display this Help screen.

Click the **Cancel** button to close the dialog box without taking any action.



## Insert Date and Time

**MegaWord 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 additional ways in which the date is inserted in your document.

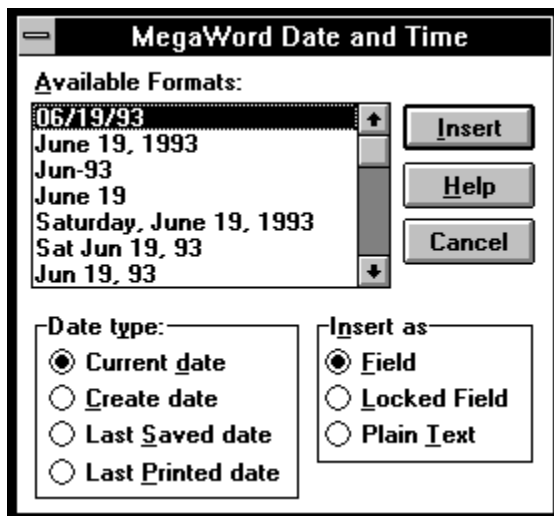
### Running MegaWord Insert Date and Time

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 Insert Date and Time you'll see the following dialog box.



*(Click in any area to find out the purpose of each dialog box element.)*

### 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.



The **Available Formats** list lets you pick your preferred format from 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.

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.

The *Plain Text* option inserts the date as text that can't be updated or unlocked.

Click the **Insert** button to insert 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.

Click the **Cancel** button to close the dialog box without inserting the date.

Choose the **Help** button to displays this Help screen.



# Popup Calendar

**Megaword Popup Calendar** adds a unique feature to WinWord: a small popup box that lets you quickly look at the calendar of any past, present or future month.

## 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.



*(Click in any area to find out the purpose of each dialog box element.)*

The Month and Year appear on the titlebar.  
The current date is only highlighted the  
first time the calendar pops up.

Click the leftmost button to display the *previous month's* calendar

Click the rightmost button to to display the *next month's* calendar.  
You can also just hit the ENTER key.



Fill in the two text boxes to specify any month and year from January 100 to December 9999. The text boxes 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 (e.g. 96 for 1996). Click the **Create** button to display the calendar for the specified month and year.

Click **Cancel** to remove the calendar from your screen.



## Quick View

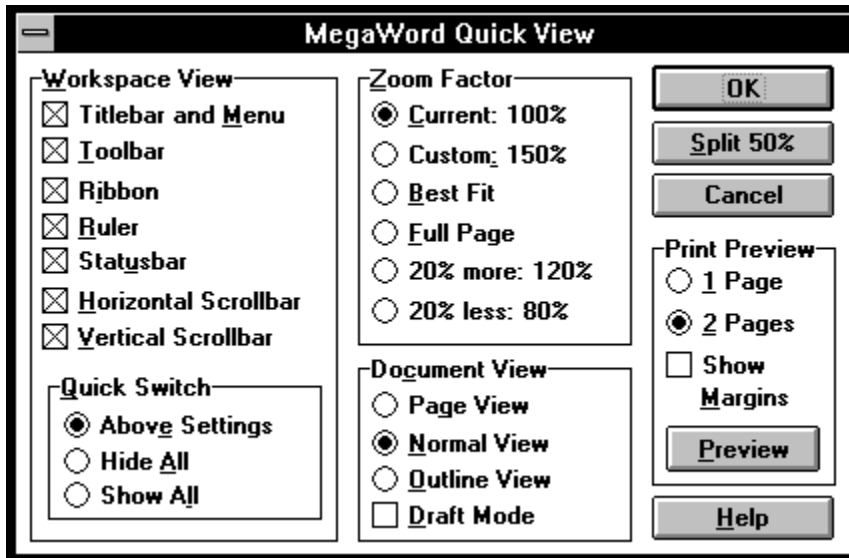
**MegaWord Quick View** takes the tedium out of setting and changing your document view. One dialog box gives you immediate access to all of WinWord's view and zoom settings.

### 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

Quick View displays the following dialog box.



*(Click in any area to find out the purpose of each dialog box element.)*

### Quicker Quick View 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 unsplit your document    |
| ALT+Q, 2        | Switches to 2-page Print Preview   |

The top half of the **Workspace View** 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 of the **Workspace View** group 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.

The **Zoom Factor** 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%.

The **Document View** 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.

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.

Click **OK** to apply your selected Zoom Factor and Document View options to the *entire document window*. If the document is split, clicking **OK** 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*.



Click **Split 50%** to split your window in two equal halves and apply 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*.

Click **Cancel** to close the dialog box and discard all your settings.

Click **Help** to display this Help screen



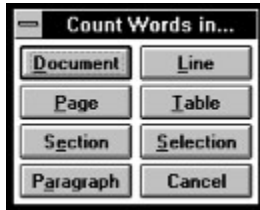
## Quick WordCount

**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 an entire document.

### Running Quick WordCount

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

When you run Quick WordCount 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.

The **MegaWord Quick WordCount** macro uses Word's built-in wordcount utility to count the words by creating a temporary document. 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.





# StopWatch

The **MegaWord StopWatch** macro changes your wordprocessor into a mouse controlled *event timer* with a  $\pm 55$  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. As soon as you start the stopwatch the elapsing time is displayed on the statusbar.

MegaWord StopWatch also doubles as a *countdown timer* with 0.1 seconds accuracy. You can 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.

While the MegaWord StopWatch or Countdown Timer is running, all other WinWord activities are halted.

## Running MegaWord StopWatch

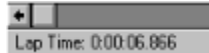
- To run the StopWatch, choose **StopWatch** from the **Tools** menu.
- To run the Countdown Timer, hold down the SHIFT key and choose **StopWatch** from the **Tools** menu

## MegaWord StopWatch

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

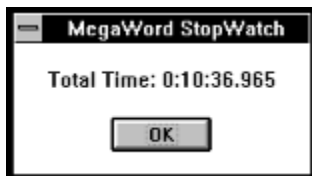


While the stopwatch is running you can use your mouse to control the timer. Holding down the *left* mouse button displays the Lap Time in *h:mm:ss.sss* format, as shown below.



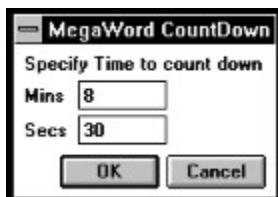
While the left mouse button is depressed the stopwatch continues running in the background. Releasing the left mouse button brings the stopwatch back to life and displays the running time again.

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.



## 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:

SuperScript, SubScript

SuperScript, SubScript

SuperScript, SubScript

### 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.)





# SysInfo Popup

**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.

## Running SysInfo Popup

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

The following list is displayed on your screen.

|   |
|---|
| <b>Free System Res. GDI: 65% - User: 73%</b>  |
| <b>Memory: 15.08 MB Available</b><br><b>Drive C: 232.71 MB Free</b>   |
| <b>Processor: 486 Family</b><br><b>Math. Coprocessor installed</b>  |
| <b>Mouse: Microsoft, or IBM PS/2</b><br><b>Video: Super VGA (800x600, 16 colors)</b><br><b>Printer: Okidata OL-400 on LPT1:</b><br><b>Network: No Network Installed</b> |
| <b>MS-DOS Version 6.0</b><br><b>Windows Version 3.10</b><br><b>Running in Enhanced Mode</b><br><b>Active: 3h 0m</b>   |
| <b>Winword Version 2.0c</b><br><b>Current Dir C:\WINWORD\MORTALS</b>  |
| <b>Sat 12 Jun 93, 5:20 PM</b>   |

*(Click in any group of data to find out what the entries in each group mean.)*

## 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.

**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.



# Toolbar Slotmachine

**Warning.** If you believe that gambling should be kept far away from your computer, you're advised to skip this section. If, however, you think that a little bit of fun harms neither you nor your computer, read on.

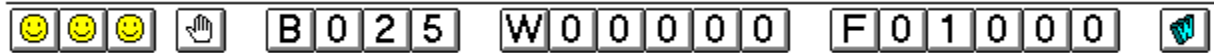
The **MegaWord Toolbar Slotmachine** mimics a One Armed Bandit. The macro temporarily changes the buttons on your toolbar, as shown and explained below. Clicking the last button on the Slotmachine toolbar runs the **Double Toolbar** macro, restoring the original toolbar. You should only install and run the Toolbar Slotmachine if you've installed the **Double Toolbar** macro. 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

*Click any Toolbar Icon to find out how to play and end the game*

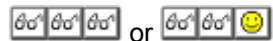
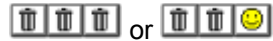
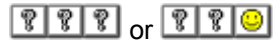
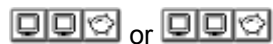




These three icons are the "fruits", represented by six symbols: a happy face, a pair of glasses, a dustbin, a question mark, a video display and a piggy bank. Initially all buttons show the happy face.




Clicking this button makes the slotmachine spin. The first three buttons "spin" a random number of times. Only some combinations are good for a pay off. Holding down the ALT key and clicking the button displays this Help screen.

**Winning Combinations****Pay off Factor****85 x Bet****18 x Bet****14 x Bet****10 x Bet****5 x Bet****3 x Bet**

**B** This group 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 initial 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.

**W** This group displays the amount you **Won**. 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.

**F** This group displays your current **Funds**. 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 subtracted 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.

 Clicking this button runs the **Double Toolbar** 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).



# Double Toolbar

**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 toolbar, plus a large number of extra options.

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!

The **Double Toolbar** macro 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.

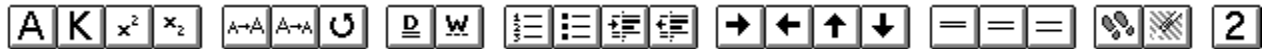
The first toolbar (marked **1** on the last button) holds all *file, editing and layout functions* and gives access to a number of WinWord tools.

*To find out what's behind each tool, click any button on the toolbars shown below.*


## ToolBar 1: File, Editing, Tools, Layout




## ToolBar 2: Formatting Functions




*(Enlarge this window if you can't see all buttons.)*


 Creates a new document based on the NORMAL template.


 Displays the File Open dialog box


 Saves the active document or template


 Prints the active document using the current defaults



 Cuts the selection and puts it on the Clipboard

 Copies the selection to the Clipboard


 Inserts the Clipboard content at the insertion point

 Scales the view to display the whole page



Scales the editing view in the range 25-200%.  
Standard Word feature, but not on the original toolbar.

Checks the spelling in the active document


 Creates an envelope for the current document



Calculates the result of the selection



 Toggles between portrait and landscape mode

 Inserts symbols and special characters in the text.  
Standard Word feature, but not on the original toolbar.





Inserts a Microsoft Graph object


 Inserts a Microsoft Draw object



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

 Inserts a table


 Changes the column format in the section

 Inserts an empty frame, or frames selected text






Deletes the selection


 Reverses the last action

**1** 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 displays this Help screen.

 Adds or removes the AllCaps format to/from the text

**K** Adds or removes the SmallCaps format to/from the text

 Raises the selection above the base line (toggle)

 Lowers the selection below the base line (toggle)





Increases the point size in the selection








Decreases the point size in the selection


 Changes the case of the letters in the selection


 Double underlines the selection (toggle)

 Underlines the words but not the spaces (toggle)


 Creates a numbered list based on the current defaults


 Creates a bulleted list based on the current defaults

 Moves the left indent to the next tab stop


 Moves the left indent to the previous tab stop





 Extends the selection to word, sentence, paragraph, section, document


 Reverses the effect of the

 button


 Moves current paragraph or cell row above the previous paragraph or row.  
Equivalent shortcut key: ALT+SHIFT+UP.

 Moves current paragraph or cell row below the next paragraph or row.  
Equivalent shortcut key: ALT+SHIFT+DOWN.


 Sets the line spacing to single space

 Sets the line spacing to 1.5 space

 Sets the line spacing to double space

 Returns to up to three previous insertion points



 Reverses the last action

**2** 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 displays this Help screen.



# WinClock

**MegaWord WinClock** displays the current time and optionally the date at the top of the Windows screen. The clock runs independently of Word, and continues to tick even if you're working in other Windows applications.

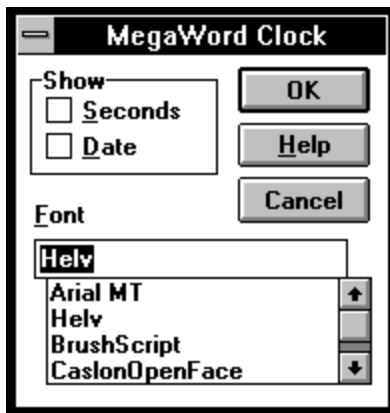
## Running WinClock

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.



*(Click in any area to find out the purpose of each dialog box element.)*

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.

The **Show** box lets you include or exclude the display of the seconds or the date. Depending on your choices the clock takes one of the following four forms:

3:09 PM

*Time only, no seconds*

3:09:38 PM

*Time in seconds*

3:09:28 PM  
6/10/93

*Time in seconds, and Date*

3:10 PM  
6/10/93

*Time, no seconds, and 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.

Click **OK** to apply your WinClock settings and display the Windows clock  
Click **Help** to display this Help screen  
Click **Cancel** to close the dialog box without performing any action.



## Arrange Windows

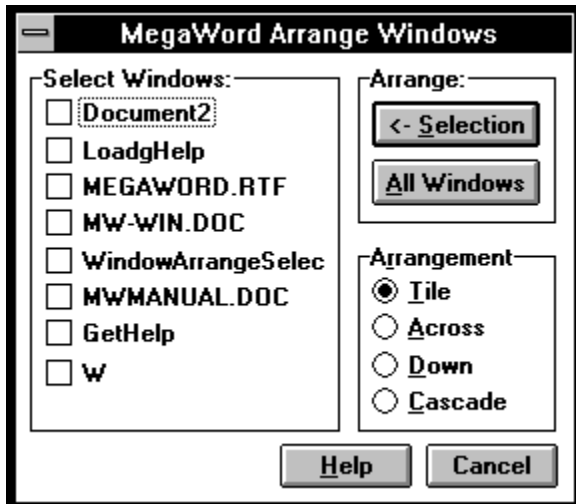
**MegaWord Arrange Windows** gives you all the flexibility Word's **Arrange All** command doesn't offer. The macro pops up a dialog box listing all open document windows from which you can select the ones you want to arrange *and* the way in which you want to arrange them.

### 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.



*(Click in any area to find out the purpose of each dialog box element.)*

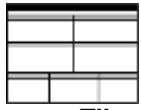
Click the **Selection** button to arrange only the windows you've checked in the "Select Window Titles" box, hiding all other windows. Click the **All Windows** button to arrange *all* open windows, regardless of the choices you've made in the "Select Window Titles" box.



Click the **Help** button to display this Help screen

Click the **Cancel** button to close the dialog box without performing any other action.

In the **Arrangement** box choose one of four options to arrange the selected windows.



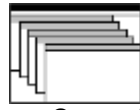
**Tile**



**Across**



**Down**



**Cascade**

This list shows the names of all open document windows. Check the ones you want to arrange; then click the **Selection** button, or click the **All Windows** button to arrange *all* windows in the list.



## Hide Window

**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.



## Zoom Up, Zoom Down

**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.

### 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.



# MegaWord Overview

The **MegaWord Standard Edition** offers you the following tools to enhance Word for Windows:

## **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 additional 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.

## **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, Û, etc.), special symbols (©, ®, etc.), fractions and powers (<sup>3</sup>/<sub>4</sub>, <sup>3</sup>, 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 super and subscripts.

### **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 / Zoom Down**

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

The **MegaWord Standard Edition** is an *evaluation* version which is distributed as Shareware. This 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 this package in its unmodified original form to as many people 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.

If you like the Standard Edition, you're advised to register as a MegaWord user for just \$49. You'll then automatically receive the **MegaWord Professional Edition**. Click the Preview button to find out more about the benefits.



# MegaWord Preview

## Register Now!

Register as a MegaWord user and you'll automatically receive the **MegaWord Professional Edition** which 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*.

Click the **Register** button to find out how to register.

The **MegaWord Professional Edition** offers you the following tools to enhance Word for Windows:

### 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 any month and year, 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.

**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 AutoFormat feature - and more!

**Task Manager**

Switch to any other Windows application or launch 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 descriptions 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.



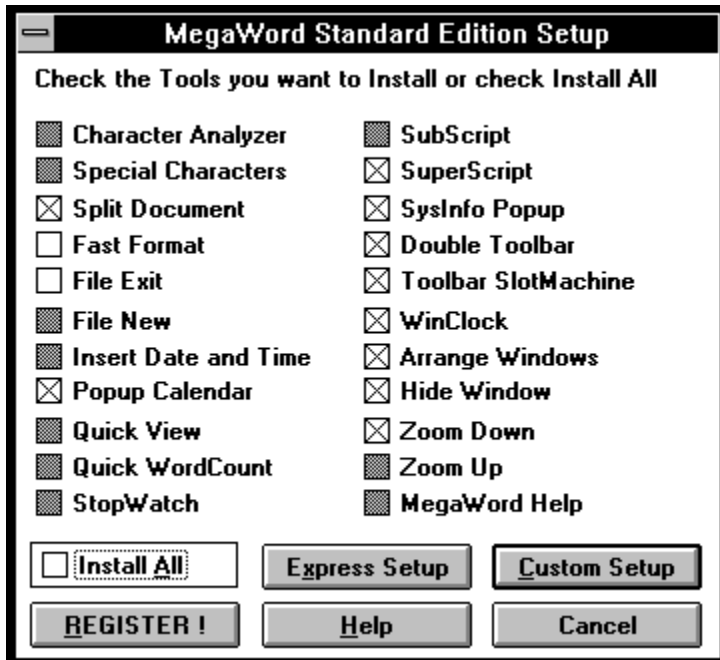
# MegaWord Setup

**Please read the important information on this Help screen before you install MegaWord tools.** Installing MegaWord tools is a straightforward process which you can control with just a few mouse clicks. Before you run Setup however, you may want to find out which MegaWord tools you want to install. You can take a look at the contents of the MEGAWORD.DOC file, or click the **Contents** button at the top of this screen and browse through MegaWord Help. For a short description of the MegaWord tools, click the **Overview** button.

## Starting Setup

- If you have any documents open that haven't been saved since you last edited them, Setup will ask you to save them first. You can speed up the installation process by choosing **File Save All** before starting Setup.
- If you have any macro documents open, Setup will ask you to close them. You can speed up the installation process by closing all macro documents *before* starting Setup.

To start Setup, click any button on the **MegaWord Setup** Toolbar at the top of the MEGAWORD.DOC file. The following dialog box will pop up.



*(Click in any area to find out the purpose of each dialog box element.)*

Each checkbox represents one MegaWord tool. A grayed checkbox means that the tool has already been installed. Check the box in front of each MegaWord tool you want to install; leave the checkbox blank or gray to skip the installation of the tool. Then choose the **Express Setup** or **Custom Setup** button to add the selected tools to your Global template.

**Express Setup** is the fastest and easiest way to install MegaWord tools. Express Setup copies all or the selected tools and their associated macros to your Global template and assigns the tools to the default menus and hotkeys if applicable. Express Setup will overwrite any existing macros with the same name. Choose Express Setup if you're happy enough with the default keyboard and menu assignments described in the MEGAWORD.DOC file.

You can also run Express Setup if you want to reinstall MegaWord macros that have been installed before. If you encounter problems while installing MegaWord utilities through Custom Setup, try using Express Setup.

**Custom Setup** is the slowest (but safest) installation method because it does a lot of checking and reporting during the process and allows you to influence the installation or to skip parts of the installation.

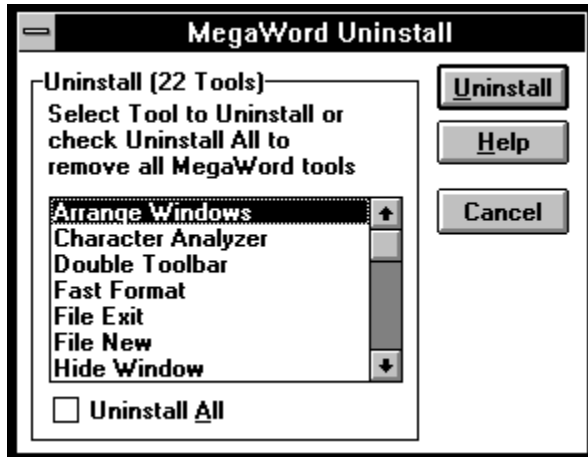
- Before copying a macro to your Global template, Custom Setup checks if there is already a macro with the same name and, if so, asks your permission to replace it. Custom Setup also checks if a previous version of the same MegaWord macro has been installed before and compares the version numbers before deciding to write a newer version over an older one.
- If a macro has been designed to be attached to a *menu* or to be associated with a *hotkey*, Custom Setup lets you accept or reject the default assignment. If you reject the default you can make other menu and keyboard assignments through Word's Tools Options menu.
- Custom Setup verifies if the macro has actually been copied to your Global template.

**Install All.** Check this box to install or re-install all MegaWord tools. This setting ignores the status of the other checkboxes. Click the **Express Setup** or **Custom Setup** button to install all MegaWord tools.

Click **REGISTER** to order the MegaWord Professional Edition.  
Click **Help** to display this Help screen.  
Click **Cancel** to close the dialog box without installing any tools.

# MegaWord Uninstall

You can uninstall any MegaWord tool from the MegaWord Uninstall dialog box. To uninstall one or more tools, choose **Macro** from the **Tools** menu. Then select **MegaWordUninstall** in the "Macro Name" list and click the **Run** button. The following dialog pops up.



*(Click in any area to find out the purpose of each dialog box element.)*

The list shows all installed MegaWord tools. Select the tool you want to uninstall and click the **Uninstall** button. Setup will then remove the associated macros from your Global template, but will *not* remove any of the Library macros, since they can be used by any of the remaining MegaWord tools. Also, the **MegaWordUninstall** macro itself will not be removed.



Check the **Uninstall All** box to remove all MegaWord tools from your Global template.

Click **Uninstall** to start the uninstall process.

Click **Help** to display this Help screen.

Click **Cancel** to close the dialog box without taking any action.



# MegaWord Feedback

If you have questions, suggestions or complaints about MegaWord, here's how to make contact:

**Romke Soldaat**  
1, Chemin des Moulines  
34230 Saint Bauzille de la Sylve  
FRANCE

Phone/fax: (+33) 67.57.55.88  
CompuServe: 100273,32



# MegaWord Registration

## Special Offer!

**Register now for the MegaWord Professional Edition Version 2.0 and receive the upgrade to MegaWord Professional 6.0 absolutely FREE!**

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 Power Procedures, all *unencrypted*. As a registered MegaWord user you'll also be eligible for discounts when next versions or major upgrades of MegaWord come out.

The **MegaWord Professional Edition** is \$49.00 plus \$5.00 shipping and handling, worldwide. Europe: 300 French Francs including shipping and handling. For payment methods see below. Sorry, credit cards not (yet) accepted. For **Site Licenses** contact the author.

To register, choose **Print Topic** from the **File** menu at the top of this Help screen. Fill in the form and send it to the following address:

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

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_

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