

## **The AddressInsert Macro**

The following macro is provided for use with Word for Windows. The macro pulls in an address from Address Manager, and places the address in your document.

### **Installing the AddressInsert Macro**

If you have NOT added this macro to Word for Windows file, do the following:

Edit the following code. Replace MYNAMES.ADD with the name of the file for your address book. Highlight the following macro code and choose Edit/Copy from the main menu to copy the macro to the clipboard.

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

Now select Macro/Edit... and type in **AddressInsert** as the name for the macro. The window for your macro should now be active. Select Edit/Paste to insert the macro code that you placed in the clipboard earlier. Now close the macro window. W4W will prompt you to save and you should select Yes. Now close W4W. You will be prompted to "Save global glossary and command changes?" Select yes, so you won't have to go through this again! Now, to test this macro, see below "How to Use this Macro."

### **How to Use the AddressInsert Macro**

This macro will bring in addresses from your Address Manager book. To use this macro, enter the name of the person in your document. Highlight the name, and select AddressInsert from the Macro/Run menu.

For Example, if you highlight the name below and select the AddressInsert Macro, it will do its stuff. (Make sure Address Manager is running with the default sample address file)

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