NEWLTR 1.0

Operating Manual

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NEWFAX.DOT (available in this CompuServe forum as NEWFX3.ZIP) uses an .INI file to store a list of names, fax and 'phone numbers for use in fax cover sheets when you need to send a fax. Makes it real simple. Just call up the name list, make your selection, press a button and there's a cover sheet all ready to go. NEWFAX will even send the fax if you're using Delrina's WinFax PRO.

While writing NEWFAX, this thought hit me: Why not do a "companion" template macro that works the same way for addresses in letters? I was always looking for the last letter I wrote someone, so I could use the name and address for the next letter to him or her. And why not use the same .INI file as NEWFAX uses, to save space on the hard disk?

Presto! (Well, maybe Adagio?) NEWLTR was born.

NEWLTR is a Word for Windows document template with an "Autonew" macro. To use it, you (1) copy NEWLTR.DOT to the directory where your WinWord template (*.DOT) files are stored, then (2) open a document based on the template (in the "File" menu, select "New," then select NEWLTR in the list under "Use Template."). The macro will run automatically.

NEWLTR.DOT does for letters what NEWFAX.DOT does for fax cover sheets. (Well, OK, it doesn't ***send*** the letter like NEWFAX sends faxes, but it ***does*** make the addressing part a ***lot*** easier!) Here's what it does:

- Expands NEWFAX.INI to store addresses as well as names, fax and 'phone numbers.
- Lets you select from the NEWFAX.INI list when you're doing a letter, instead of typing the address manually or searching for the last letter you wrote to the same person so you can re-use the address.
- Puts your selection in the address space.
- Marks your selection for use by WinWord's Envelope macro or Woody Leonhard's Enveloper4.

- Puts your choice of header/footer (or no header/footer) on pages after the first.

Pretty neat stuff, eh? Let's go to the video tape.

There are two ways to go about using NEWLTR. You can open the sample template and save a second copy under a new filename. Then modify the template text to your heart's content, to match your own letter style. Or if you already have a favorite template for letters, just follow the steps in Appendix A to modify it for use with NEWLTR.

Using NEWLTR

Now comes the fun part. Open a new document based on NEWLTR or your favorite letter template. You'll see the following dialog box:

The buttons explain everything (well, almost everything, especially if you've used NEWFAX). Let's use the "Name and Address" dialog buttons as the subject headers for a quick tour through NEWLTR.

The simplest use of NEWLTR is: Enter information in the boxes, select a header and click the "Make Letter" button. Or import a name from NEWFAX.INI (see the "Use List Manager" button described immediately below) and click "Make Letter". The data in the "Name and Address" dialog are immediately inserted into your document, single-spaced, at the point indicated by a bookmark (see Appendix A for more about this bookmark). Then the entire block of inserted matter is marked with a second bookmark called "EnvelopeAddress". This renders the name and address "visible" to the two most popular "envelope" macros, the one in WinWord and "Enveloper4" which is part of the WOPR suite of office macros.

opens the List Manager dialog box, which looks like this:

These buttons really are self-explanatory except for "Edit List", which opens NEWFAX.INI as a "Text Only" document in WinWord. Follow the dialog box instructions after opening.

adds your Name and Address entry to the database in NEWFAX.INI. If your entry's First Name, Last Name and ID# are all exact matches to an existing entry in the database (which could happen accidentally, or deliberately because you imported an existing name, changed the address and clicked this button), you get this:

If you respond "No", then you get the following advice:

When you click the "OK" button, you are returned to the "Name and Address" entry screen where you can enter a new ID to save a duplicate listing.

But suppose you clicked "Yes" to the overwrite warning? What happens next depends on how the entry came to be in the "Name and Address" opening dialog. In other words, is it a newly typed entry, or was it imported from the NEWFAX.INI database with the "Use Selection" button in the List Manager?

If yours is a newly typed entry, it simply replaces the entry that was shown in the "Overwrite Warning" box, without further ado. Any address data attached to the "old" entry is overwritten with address data from the new one, and if you didn't type any, then the new entry won't have any.[1] Any phone or fax data in the "old" entry that was put there by NEWFAX is also gone.

But if your entry was imported from the List Manager, the situation is a little more complex. Along with the name, you imported the company (if any), the address *and any 'phone, fax and file number data that NEWFAX might have stored for that name*.

So if you clicked "Yes" in the Overwrite Warning dialog, the question now is this: You can change the address data right in the "Name and Address" dialog box, but *what about the NEWFAX data*? Do you want your new entry, which is going to overwrite the "old" one stored under the same name, to keep the same phone, fax and file number data that NEWFAX had added to the "old" entry? If you're a NEWFAX user, this is the quick way to add name and address data to your fax/phone entries in NEWFAX.DOT, so click "Yes" to save the data from NEWFAX. But just to be sure, you get the next dialog box:

If you select "Yes", the new name and address overwrites the "old", but the other information is tacked on, so your database entry is the same except for the "new" address data.

But if you say "No", you get the following instruction box:

Sorry, but the "Clear Form" button in the Name and Address dialog is the only way to get rid of the imported data. It also gets rid of whatever you typed in. Start again. It's also a quick way to correct mistakes in data entry.

This is a good time to mention the button in the Name and Address dialog that lets you see the NEWFAX data. If you click it, the Name and Address dialog changes to the form shown in the next illustration:

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[1] For example, if the "old" entry had a company name attached to it but the new one doesn't, the company name will disappear.

All but two of the buttons disappear, and you see the 'phone and fax numbers for this entry (if there are any; otherwise you see "<none>"). Note that this is only a "viewer"; you can't edit the numbers. That's for NEWFAX to do![1]

When you're done viewing, click "Restore Buttons".

is the last pushbutton in the Name and Address dialog. It really cancels. Closes the letter document without saving.

But we're not done yet! What about this stuff at the bottom of the "Name and Address"dialog?

[1] You want to edit 'phone and fax numbers, download NEWFAX. It's in the same library as NEWLTR.

These are your options for page headers and footers starting on the second page of your letter. "Business header" is the default choice. The business header is actually a table with name, page number and date entries like the ones at the top of this page.

The other choices are a simple centered page number in the header, or in the footer, or no header or footer at all.

End of the instructions.

Registration

The usual registration fee for NEWLTR 1.0 is $10. But there is a ...

Special limited time offer! Until June 1, 1992, you can register NEWFAX 3.1 and NEWLTR 1.0 together for $26. This is a $3 saving over the separate registrations of $19 for NEWFAX and $10 for NEWLTR.

Registered users of NEWFAX 3.0/3.1: You can register NEWLTR for $7 until June 1. I keep a database of registered users, so just check the appropriate line on the registration form.

Registered users get a disk with the macro unencrypted and fully commented, without the nag screens of course.

The last page of this manual is a registration form.

Appendix A

How to use NEWLTR.DOT
with your favorite letter template

The following procedure applies only to the registered version of NEWLTR.

It's easy! There are two main steps: Adding the bookmark, and adding the macro as an "autonew" macro that runs automatically whenever a new document is opened based on the template.

Add The Bookmark

First of all, your letter template needs to have a bookmark called "NameAndAddress". NEWLTR uses the bookmark to place (what else?) the name and address you select. If you attach the macro to a template that lacks the bookmark and then open a document based on that template, you'll get a Word error message "That bookmark does not exist", followed by a message box reminding you that the "NameAndAddress" bookmark is required, followed by the close of your document as the macro ends.

To place the bookmark in your own template, here's all you do:

1. Put the cursor where you want the addressee name to appear. (The address lines follow automatically).

2. Select "Insert", then "Bookmark" from the WinWord menu (or type Alt-I then M).

3. Type "NameAndAddress" (note the lack of spaces) in the box that appears.

4. Press <enter>. That's it.

Add the Macro

Now you need to attach the template macro. Easy to do. Here's how:

1. Open your favorite letter template for editing. Select "File", then "Open" (Alt-F, O); in the "List Files of Type" box at the bottom left of the File Open dialog, select "Document Templates (*.dot)", then find your template in the list and click OK.

2. Open NEWLTR.DOT. (Same procedure, but this time find NEWLTR.DOT).

3. Open the Autonew macro attached to NEWLTR.DOT. Select "Tools", then "Macro" (Alt-O, M), select "Template Macros" at the lower right of the dialog box, then click on the name "Autonew" that appears in the large box under the

small box below "Macro Name", and finally click the "Edit" button. The macro text will open.

4. Select the entire macro text. Select "Edit" then "Select All", or type Ctrl-NumPad5 (use the 5 on the numeric keypad, not the one in the top keyboard row), or press the F8 key six times.

5. Copy the macro text to the clipboard. Select "Edit" then "Copy", or press Ctrl-C or Ctrl-Ins.

6. Close the macro text and NEWLTR.DOT by pressing Ctrl-F4.

7. Now you should be back in your favorite template. Create an Autonew macro for it like so: Select "Tools", then "Macro" (Alt-O, M), select "Template Macros" at the lower right of the dialog box, then type "Autonew" (without the quotes) in the small box just below "Macro Name", then click the Edit button.

8. A "blank" macro text opens. The first line says "Sub MAIN", the next line is blank, and the last line says "End Sub". Select all three lines (see step 4 at the top of this page on how to select all). Then select "Edit", then "Paste", or press Ctrl-V or Shift-Ins to insert the NEWLTR macro text from the clipboard, overwriting the "blank" macro.

9. Finally, select "File", then "Save All" (Alt-F, E). Answer "yes" to the question about saving your macro's Autonew, then another "yes" to save your macro. If you get any other "save" questions, you can say yes or no as the mood strikes.

10. Press Ctrl-F4 to close your template. ***Finito***.

TECHNICAL STUFF NOTE: If you have some adeptness at macro-writing, and your favorite letter macro already has an Autonew macro, you can combine it with the Autonew macro from NEWLTR. For example, my business letter template incorporates NEWLTR's macro to place the address, but then it inserts the date, imports a graphic image of the firm's letterhead, asks for input of a matter reference, a file number, and the salutation.

If you examine the text of NEWLTR.DOT's Autonew macro, you'll find a line reading

'----OTHER MACRO FUNCTIONS CAN BE INSERTED HERE---

And so they can be. In my example, the picture insertion and other stuff is accomplished by the following series of commands at the indicated insertion point:

EditSelectAll

```
UpdateFields

StartOfDocument 0

NextField

InsertFrame

FormatFrame .Wrap = 1, .WidthRule = 0, .FixedWidth = "", .HeightRule =
0,.FixedHeight = "", .PositionHorz = "0.15", .PositionHorzRel = 1, .DistFromText =
"0.13" + Chr$(34), .PositionVert = "0.295" + Chr$(34), .PositionVertRel =
1, .DistVertFromText ="0" + Chr$(34), .MoveWithText = 0

FormatPicture .ScaleX = "79.7%", .ScaleY = "75.1%", .SizeX = "8.3" +
Chr$(34), .SizeY = "2.53" + Chr$(34)

EditSelectAll

UnlinkFields
```

The "UpdateFields" command at the start of the sequence activates the fields I put into the template for the date, matter name and number, and for the graphic letterhead image. Then the image is framed ("InsertFrame"), the frame is formatted and the graphic is sized to fit the page width ("FormatPicture"). Finally all fields are "unlinked" to convert the field to actual text.

NEWLTR 1.0 Registration Form

To: Robinson Markel
53 Wall Street, Sixth Floor
New York, New York 10005-2815

[FOR ALL REGISTRATIONS ON AND AFTER JUNE 1, 1993]

__ I'm registering my copy of NEWLTR.DOT, version 1. Please send me a disk with the macro in unencrypted and commented form. I'm enclosing $10.

[FOR PRE-JUNE 1 REGISTRATIONS ONLY]

__ I've registered NEWFAX 3.0/3.1 and I want to take advantage of the special pre-June 1 registration offer for NEWLTR 1.0. I'm enclosing $7. Please send me the NEWLTR disk.

-OR-

__I want to register NEWFAX 3.1 <u>and</u> NEWLTR 1.0 at the special pre-June 1 combined registration fee. I'm enclosing $26. Please send me both macros on disk.

My name and address are below:

Name:

Company (if applicable):

Address:

City:

State:

ZIP:

Comments/Suggestions: