

LETTER 1.1 ©

A Word for Windows 1.0/1.1 macro

To format and print your letters quickly and easily your way

~~Please read the documentation prior to installing Letter 1.1 © !!!!!!!!!!!!!!!!!!!!!!!
(I know it's not what you want to do now but it may save you time later)~~

~~**Warning: Please be sure that this is the only Open Document before installing LETTER 1.1 ©!!!!**~~

Double

Please

Introduction

Welcome to Letter 1.1 © and thanks for taking the time to read the documentation. Letter is based upon the original Letter template that was shipped with every copy of Word for Windows. The concept was there, but you had to learn a great deal about using WinWord before it became useful for the casual user who just wants to quickly write a letter and get it printed out. So I customized the letter template and forgot about it.

Then two things happened. Woody Leonhard published Enveloper 3.0 and I started installing WinWord for my clients. This led me to further modify the template so that the macro marked the addressee as NameAddress enabling Enveloper to easily capture the addressee's information. As Windows 3.0's popularity grew, I found myself modifying this same macro over and over again and decided to create a setup macro which would easily customize the template according to each client's needs. This saved me time.

Much of Letter is inspired by the work of Woody Leonard and Guy Gallo whose own macros have given me insight into the interworkings of the WinWord macro language known as WordBasic. The industry owes them a great debt of gratitude for their work. If you haven't used Enveloper or some of Guy's many macros, I encourage you to look through the data libraries of CompuServe MSAPP and WINADV, just to mention a few.

Letter 1.1: This is a maintenance version which includes some small changes in code for people experiencing "Duplicate Name" errors.

Instructions

Letter is really a fairly simple macro in concept. You double-click on the install bar near the top of this document and given a list of options that you may wish for Letter to use. A help system is provided which explains what each option represents. You are asked questions which customize how letter will function for you and then the installation macro the newly created macros to the new template name that you specify and saves it. Since the information is saved to a template, you do not need to worry about saving any kind of global changes. There are three types of formatting screens that you will see in the course of installing Letter 1.1 ©. First, the main installation screen which should be the first thing that you see when you start up the setup macro.

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Document:

If leave the document option marked, you will be shown the FormatDocument screen. This screen deals with the size and general appearance of the document that you will work on. This screen will be more fully explained later in the documentation.

Normal:

This option controls the basic format of your letter's text. This is where you will pick the settings which the rest of the document text will be based upon. These settings are by no means permanent or irreversible and can be different or exactly the same for each part of your letter. The FormatCharacter and FormatParagraph screens, which you are shown for this option, will be explained more fully later in the documentation.

Header:

If you choose to leave the Header option marked, you will be prompted for what type of header that you would like to use. Letter provides for three options.

- 1) Preprinted Letterhead - Asks for how much space to leave for your letterhead.
- 2) Boilerplate Graphical header - Prompts for header file.
- 3) Formatted Text - Option of using text which you input for a header.

Those who choose to format text as their header are shown a second screen which further defines what type of formatted text that you would like to use.

- 1) All lines with same font and point size.
- 2) Different formats for first and second lines.
- 3) Leave space and I will format my header as I wish.

In cases one and two, you are prompted for the text and then that text is formatted according to your instructions in the FormatCharacter and FormatParagraph screens. If you make a mistake in formatting your header, don't worry, you can change any of these settings later.

Date:

If you leave date marked, then Letter will automatically enter in the day's date in the form of Month Day(In numbers), Year (last two digits). You are then prompted to format the date using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Addressee:

Leaving Addressee marked will instruct Letter to prompt you for what address you are sending this letter to. You may save your addresses under names which can then be called up each time you use letter by simply inputting a code word which you specify. To enter a new code name, enter the name of the addressee in the inputbox when asked, say "yes" when asked if you wish to save this new address and give Letter a name to save this address under. You are then given

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the choice of formatting this statement using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Letter Title:

This option refers to having Letter insert an RE: statement such as "RE: Registration" between the Addressee and the salutation. You may choose not to install this option by simply unmarking this option on the main installation screen. If you do choose to use this option, you can have Letter prompt you if you wish to enter an RE statement, or you can have Letter just simply ask for the statement each time. After making your choices, you are given the choice of formatting this statement using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Greeting:

This part of the installation program settings up your salutation or greeting to the person you are sending this letter to. The setup macro asks if using "Dear" is alright and gives you the option of using another word if you wish. From then on the program will ask you for the name of the person you are writing to each and insert it in the letter according to the format "Dear John:" You are then given the choice of formatting this statement using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Standard Paragraph:

If you mark this option, Letter will setup a special format for the body of your letters. After Letter has generated the header, date, addressee, and salutation, you are prompted to enter the text of the letter with the document automatically setup with this format. Even if you enter a new paragraph, this format will remain unless you change it. This formatting is accomplished with the use of the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Optional Paragraph:

For those of you who need a second type of formatted paragraph, Letter provides for this option which is then based upon the settings that you provided for the Standard Paragraph. This formatting is accomplished with the use of the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Quotation:

If you choose the quotation option, Letter will setup a specialized macro which will use the format choices which you will make and then return the settings

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back to the standard paragraph settings. This macro formats the text according to your specifications, prompts you for the quotation, and then return the settings back to standard paragraph format. The formatting is accomplished with the use of the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Closing:

The closing option can potentially become the most complex part of the installation process. For this reason, this documentation will be further divided by subsection of the closing.

Closing Message:

Letter starts by asking whether "Sincerely" is the right type of closing message for your needs and giving you the option of changing it if you wish. Again, you are given the option of formatting this closing message with the FormatCharacter and FormatParagraph screens. Please keep in mind that you will need to allow space after this item for your signature or you can choose to place space before the Closing Name if you prefer. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Closing Name:

Next you are asked to enter the name of the person writing the letter. The setup macro defaults to displaying the name which was entered when the program was first setup. If this name is correct, then please accept it. Otherwise, please enter the name that you wish to use. After you have made your decision, you are asked to format this part of your letters using the FormatCharacter and FormatParagraph screens. Please keep in mind that you will need to allow space before your name for the signature if you didn't already with the Closing Message. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Closing Title:

Next, you are shown an option screen which asks whether you wish to have Letter insert a title. If you say "No" then Letter will neither insert a title nor ask you for one. Those who wish to have Letter insert a title may have Letter put in one that you choose now, or you may have Letter prompt you each time for your title. After you have made your decision, you are asked to format this part of your letters using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

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Closing Carbon Copy List:

For those of you who sometimes need to include a carbon copy list at the bottom of each of your letters, setup asks you if you wish to have Letter ask you if you wish to insert one each time you generate a new letter. If you choose to be prompted, you are asked to format two types of lines. First, you are asked to format the first line of the CC list which will include CC: and the first person you are sending a copy to. Second, you are asked to format the subsequent lines of the CC list. You might wish to enter in a space between the first line and the closing title or closing name and then remove this space for the next lines. Both of these line types are automatically formatted with tabs which will make each person in the list line up. After you have made your decision, you are asked to format this part of your letters using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Closing Enclosure List:

For those of you who sometimes need to include an enclosure list at the bottom of each of your letters, setup asks you if you wish to have Letter ask you if you wish to insert one each time you generate a new letter. If you choose to be prompted, you are asked to format two types of lines. First, you are asked to format the first line of the enclosure list which will include Enclosures: and the first item you are sending with the letter. Second, you are asked to format the subsequent lines of the enclosure list. You might wish to enter in a space between the first line and the closing title or closing name and then remove this space for the next lines. Both of these line types are automatically formatted with tabs which will make each item in the list line up. After you have made your decision, you are asked to format this part of your letters using the FormatCharacter and FormatParagraph screens. If you have any questions about either of these screens then please refer to the notes later in the documentation.

Closing Save:

After you have made all of these decisions, you are asked what title you would like to use in the insert menu. The system defaults to suggesting the name you entered for closing name + closing in the form of "John Doe's Closing", but you can default to any description that you wish. When you have made this decision, setup saves your choices for this closing and asks if you wish to enter another. You may enter as many as you need within the limits of WinWord.

Save Letter10:

Finally, you are asked what name you would like to give your new template. The setup program defaults to Letter10. Select the name that you wish and setup will save all of your settings for you under that name. To create a new new simply choose File, New, and choose your selected name from the list of available templates.

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FormatDocument

The FormatDocument screen deals with the basic formatting of your letter including the page length and width, margins, footnote position and starting number, default tab stops, and Widow Control. Letter is most concerned with the margins, page length and width, and Widow Control. You may set any of the other settings from this screen, but here we will only focus on those items mentioned.

Page Width:

This field deals with the horizontal size of the paper you will be printing your letters on. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 8.5" and should be correct for most people's needs.

Height:

This field indicates the vertical size of the paper you will be printing your letters on. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 11" and should be correct for most people's needs.

Top:

This field measures where the printable area of the paper you will be printing your letters on begin from the top edge. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 1" and should be correct for most people's needs.

Bottom:

This field measures where the printable area of the paper you will be printing your letters on begin from the bottom edge. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 1" and should be correct for most people's needs.

Left:

This field measures where the printable area of the paper you will be printing your letters on begin from the left edge. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 1.25" and should be correct for most people's needs.

Right:

This field measures where the printable area of the paper you will be printing your letters on begin from the right edge. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 1.25" and should be correct for most people's needs.

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Widow Control:

This box may be used to prevent paragraphs in your letter from being having the first or last line printed on a separate page. The default is off and you NOT choose this option if all pages must have the same number of lines.

FormatCharacter

The FormatCharacter screen deals with the appearance of the text in your letter including the font and point choice, color, emphasis options, character spacing, and position. Since any letter might use any of these options, it is a good idea to look at all of them.

Font

Choose the label given to the type you wish to use in that particular part of your letter. To get the list of available fonts, simply click once on the down arrow next to the name. The name shown is the default choice which you are free to override.

Points

Choose the size of the font which you just chose. The larger the number, the larger the size of the font. To get the list of available point sizes, simply click once on the down arrow next to the number. The number shown is the default choice which you are free to override.

Color

Choose the color of the font which you just chose. WinWord gives you eight colors for displaying or printing characters. You need a color monitor to display them and/or a color printer to print them. To get the list of available colors, simply click once on the down arrow next to the name. The number shown is the default choice which you are free to override.

Emphasis Options

These options include Bold, Italic, Small Caps, Hidden, Underline, Word Underline, and Double Underline. Use those options which will emphasize or deemphasize the text in the method that you wish. All are defaulted to off.

Position: Normal

This is one of the three settings for position which place the text horizontally on the page. In this case the text rests on the baseline. Due to a bug in WinWord the default setting is Position:Superscript with Position: By at 0pt which is the same as Position: Normal.

Position: Superscript

This is one of three settings for position which place the text horizontally on the

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page. In this case the text rests above the baseline by the number of points (shortened to pt) indicated in the Position: By field. Due to a bug in WinWord the default setting is Position:Superscript with Position: By at 0pt which is the same as Position: Normal.

Position: Subscript

This is one of three settings for position which place the text horizontally on the page. In this case the text rests below the baseline by the number of points (shortened to pt) indicated in the Position: By field.

Character Spacing: Normal

Places no additional spaces between individual letters.

Character Spacing: Expanded

Increases the amount of spaces between individual letters by an amount indicated in the Character Spacing: By field in points (Shortened to pt). This is subtracted from the character widths provided by the installed printer.

Character Spacing: Condensed

Decreases the amount of spaces between individual letters by an amount indicated in the Character Spacing: By field in points (Shortend to pt). This is subtracted from the character widths provided by the installed printer.

FormatParagraph

The FormatParagraph screen deals with the position of the text to other parts of the letter including alignment, indents, spacing, paragraph integrity, and border. These are the options that we are most concerned with and that will be dealt with here.

Alignment: Left

Places the text at the left indent or margin if Indents: From Left is 0.

Alignment: Center

Places the text at the center between the left and right indents or margins.

Alignment: Right

Places the text at the left indent or margin if Indents: From Left is 0.

Alignment: Justified

Expands spaces between characters to place the beginning and ending of each line on the right and left margins including the left and right indents if they exist.

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Indents: From Left

Places text a specified distance from the left margin. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 0" and should be correct for most people's needs.

Indents: From Right

Places text a specified distance from the right margin. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 0" and should be correct for most people's needs.

Indents: First Line

Places text of the first line a specified distance from the left margin. Measurements are shown in inches, centimeters, or points according to the set options on your own computer. The default setting is 0" and should be correct for most people's needs.

Spacing: Before

Adds space between the previous part of the letter and this text. Measurements can be shown in inches, centimeters, points, or lines according to the set options on your own computer. The default setting is 0li and should be correct for most people's needs.

Spacing: After

Adds space after this text. Measurements can be shown in inches, centimeters, points, or lines according to the set options on your own computer. The default setting is 0li and should be correct for most people's needs.

Spacing: Line

Indicates the amount of space for each line of text. Measurements can be shown in inches, centimeters, points, or lines according to the set options on your own computer. The default setting is Auto and provides enough space for the tallest characters on each line. Single spacing would be indicated by "1li" and double spacing by "2li"

Keep Paragraph: Together

Prevents a page break within a paragraph.

Keep Paragraph: With Next

Prevents a page break between two paragraphs.

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Border

Shows a list of border choices for your text which are accessed by clicking on the down arrow next to the Name. Any choice other than None with active the Pattern field below which directly affects the appearance of the chosen border.

Registration

If you use **Letter**, please register! In return, THM Associates will give you this guarantee: If **Letter** fails to live up to your expectations, for whatever reason, just drop us a line and we'll send you a full and complete refund, by return mail, no questions asked. No problem.

Letter is not "cripple-ware". THM Associates provides you with a fully-functional package including the source code. **I do not use nag screens to annoy you into** registering. Like so many other developers, I prefer not to work that way. When you register, you also receive a registered user number which is good for all future upgrades of Letter 1.1 © and entitles you to unlimited support for 90 days via CompuServe or mail service. Those are the tangible benefits of registration.

Letter 1.1 © registration is \$10 for individuals. Companies and organizations pay \$7 per user for two to ten users. If you have more than ten users, a network, or if you want to get a break for your educational or non-profit organization, drop us a line.

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The following was written by Paul Mayer – President of the ASP and author of GRAB Plus – and edited slightly to apply specifically to **Letter 1.1** ©. (These excerpts were originally put together by Wood Leonard for Enveloper and have been slightly modified to apply to Letter)

"Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register...

"Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group.

"Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee – if you don't use the product, you don't pay for it.

"**Letter** is a "shareware program" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to

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develop new products. If you find this program useful and find that you are using **Letter** and continue to use **Letter** after a reasonable trial period, you must make a registration payment of \$10 to THM Associates. The \$10 registration fee will license one copy for use on any one computer at any one time.

"You must treat this software much as you would a book. For example, this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another – just as a book cannot be read by two different people at the same time.

"Commercial users of **Letter** must register and pay for their copies of **Letter** within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting THM Associates.

"You are encouraged to pass a copy of Letter along to your friends for evaluation. Please encourage them to register their copy if they find that they can use it."

Technical Support

Tech support is available on CompuServe in the 12 section of the MSAPP forum at CIS ID# 72371,2435. You can also contact me by Mail by sending your questions to THM Associates 1201F University Village East Lansing MI 48823. I look forward to your comments and encourage any ideas that you might have about future updates or other possible useful WinWord Macros

Taylor H. Maxwell
April 6th, 1991

Please

~~Don't forget to use Woody Leonhard's Enveloper to print your envelope for your registration form. Enveloper will automatically pickup on the address to send your registration to.~~

Registration Form

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Taylor H. Maxwell
THM Associates
1201F University Village
East Lansing MI 48823

Dear Taylor:

Enclosed is my registration fee for Letter 1.1 ©
I would like to register as (check one):

(For more than 10 users, or networks, please write for fee structure)
Name and Address:

Contact Person (if appropriate):

CompuServe ID# (if available):

I've enclosed a check (in U.S. Dollars) or postal money order payable to "THM Associates" in the amount of: (No Cash please!)

I got my copy of Letter 1.1 © from:

Sincerely,