

Sheet1

- *---A macro to print FORM LETTERS from an address database. The macro compensates for M.I. and missing COMPANY NAME.
- *---Type your form letter right to the LETTER range name, the macro will take care of the date, address, etc.
- *---Use the /Range Name Label Right {End} {Down} <ENTER> to define the range names in this column (starts with the \Z macro name)
- *---Place the highlight on the upper left cell of the labels list
- *---Hold the <ALT> key and press <Z> to activate the macro
* * * Use the SAMPBASE.WK* file as an example * * *

```
\Z  
FORMLETR  
ADD1110  
!  
!  
!  
!  
!  
!  
!  
!  
!  
loop1110  
!  
!  
!  
!  
!  
!  
add2110  
!  
!  
ver110  
!  
!  
!  
counter110  
wys110  
rel110  
!  
row1110  
!  
here1110  
!  
key1110  
!  
form110  
now1110  
!  
!
```

line1110
line2110
line3110
line4110
line5110
line6110
line7110
line9110
!
!
letter110
!
!
!
!
!
!
!
!
!
!
!
!
!
!
!
!
!
!

```
{BREAKON}
{let rel110,@info("release")}~{recalc add1110}{recalc add2110}
{LET here1110,@CELLPOINTER("coord")}~{BEEP}
{GETLABEL "Are you using WYSIWYG (Y/N)? N ",WYS110}~
Highlight the labels list USING THE ARROW KEYS and press <RETURN>:{GET key1110}{ESC 6}~{PANELOFF}{WINDOWS
{GOTO}now1110~/wcs72~{BEEP}Highlight the letter range USING THE ARROW KEYS and press <RETURN>:
{GET key1110}{ESC 6}~{WINDOWSOFF}{PANELOFF}/RNCletter110~/RNDletter110~/RNC{PANELON}{windowson}letter1
/WCS72~/RNCADDRESSA~/RNDADDRESSA~/RNCADDRESSA~.{END}{DOWN}{END}{DOWN}~{GOTO}LABELS~
{FOR counter110,1,@ROWS(LABELS),1,loop1110}
{GOTO}now1110~/WCS9~{GOTO}LABELS~/RNDLABELS~
```

```
{WINDOWSOFF}{PANELOFF}{LET row1110,@CELLPOINTER("ROW")-@CELL("ROW",LABELS)}~
{LET line1110,@INDEX(LABELS,0,row1110)&" "&@INDEX(LABELS,1,row1110)&@IF(@ISSTRING(@INDEX(LABELS,2,row1110))=0,"",@INDEX(LABELS,2,row1110))}~
{LET line2110,@IF(@ISSTRING(@INDEX(LABELS,4,row1110))=0,"",@INDEX(LABELS,4,row1110))}~
{LET line3110,@IF(@ISSTRING(@INDEX(LABELS,5,row1110))=0,"",@INDEX(LABELS,5,row1110))}~
{LET line4110,@IF(@ISSTRING(@INDEX(LABELS,6,row1110))=0,"",@INDEX(LABELS,6,row1110))&" "&@IF(@ISSTRING(@INDEX(LABELS,7,row1110))=0,"",@INDEX(LABELS,7,row1110))}~
{LET line5110,@IF(@ISSTRING(@INDEX(LABELS,9,row1110))=0,"",@INDEX(LABELS,9,row1110))}~
{LET line6110,""}~{LET line7110,""}~
{LET line9110,+"Dear "&@INDEX(LABELS,0,row1110)&" "&@IF(@INDEX(LABELS,3,row1110)="","",@INDEX(LABELS,3,row1110))}~
{LET here1110,@CELLPOINTER("coord")}~
{if @ISSTRING(@index(labels,4,row1110))=0}{GOTO}line3110~/M.{DOWN @ROWS(letter110)-4}~{UP}~{GOTO}{here1110}
{RECALC ver110}
:PRSletter110~g
{if @ISSTRING(@index(labels,4,row1110))=0}{GOTO}line1110~/M.{DOWN @ROWS(letter110)-4}~{DOWN}~{GOTO}{here1110}
{GOTO}now1110~{LEFT}{DOWN}/RNLR{DOWN 10}~{GOTO}{here1110}~{DOWN}{WINDOWSON}{WINDOWSOFF}
```

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3.00.00

\$B:\$A\$4

{PGDN}

Mrs. Ann Bradley
HARRIS CO.
234 Main St.
Newton, MA 02005
U.S.A.

Dear Mrs. Bradley:

Start your form letter here. The macro leaves two empty lines between the date and the address, between the address and salutation line and between the salutation line and the letter's body.

Sincerely,

Macro user