MEMO.WPM 2.04
Memo Utilities
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A WordPerfect 5.1 Macro
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Purpose
This memo macro will create, view or retrieve memos from a memo subdirectory.

Memos are numbered starting at 10001. When you get to memo 99999 the macro will prompt you to delete or move old memos and reset the number in the file @COUNT to 10001.

If the user has password protected a memo (Ctrl-F5,2), the Memo Macro will handle these prompts also.

For accurate results, it is strongly suggested that you **do not** add long document descriptions to the memos.

The following is a description of each menu option:

Creates, views and retrieves auto-numbered memos from any subdirectory without changing the default directory. Handles password protected memos too. The program requires that at least 1 document be open.

1 Create a new memo
Automatically creates a new memo with auto-numbering. At an empty document, memo creation is immediate. If you have a document on screen at the time you will be prompted "Okay to exit current document? (Y/N)" Answering Yes exits

your document and creates the new memo. Answering No aborts the memo utilities. Always save your on screen documents before using the Create or Retrieve options.

2 View latest memo

Views the latest memo in the memo subdirectory. From this mode the user can also view the previous memo or the next memo, use the cursor keys to navigate if a memo goes off screen, toggle between the memo summary (if one exists) and the memo or return to the memo menu by pressing F7.

3 View memo by number

Same as above option except prompted for the memo number to view.

4 Retrieve latest memo

Automatically retrieves the latest memo. If you have a document on screen at the time you will be prompted "Okay to exit current document? (Y/N)"

5 Retrieve memo by number

Same as above option except prompted for the memo number to retrieve.

It is strongly suggested that you do not use WP's Long file descriptions when saving your memos. Doing so will cause inaccurate results when searching for the most recent memo.

The required file MEMOUSR.WPM contains user defined variables for MEMO.WPM. You can specify the path of your memo directory and the date format for the memos. This is edited through the macro editor (Ctrl-F10, "MEMOUSR", Enter, 2).

Revision

2.04 2/29/92 Created a separate file for user defined variables

2.03 2/18/92 Minor enhancements

2.02 7/31/91 Handles check for Summary on Save/Exit. Handles prompts for file Passwords if user has password protected a memo. Various error handling & other enhancements. Added help screen.

2.01 7/26/91 Works with either Long or Short Document Names, but it is strongly suggested that you do not add long document descriptions to the memos for accurate results.

2.0   6/7/91 Completely overhauled for 5.1. Memo creation is faster and will not bog down when there are many memos in a directory. The memo fields are created by using a table. A page header will display the memo number, date and page number on pages 2 and higher.

>   Tested with the 08/20/90 release and built in large part with the WordPerfect Macro Editor using WP's Shell to switch back and forth between editing in Editor and testing in WP.

1.1   Update and fixes for WP 5.0.

1.0   6/7/89 Initial release for WordPerfect 5.0.

Features
- ▶   Completely menu driven
- ▶   Easy to use
- ▶   Automatic memo numbering
- ▶   You can view memos from any subdirectory without losing the current document. After viewing, pressing F7 will call the memo menu again.
- ▶   The macro will run from any subdirectory.
- ▶   If you try and create or retrieve a memo while a document is already on screen you will be first asked if you it's ok to leave the current document.

Files   * = required for operation
MEMO.WPM*   The WordPerfect Memo Utilities macro.
MEMOUSR.WPM   *   User defined variables for MEMO.WPM
@COUNT   *   Stores the next memo number.
@TEMPLAT *   The memo template header that contains your Company Name and Address, Memo Number, Date, Subject, To and From fields.
MEMO.DOC   This file you are reading.

Quick Installation
1)   Copy MEMO.WPM and MEMOUSR.WPM to your macro directory.
2)   Copy @COUNT and @TEMPLAT to the subdirectory C:\WP51\MEMO. This is the directory that will store your memos. If you wish to use a different directory you must edit the user defined variables in MEMOUSR.WPM which defines the path. Change the {ASSIGN}Path~C:\WP51\MEMO~ statement to reflect where these files will be located. You can also edit the date format of the memo by editing the {ASSIGN}DateFormat~6,·3·1,·4~ variable. To edit MEMOUSR.WPM press Ctrl-F10, "MEMOUSR", press Enter, 2. See the WP manual or Gordon McComb's macro book for more help with macro editing.
3)   To start the macro press Alt-F10, type "memo", then press Enter.

Tips

▸ If you are printing memos on a dot matrix printer, you may want set the table lines in the memo template to none. This will greatly speed up printing.

▸ You can put your own company name in the first cell of the @TEMPLAT file. To do this requires four steps. 1) Unlock the cell containing COMPANY MEMO, 2) add your own text, 3) relock the cell, and 4) save the @TEMPLATE file. You're ready to create memos. See the WP manual on Table features.

▸ You can set the @TEMPLAT file to a read-only status with the DOS command "ATTRIB +R" or disable read-only status with "ATTRIB -R". This will insure that @TEMPLAT doesn't get accidentally deleted or changed. See your DOS manual for more information on ATTRIB.

End