[Titl - Memo Title]

```
[Absn]From      :
[Empf]To        :
[Kopi]Copy to   :
[Datm]Date      :
[Betr - Subject/Ref]     :
[Ele1]          :
[Ele2]          :
[Ele3]          :
[Ele4]          :
```

[Text - The Text][Please enter your text here]

[Dat1 - Date in the Footer of the first page]
[Vtr1 - Confidentiality level in the Footer of the first page]
[Num1 - Number of the next page in Footer of the first page]-
1 -

[DtKF - Date in the header of following pages]
[ThmF - Subject in the header of following pages]

[DelA - Start Delete, from here on will be deleted]

The above page break after [Please insert here] must remain there, otherwise the date cannot be inserted in the following page. This takes the place of a macro which is added in the creation of a new document. The page break will then also be deleted by this macro (via GotoPos(Break) + Delete)!

Tips for Creating Wizard Templates:

◦ **Text shown in square brackets generally refer to textmarks, whereby the four letters directly after the brackets indicate the textmarks once again. The remainder is meant to be only commentary. Be careful:: Textmarks disappear very quickly when letters are accidentally deleted. If you want to create templates, use the opportunities provided by the Assistant to generate Wizard templates. These can be modified repeatedly without destroying the originals..**
◦ **The following textmarks are used in the Memo Wizard:**
      ...:   See Document
◦ **Text in square brackets which is directly after a textmark will be automatically deleted by the Wizard**
 ◦ **Text between the textmarks DelA and DelE will be completely deleted. The text is, however, first required so that the headers and footers for the sequence page styles can be adapted by the Wizard.**
◦ **These tips are only valid for experienced users! Use the templates generated by the Assistant whenever possible.**

[DelE - End Delete, up to here will be deleted]

[DtFF - Date in the Footer of the first page]
[VtrF - Confidentiality level in the Footer of the first page]
[NmFF - Number of the next page in Footer of the first page]- 2 -