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# Most recently used (MRUse)

## Introduction

MRU stands for Most-recently-Used.

For the probable reason that Microsoft decided to limit the number of MRU to those that could be selected by a single character digit, you will see a list of not more than nine files at the foot of your File menu in Word97 (and Excel, PowerPoint etc).

This is not enough.

## Contents

## Enter the MRU-Handler

I do not touch Word's MRU business, so your MRU list at the foot of the File menu should continue to operate as you use the regular File menu command.

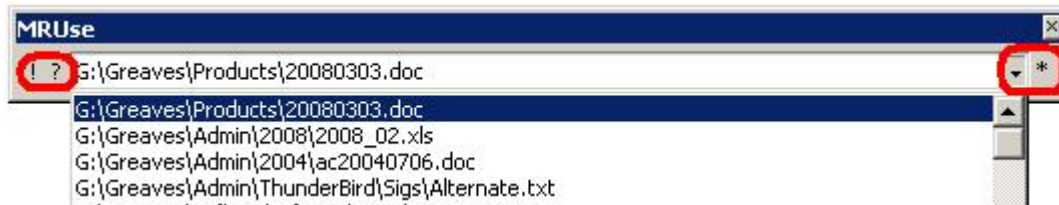If you decide to take advantage of the MRUOPENER, you will see your familiar FILEOPEN dialogue box but as a bonus:

✓ I will save each file you open, save or close, with a date/time stamp in a special file, so that you have a complete audit of every time you've used a document

✓ I will create a toolbar called MRU and on it a drop-down list built from that data.

Whoop-de-doo! You are no longer limited to the nine most-recently used files.

An hour from now you'll think it would be a good idea to organize the drop-down list.
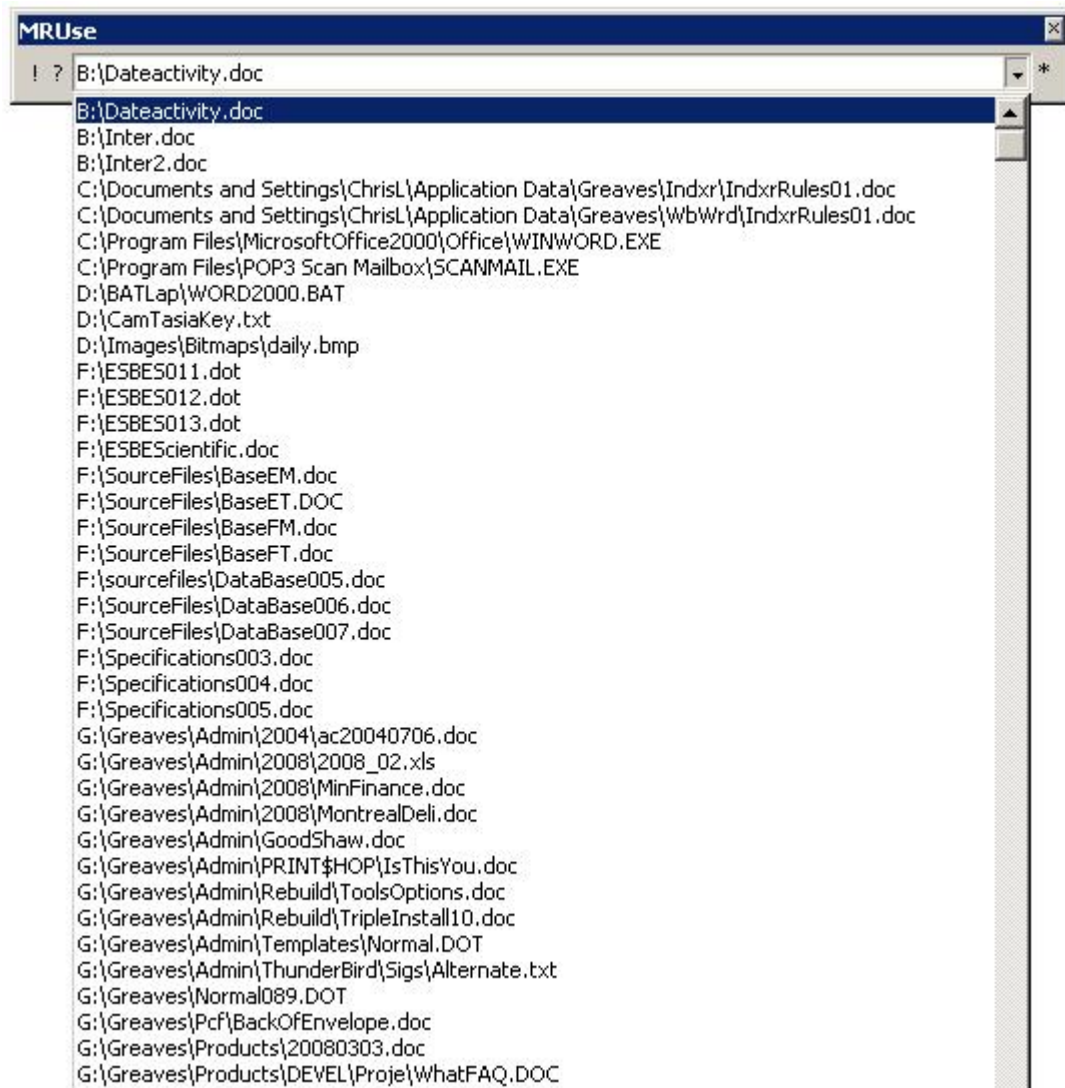
Feel free to make suggestions.

# The Tool Bar



The toolbar contains three command buttons and a drop-down list.

## Question mark

Most of my applications sport this. It provides a read out of the name and save date/time of the application. Please use this to check what version you are running before emailing me with a question!

## The Drop-down List

```
MRUse                                                                    ⊠
! ?  B:\Dateactivity.doc                                         ▼  *
     B:\Dateactivity.doc                                         ▲
     B:\Inter.doc
     B:\Inter2.doc
     C:\Documents and Settings\ChrisL\Application Data\Greaves\Indxr\IndxrRules01.doc
     C:\Documents and Settings\ChrisL\Application Data\Greaves\WbWrd\IndxrRules01.doc
     C:\Program Files\MicrosoftOffice2000\Office\WINWORD.EXE
     C:\Program Files\POP3 Scan Mailbox\SCANMAIL.EXE
     D:\BATLap\WORD2000.BAT
     D:\CamTasiaKey.txt
     D:\Images\Bitmaps\daily.bmp
     F:\ESBES011.dot
     F:\ESBES012.dot
     F:\ESBES013.dot
     F:\ESBEScientific.doc
     F:\SourceFiles\BaseEM.doc
     F:\SourceFiles\BaseET.DOC
     F:\SourceFiles\BaseFM.doc
     F:\SourceFiles\BaseFT.doc
     F:\sourcefiles\DataBase005.doc
     F:\SourceFiles\DataBase006.doc
     F:\SourceFiles\DataBase007.doc
     F:\Specifications003.doc
     F:\Specifications004.doc
     F:\Specifications005.doc
     G:\Greaves\Admin\2004\ac20040706.doc
     G:\Greaves\Admin\2008\2008_02.xls
     G:\Greaves\Admin\2008\MinFinance.doc
     G:\Greaves\Admin\2008\MontrealDeli.doc
     G:\Greaves\Admin\GoodShaw.doc
     G:\Greaves\Admin\PRINT$HOP\IsThisYou.doc
     G:\Greaves\Admin\Rebuild\ToolsOptions.doc
     G:\Greaves\Admin\Rebuild\TripleInstall10.doc
     G:\Greaves\Admin\Templates\Normal.DOT
     G:\Greaves\Admin\ThunderBird\Sigs\Alternate.txt
     G:\Greaves\Normal089.DOT
     G:\Greaves\Pcf\BackOfEnvelope.doc
     G:\Greaves\Products\20080303.doc
     G:\Greaves\Products\DEVEL\Proje\WhatFAQ.DOC
```

The drop down list is built anew each time you open Word. MRUse obtains data from the stored data file for Word, and from Word and Excel's own File menu MRU lists if required to do so.

The data is sorted in Drive then path then file sequence

In the example above, you can see that I've been working on this User Guide and some Excel workbooks.

## The Stored Data File



This file is merely a stored array written from VBA. The array has a structure (file name, date saved etc.), and you'll be able to see some of the details using Notepad.

However, I'd advise you against editing it at all.

Use the Trash Can tool to delete it and start anew.

## The Developers Toolkit etc.

No, you can't have the source code (unless you're willing to pay me for it).

Yes, it does make use of my Utils.dot library of utility functions; it's how I build all my applications.

## What else?

You should find a WhatFAQ.doc file in the installation package, my mechanism for keeping track of things I'd like to fix when I get time.

## Tips and Tricks

When you load Word, MRUse performs its housework. This includes sorting and filtering the data file from disk and rebuilding a neat list box on the toolbar.

Turn off the Activation switch before starting any batch processing of files. There's not much point in processing 8,000 documents in an automated manner and expecting to be able to use the resulting MRU list! Besides which, MRUse's interruptions would only slow the batch process to a crawl. Better would be to log your file names to a text file, and use the MRUse import process.
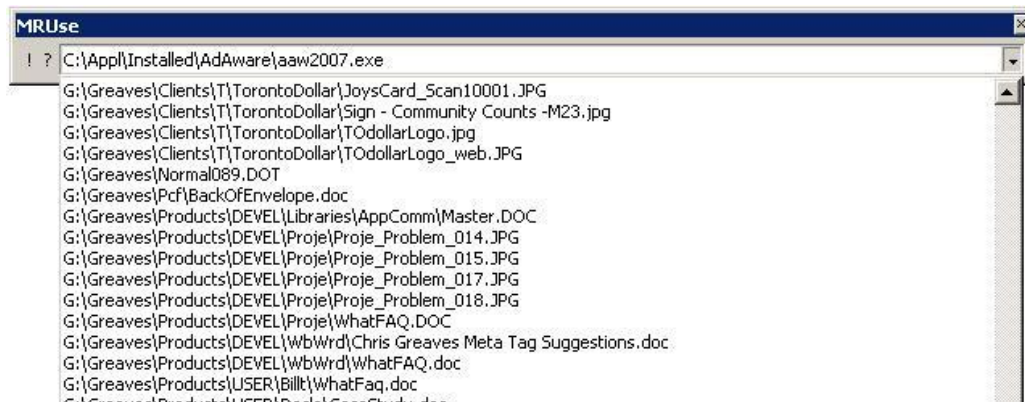
# More Good Reasons For Using MRUse

## Word Crashes

It happens, doesn't it? "Word has experienced an error ….". In these events, Microsoft Word does not update its MRU list in the registry; Word has, after all, crashed.

MRUse however updates its small data file each time you open, save and close your document..

Reload Word, and your files are all there, remembered from your last session. Check your File menu; your newer file usage is NOT there.

Score another one for MRUse!



MRUse is a **powerful tool** that runs under Word 2000 or later and speeds up your access to your **Most Recently Used** files.

We ask that you notify us with any suggestions you have for improvements to MRUse.

## Features

| Feature | Microsoft Word | MRUse |
|---------|----------------|-------|
| Automatic removal of non-existent entries | No | If a file ceases to exists, there's not much point in having it in the list. |
| Automatic removal of stale entries | No | If you haven't used a file in, say, 15 days, you are not likely to use it again in the near future. You define "stale" by setting *your* number of days! |
| Automatically update **Documents and Pictures** | No | Cause File, open and Insert, Pictures, File to jump to your project folder. It makes sense! |

| paths | | |
|---|---|---|
| Default Limit of files | 4 | **Unlimited**. It makes no sense to default to less than the maximum, especially when the maximum is not enough. |
| Include all other types (JPG, EXE etc) | No | View that photo, play that game, … all from within Word. MRUse serves as your intelligent project access tool. |
| Include Excel workbooks | No | Open that Budget spreadsheet from within Word. |
| Include PowerPoint presentations | No | Work on that Budget presentation from within Word. |
| Limit of files | 9 | **Unlimited**. Juggle as many documents as you like. MRUse will remember them all, not just the latest nine. |
| Online and FREE telephone support | No | Contact Me! |
| Remember and select last-used selection point | No | Clever! Takes you to the spot in your document where you left off, without using bookmarks. How does it do that? |

## Why I like MRUse

*I* set the limit to the number of files in the MRUse drop-down list. *Goodbye nine*!

In the middle of editing a word processing document, I realize that I need figures or a chart from my budget workbook. I click the name of the workbook from the MRUse drop-down list *in Word and I am launched into Excel*.

I need to continue editing a document where I left off last week. MRUse opens the document and *selects the selection I was working on last week*.

I use File, Open to open another file, and Word has been told where I am working; I find myself right there in the current project folder. *No need to browse folders*!

Woo-eee!

## What this application does for you

This application speeds up your access to your most recently used files.

The Microsoft Word MRU list is restricted to a maximum of nine files at the foot of your File menu.

MRUse provides with you with an unlimited number of entries, and lets you customize the list by sorting it into an appropriate sequence.

As a bonus, we place your most recently used folders in the My Places list in your File Open dialogue box.

## One-click use

After installing the application template MRUse.dot, load Word and click on any file in the drop-down list box.

## Reporting suggestions

Please use the Contact details from the web site [www.chrisgreaves.com](www.chrisgreaves.com).

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