The InsertAddress and LaunchAddressManager Macros

The following macro is provided for use with Word for Windows. The Word BASIC macro will pull in the address information from Address Manager and place the address in your document. Simply select the name in your Word for Windows document file and run the macro.

Installing the InsertAddress Macro to Word for Windows 2.0

Once installed, do the following:

1.   Start Address Manager by choosing "Launch Address Manager" from the Help menu.

2.   Choose Open from the File menu and open MYNAMES2.ADD if not already open.

3.   Switch back to Word for Windows leaving Address Manager running.

4.   Select the name below and choose InsertAddress from the Help menu.

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Note: Careful to Select only the above name and not any additional characters, like the paragraph return at the end of the line.

The address information should now be inserted into the document file!

The above macro always looks to MYNAMES2.ADD. To change the macro to look at a different address file, do the following:

1.   From the Tools menu, choose Macro.

2.   Select Global Macros from the box labeled Show.

3.   Choose the InsertAddress macro and choose the Edit button. This will bring you into the macro editor of Word for Windows. The following macro will appear:

```
ChanNum = DDEInitiate("address", "MYNAMES2.ADD")
Insert DDERequest$(ChanNum, "a " + Selection$())
DDETerminate(ChanNum)
```

4.   Change the string "MYNAMES2.ADD" to your Address Manager filename. Once changed, choose Close from the File menu and choose to Save changes to Global:InsertAddress.

When prompted to "Save global glossary and command changes?" when exiting Word for Windows, choose YES to save the new macro in your Normal template file NORMAL.DOT.

How to Use the InsertAddress Macro

Enter the name of the person for whom you want to pull address information from Address Manager. Carefully select the name and choose InsertAddress from the Help menu.

Using the LaunchAddressManager Macro

Error: Word cannot find or run the application

If you receive the above error when running the LaunchAddressManager macro do one of the following items to correct the error:

1.	Add the Address Manager directory to your DOS Path statement.

2.	Indicate the full path to ADDRESS.EXE in the LaunchAddressManager macro. This macro uses the following line to start Address Manager:

```
Shell "Address.exe"
```

If Address Manager is not on your DOS path, you will need to indicate the full path for the Shell command.

```
Shell "C:\Address\Address.exe"
```

1.	To edit the LaunchAddressManager macro, choose Macro from the Tools menu.

2.	Select Global Macros from the box labeled Show.

3.	Choose the LaunchAddressManager macro and choose the Edit button. This will bring you into the macro editor of Word for Windows. The following macro will appear:

In the resulting macro, edit the following line:

```
Shell "Address.exe"
```

Edit the Shell command to indicate the full path to the ADDRESS.EXE file.