

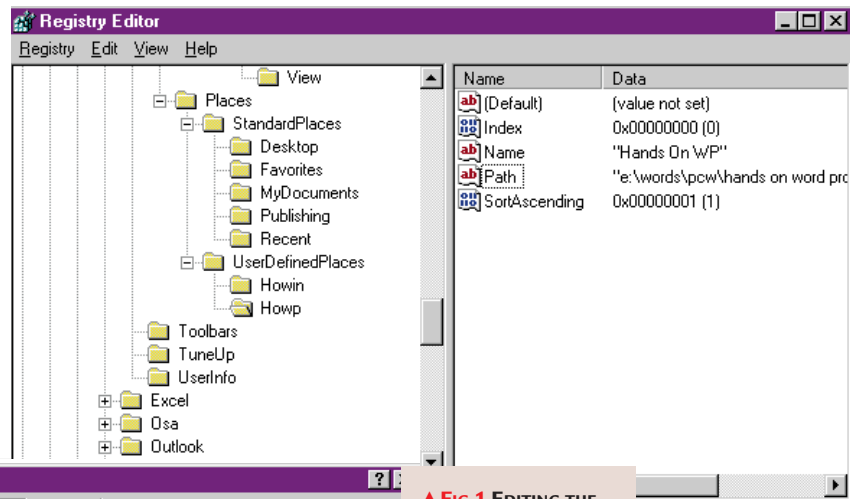


# Going places

Tim Nott shows you the way to **point at a web folder** of your choice in Office 2000.

**B**y the time you read this, Office 2000 will be on retailers' shelves — and possibly on your PC. At the time of writing, the release version had just landed on my desk and was hastily installed — as far as such a thing is possible.

There are no real surprises here for those who have been with the beta since last year, but it is nevertheless a relief to be able to pin down the definitive version. I have bored you all elsewhere on the wonders of the new Office 2000 web technology, but impressive though it is to



**▲ FIG 1 EDITING THE REGISTRY TO CUSTOMISE THE PLACES BAR...**

**◀ FIG 2 ...AND THE FINISHED PRODUCT, THE HANDS ON WP BUTTON**

- **Replace** the default name ('New Key #1') with your own name — 'Myplace1' for example. Right-click

on your new key, then 'New', 'String Value'. Replace the default name ('New Value #1') with 'Path'. Double click on 'Path', and in the box that opens type the path of the desired target folder.

- **Create** another string value called 'Name', double-click on it and type anything you want — this will become the label you see in the Places Bar.

- **Now create** a new DWORD value, call it 'Index' and leave its value at zero ['0x00000000 (0)' is what you will see in Regedit]. Create a second DWORD named 'SortAscending', then double-click on it to change its value to '1'.

- **You've now set up** your custom folder item. If you want, repeat the process to add another but give this one's 'Index' value '1'.

- **Now go** up to the StandardPlaces key, and highlight 'Favorites'. Add a new DWORD with the name 'Show' and the value left at zero. Start Word 2000, go to 'File, Open' and you should see that the 'Favorites' folder in the Places Bar has been replaced by your custom choice [Fig 2].

- **Repeat** for 'Publishing' or 'Recent' if you want to replace the 'Web Folders' or 'History' items. Note that you can restore these without deleting your user-defined

'round trip' from .DOC to .HTML and back again, and save files straight onto an internet web site, neither probably has much relevance to the average standalone user.

So, pretty though the new Open and Save dialogues are, with their Outlook-style 'Places Bar' which takes you to the Desktop, My Documents, History, Favourites and Web Folders, these last two are of little use to many of us.

**I happened across a macro** some time ago that would let you change these — in the beta version — to point at a folder of your choice. But alas, when I went to use the macro, I found that it had been timed-out and was password-protected from editing. So, I will show you how to do it the hard way.

**1** First, open the Windows Registry Editor (Start, Run, Regedit). Branch down and highlight:

HKEY\_CURRENT\_USER\Software\Microsoft\Office\9.0\Common\Open Find\Places

**2** From the Registry menu, choose 'Export Registry File'. Give it a suitable name and choose a location. Make sure the 'Save as...' type is \*.reg. This saved file is your safety net — double click on it and everything will be put back the way it was [Fig 1].

**3** Now to start meddling. Note that the text which follows in quotes is what you see or type (don't type the quotes, if needed Regedit adds them automatically).

- **Under 'Places'**, highlight 'UserDefined Places'. Right-click, choose 'New' and then 'Key'.

## Questions & answers

**Q** I can get a euro symbol in Arial Bold and Italic but it changes to a box when in plain Arial. The same thing happens with Tahoma. I am using Windows 98 and Word 97.

PÁDRAIG MCCARTHY

**a** *Something similar happened to me. The plain, bold, italic and bold italic versions of Arial are, in fact, separate files. It looks as if some software has copied over earlier versions of the font files. Close all applications, open the font folder and remove Arial plain — it will probably have a different date from the other variants. Explore the Windows 98 CD (or look for the .CAB files on your hard disk if the dealer has installed them there). The core fonts are in WIN98\_46.CAB and WIN98\_47.CAB. Highlight ARIAL.TTF (or LARIAL.TTF if you want the larger versions containing Cyrillic and Greek characters) and extract to a temporary destination on your hard disk. Then install the font from the font folder's File menu, making sure the 'Copy to' box is checked. Once installed you can delete the temporary file.*

**Q** Is it possible to have more than one 'Documents' folder with Word 97? I'd like the default folder which appears, when I first save a document, to change according to the type of document I'm creating so

that when I go to save an invoice or a letter, for example, I am already in the corresponding folder.

HELEN PRICE

**a** *Yes, it is, with a little ingenuity. I do this by having an AutoNew macro in each template. For example, the AutoNew macro for my Hands On Word Processing .DOT has:*

```
Sub Autonew()  
ChangeFileOpenDirectory  
"E:\Words\PCW\Hands on  
Word Processing\  
End Sub
```

*Which is where the columns live on my PC. As soon as I hit the Save button, the Save As... dialogue appears with that folder open.*

**Q** I am running Office Pro 97 in Win95 and would like to be able to build up a dictionary of technical notes by paragraph. From this I would like to be able to produce *ad hoc* reports for individual clients by merging these paragraphs into a document. The ideal mechanism for this would be something similar to a 'look up' box in Access so that we could use the paragraphs instead of fields to build a new document. Can you see any way of achieving this?

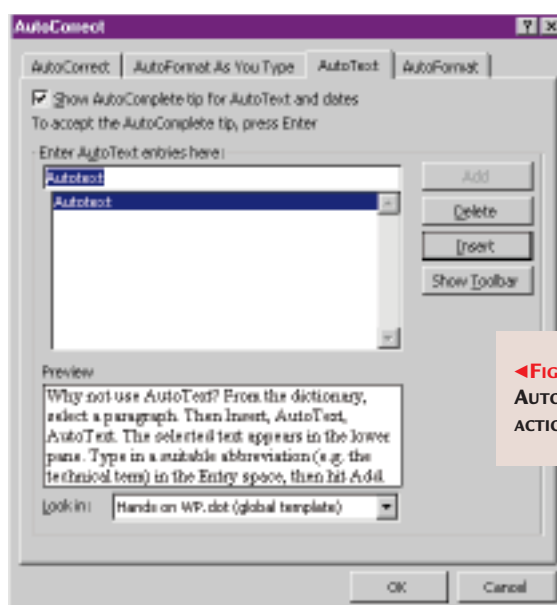
DAVID MAYO

**a** *Why not use AutoText? From the dictionary, select a paragraph. Then Insert, AutoText, AutoText. The selected text appears in the lower pane. Type in a suitable abbreviation in the Entry*

*space, then hit Add. You'll then be able to build up a library of AutoText entries which get saved in the template you choose at the time of adding them. You can then insert AutoText either from the same box, or by typing the keyword followed by F3 [Fig 3].*

**Q** Is there a way of listing all the Word keyboard shortcuts, including user-

*stored it. Alternatively, you can run the command from Tools, Macros, choosing 'Word Commands' from the 'Macros in...' list. In either case, you'll get a choice between listing the current keyboard and menu settings or all commands (including those that are not assigned but which can be activated from macros or added to menus or toolbars). Normally, you'd want the former: select this,*



◀Fig 3  
AUTOTEXT IN  
ACTION

defined ones? I have this haunting feeling that I have set up shortcuts but forgotten what they are.

STEPHEN PARSONS

**a** *Yes, there is, but it takes some finding. Go to Tools, Customise, Commands, and select All Commands from the left-hand list. In the right-hand list, scroll down to ListCommands. Drag this item on to any toolbar or menu, close the Customise dialogue, and select ListCommands from wherever you*

*and Word will produce a new document containing a table listing the commands, shortcut/modifier keys and menu/toolbar location. If you want just the commands with keyboard shortcuts, use the Table Sort command to arrange them, say, first by key and then by modifier: you can then easily delete all the rows that have blanks in these columns. Astonishingly, having done this, the list still runs to some 240-odd entries so it's hardly surprising people cannot remember them.*

places by changing the 'Show' DWORD value to '1', or deleting it entirely — the user-defined entry with the highest Index value will get bumped off the list but will reappear the next time a Standard place is hidden with the 'Show' DWORD.

➔ **Right, my brain is throbbing** after that, so I'm going to end with a question for all you Word 2000 users: Is there anyone out there who likes the new Word single-document interface? Or can think of any plausible reason for it?

## PCW CONTACTS

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