# LETTER 1.3 ©

A Word for Windows 1.0/1.1/1.1a macro
To format and print your letters quickly and easily your way

## ~~TO INSTALL:~~

If you want to get a quick overview of letter 1.3 without getting lost in the details. Insure that Letter13.DOC is the only open document in Word for Windows, and then go ahead and click twice on the install button. Choose the "NO BRAINER" option from the dialog box and follow the prompts to complete the initial installation.

## ~~TO USE:~~

To use Letter 1.3, open the file menu, select Letter from the menu and follow the prompts. When you have completed the body copy of the letter, open the insert menu and select "Closing1". Then print and save in the usual way. If you find Letter 1.3 useful please double click on the blue registration button below.

## ~~TO BECOME A POWER USER:~~

You will soon decide that the details of the layout of the initial install differ in some respects from the format that you now use, or would like to use. This is the time to return to Letter13.DOC and read the rest of the documentation. You will find that you can install Letter 1.3 again using the Quick Install or the Complete method as additional menu choices, or in place of the "NO BRAINER" install you just completed.

**~~Double~~**

~~Please~~

**Double**

~~HELP!!!~~

# Introduction

Welcome to Letter 1.3 © 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.

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

**Letter 1.2:** This version adds a number of new features as well as fixing the "WordBasic 100" error that some people were getting when installing Letter again. Letter can now be given any name that you wish both on the File menu and for the template name. Now you can have

more than one copy of Letter installed in WinWord and can select from those copies each time that you activate Letter from the File Menu. You can also choose to have multiple copies of Letter installed separately to the File New Menu by installing each under a different name. Other features include an autosensing system which sets up Winword for the installation process all on its own!!!!! Thanks for the Help with that Woody! Custom regarding statements and date features. Selectable Title and Page Number options.

   **Letter 1.3**: This edition of Letter adds a better saving process for menu installation including a help system. Also includes a  new hot key for removing previous versions of letter from Winword's menu. Letter also includes a new environment detection system which saves your previous settings, installs Letter and then restores those settings when you exit Letter13.DOC. Finally a "NO BRAINER" Option for installing letter to your computer for those who want the most automated system possible. Also includes a bug fix for Winword 1.1 for UAE problems in certain rare circumstances of installation.

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## Acknowledgements

   Many people have helped make Letter what is it is by contributing ideas, opinions, and comments. In particular Woody Leonhard and his Enveloper Macro. Enveloper is a revolutionary macro system which grabs your address off of your  document, such as in this macro system Letter. If you haven't tried Enveloper yet, then I encourage you to do so as it works as an excellent companion to Letter making creating, printing and mailing your letters quick and easy.
   Another individual who has helped a great deal to the creation of this macro is Guy Gallo. "Guy's book", the one we've all been waiting for, is finally out! If you're trying to program in WordBasic, the WinWord macro language, and you don't have Using WordBasic, I encourage you to call Microsoft at 1-800-426-9400, and get a copy now.  The part number at Microsoft is 059-050-574. Along with Julianne Sharer and Steve Wexler, Guy has finally made Wordbasic accessible to almost anyone.

FInally I would like to thank my beta testers and the present registered users for their help. My father, Mr. Taylor H. Maxwell Sr., contributed extensively to the creation of all version Letter with his views on basic installation, including the "NO BRAINER "option and wording of many of the menus of this document. My wife Marcia who tries so hard to keep me more rooted to the needs of beginning Winword Users. Martin Reddington for his ideas for multiple copies of Letter options and fully modifiable language for Letter providing for the needs of those who are bilingual. Thanks also to the registered users of previous version of Letter. This version is, quite literally, my gift to you.

## Why Letter?

Letter is a customization macro for setting up an automated letter writting system that fits your needs. It is designed to fulfill the needs of the most basic user with the "NO BRAINER" option. The average user who just wants to get moving and see what Letter can do. Or the advanced user who needs a fully customized letter format. If you don't like the format of the LETTER.DOT template that shipped with WinWord, or do not want to figure out how to customize it, Letter is an excellent alternative.

With Letter you don't have to pop up another program to generate a letter. You can simly startup Letter from the file menu of WinWord by selecting your user selected word. You also don't have to fuss with Enveloper's skip lines feature as Letter automatically formats your mailing address so that Enveloper can quickly and easily pick it up.

## Do you really need Letter?

Well, no Not necessarily. You could customize the LETTER.DOT template that comes with WinWord. Or you could just keep on entering your letters manually using the space bar to position your text. These methods do not have Letter's registration fee. But why? Letter does it simply and easily for you with little fuss for only a $15.00 registration fee.

## Technical Support

This version of Letter has been tested on a number of types of systems. It works quite well with most of them. However, sometimes there are strange things that happen, and documentation is never complete. If you encounter a problem - no matter how major or minor - let me know!

Don't get discouraged, as many problems are easily fixed in a few moments. You can contact me via CompuServe in the MSAPP forum, or in CompuServe Mail, by leaving a message for Taylor H. Maxwell 72371,2435. I check CompuServe every day at least once a day, 365 days a year. If all else fails, you can drop me a message in the mail at THM Associates, 1202D University Village East Lansing MI 48823.

When you get in touch with me, tell me what version of WinWord you are using, what Install Option you are using, and what features you are using. That way, you'll not only get your problem solved, but you may solve many others' problems as well.

## Features

First and foremost, Letter allows you to choose how your letters are generated and printed

out without having to constantly reposition your text on the page. Once you are satisfied with your generated letter's format, you never have to touch the FormatCharacter, FormatDocument, and FormatParagraph dialog boxes again to format your letter.

Second, Letter is very easy to install with the "NO BRAINER" option so that you don't have to know much at all about WinWord to get a carefully formated letter out of your wordprocessor.

Third, Letter gives you two other installation options for those of you who need to have fuller control over the appearance of your letters.

Fourth, Letter is a pioneer in the easy customization of WinWord templates. You don't even need to know much about what a template is or how it works to use it. Just start it up and off you go.

Fifth, Letter is easy to use, just "click on File", and then "Letter" and Letter automatically formats your letter the way that you want and prompts you for the necessary information when needed.

Sixth, Letter works very well with Enveloper, setting up your letters so that all you have to do to print an envelope for the letter that you just wrote is "click on File", and then "Enveloper".

Seventh, Letter has a slew of features including: customizeable dates, regarding statements, salutations, multiple closings, closing statements, user prompted or entered titles, carbon copy lists,enclosure lists, page numbers, and letter titles on the second and later pages.

If you have anything you'd like to see in the next Letter, just drop me a line. I live to hear from people! I am very interested in hearing about how people format their letters for future versions of letter which may include precustomized options.

## How Letter Installation Works

Letter starts by customizing itself to your system. First Letter checks for the present system settings, saves them and then adjust them for the installation process. When you close LETTER13.DOC, these settings are automatically reset to their previous settings. Next, Letter brings up the Installation mode screen giving you the option of installing Letter in three different ways.

## Mode Options

1) ~~NO BRAINER~~: - provides you with the ability to choose which font, point size, and header type that you would like to use. Letter then proceeds to format your letter using a modified block style which seems to be the most common and popular. Letter is then saved to the "File" menu under the name LETTER. Options that will be available under this mode will be left blank and be blue for those of you with color monitors

2) ~~QUICK~~ - when you are ready to further customize you letter, the quick option is an excellent choice. Quick gives you a great deal more control over the overall makeup of your letter. You can now have a multiple format header instead of just the one format header available in the "NO BRAINER" mode. The date can now be formatted in a number of different ways including a European style. You can modify all of the words that make up the letter that is generated including the Greeting from the default of "Dear", regarding statement , default "RE:", closing statement, default "sincerely". Also you can choose whether you need and how you want page numbers and titles for the second and later pages of your letters to appear. Finally you can

have more than one closing message for companies with more than one person using a computer and those of you wishing to include or exclude Carbon Copy and Enclosure lists. Options that will be available under this mode will be proceeded by a !!!~and will be black for those of you with color monitors.

3) ~~CUSTOM~~ -This is the most complex and rich mode of letter. Now you can position the different elements of your letters wherever you desire to. Using the FormatCharacter and FormatParagraph screens for each element of your letter, the installer can now choose whatever type of letter positioning that you wish. Options that will be available under this mode will be proceeded by a ~~***~~ and will be red for those of you with color monitors

## Main Installation Screen

The next screen is displayed in all three modes. This screen consists of a list of check boxes which represent the various elements of Letter. When the box has a check mark in it, that option is active and will be installed as part of your customized letter generator. There is also a help box which you can scroll through by "clicking on" the up or down arrown buttons that are on the right side of the box. This help system offers basic information about the various elements of Letter installation. Each of the following sections under this heading are more detailed explanations of these Letter options. Where applicable, the item is further divided into Quick and Custom to indicated how these options are affected by those install modes.

### Document:

~~The first option check box is labeled DOCUMENT. This option controls the size of the paper that you are printing your letters on and the margins which define the dimensions of the printable regions of the paper. If you are unsure as to what to change, don't change this screen at all and accept the settings there as they are the most common. For a further discussion of what each field in the FormatDocument dialog box means, please refer to the FormatDocument discussion later in this documentation. This dialog box is shown in all three modes of Installation.~~

### Normal:

~~This option represents the setup of the "Normal Style" of what will become your new template (or blueprint) of your letters. Normal Style determines what font, pointsize, alignment, indent, and spacing options to suggest when you are asked. These are done with the FormatCharacter screen, which determines the font type, size and appearance, and the FormatParagraph screen, that positions the test on the page. For those of you that are familiar with the FormatCharacter and FormatParagraph screens, it is just a simple matter of choosing what settings that you want. If you are new to the formatting screens of WinWord, then please print this manual first and refer to the FormatCharacter discussion when you setup your normal style. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to this discussion later in the manual. Under the "NO BRAINER" mode install, you have control over all of the elements of the creation of the Normal Style.~~

### Header:

~~With this option box left checked, Letter will take you through the process of installing a specialized header to be placed at the top of each of your letters. This header should include your addressing information and can take three basic forms under Letter. First,~~

the simple space for preprinted letterhead which provides for those of you who use that. This is the easiest option, simply take a ruler and measure the distance from the top of your paper to where you wish the text of your letter to appear below the preprinted letterhead. NOTE: make sure to take into account the margin which defaults to ONE INCH normally. The amount that you enter into the box when asked should be in addition to the normal margin size. Second, the graphical letterhead, here you are asked to enter the name and path of the file that contains your letterhead. NOTE: make sure that you use double slashes rather than the normal single ones or you will generate an error. Third, formated text can be entered under the "NO BRAINER" install mode. You enter your text in the box provided hitting <shift><Enter> between each line of the header. Your header is then centered at the top of your letters under the the "NO BRAINER" install mode.

!!! Your options are expanded for the third choice under the Quick install mode. Letter now gives you the ability to choose three types of formatted text options. This mode gives you the additional ability to change the font appearance and position of your header using the FormatCharacter and FormatParagraph screens. First, you can install your header in the same way as the third option of the "NO BRAINER" install mode with the added ability to position that header at the top of your letters. Second, Letter will permit you to have two header sections providing you with the opportunity to make the first line of your header appear differently from the first. Third, Letter will let you leave a space and come back later to make a complex letter header. There is an explanation of how to edit this space at the top of your letter under the header screen section. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to this discussion later in the manual.

***There is not difference between the Quick and Custom install modes for the Header option.

## Date:

This checkbox determines whether you will have the date below your header on your letters situated flush against the right margin. The "NO BRAINER" option takes care of everything else for you automatically.

!!!Under the Quick install mode, you are given the ability to change the format of your date. You are shown a list of type of date formats. Select ONE option and hit the <Enter> key.

***Custom Install gives you all of the options of the Custom install with the added ability to change the position and appearance of the date using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Addressee:

**This checkbox makes the decision as to whether you will have the Addressee positioned on the line after the date or header flush against the left margin. The "NO BRAINER" option takes care of everything else for you automatically.**

!!!Quick Install is identical to the "NO BRAINER" install mode.

***Custom install gives you the option of changing the appearance and position of your

addressee using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Letter Title:

With this option you can have Letter place a title for your letter between the Addressee and the Greeting preceeded by "RE:". In Letter itself, you are asked for the title of the letter that you are writing and given a text box to enter it into. The "NO BRAINER" install mode takes care of this installation process automatically.

!!!Quick Install gives you the opportunity to change the "RE:" prestatement to whatever wording that you wish.

***Custom install gives you the option of changing the appearance and position of your letter title using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Greeting:

With this option you can have Letter place a greeting statement for  your letter between the Letter Title and the first standard paragraph preceeded by "Dear". In Letter itself, you are asked for the name of the person that you are writing to and given a text box to enter it into. The "NO BRAINER" install mode takes care of this installation process automatically.

!!!Quick Install gives you the opportunity to change the "Dear:" prestatement to whatever wording that you wish.

***Custom install gives you the option of changing the appearance and position of your letter greeting using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Standard Paragraph:

With this option Letter creates a standard style of font and appearance based upon the normal style for  your letter standard paragraph. This is the format that Letter is using after the greeting statement has been entered into your letter.

***Custom install gives you the option of changing the appearance and position of your letter standard paragraph using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Optional Paragraph:

With this option Letter creates a standard style of font and appearance based upon the normal style for  your letter optional paragraph. This is the format that Letter is using after the greeting statement has been entered into your letter.

***Custom install gives you the option of changing the appearance and position of your letter standard paragraph using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Quotation:

With this option Letter creates a standard style of font and appearance based upon the

normal style for your letter quotation. This is the format that Letter is using after the greeting statement has been entered into your letter.
***Custom install gives you the option of changing the appearance and position of your letter quotation using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

## Closing:

The closing option box on the main installation screen will install a closing which is flush against the left margin based on the author entered when the sytem was originally installed. If you get the wrong name then you can access and change that name under the "Utilities" menu, submenu "Customize". Under the "NO BRAINER" option you Letter will take care of the remainder of the installation process.

!!!**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.
***Custom install gives you the option of changing the appearance and position of your letter closing message using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

!!!**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.
***Custom install gives you the option of changing the appearance and position of your letter closing name using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

!!!**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.
***Custom install gives you the option of changing the appearance and position of your letter closing title using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.

!!!**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.
***Custom install gives you the option of changing the appearance and position of your letter carbon copy list using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog

~~boxes means, please refer to the discussion later in the manual.~~
~~**!!!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. \*\*\*Custom install gives you the option of changing the appearance and position of your letter enclosure list using the FormatCharacter and FormatParagraph screens. For a further discussion of what each field in the FormatCharacter and FormatParagraph dialog boxes means, please refer to the discussion later in the manual.~~

## Document:

The first option check box is labeled DOCUMENT. This option controls the size of the paper that you are printing your letters on and the margins which define the dimensions of the printable regions of the paper. If you are unsure as to what to change, don't change this screen at all and accept the settings there as they are the most common. For a further discussion of what each field in the FormatDocument dialog box means, please refer to the FormatDocument discussion later in this documentation. This dialog box is shown in all three modes of Installation.

## Normal:

If you choose this option, the next screen that you see is the message box reporting that you are about to choose the settings for the normal style. Letter bases all of the text of the letter on the choices that you make in the next two screens that follow. For those who are familiar with

## HEADER SCREENS

This screen shows you three options for the top of your letters. You need to choose one of these:

**Preprinted Letterhead** - The preprinted letterhead option is available for those of you with already printed paper who wish to use Letter. If you use this option you are asked how much space you need to have reserved for your letterhead less the normal top margin space

**Boilerplate Graphical header** - You can use a graphical file at the top of your letter as your letterhead by choosing this option. Letter will then ask you for the path of the file you would like to use. Please remember to use two "/" marks between each section of the path or this option will not work.

**Formatted Text** - By choosing this option, you have decided to enter your own text to put at the top of your letters. The "NO BRAINER" mode only allows you to enter in the all the text with one format.

Those who choose this option and are using the "QUICK" of "CUSTOM" modes, you are are shown a second screen which further defines what type of formatted text that you would like to use.

**All lines with same font and point size.-** This is the same option as that available

for the "NO BRAINER" mode. You are asked to enter the header with a screen that follows this selection screen. Enter what you want to have and hit <shift> <Enter> after each line. Only hit <Enter> when you have entered all of the lines of your header. After you have inputed your header, you are shown the FormatCharacter and FormatParagraph screens which are explained later in this manual. With these you can change the appearance of your header to suit your needs. The "NO BRAINER" mode does not have this option.

**Different formats for first and second lines**. - This option provides you with the ability to divide you header into two parts which will make up your header. First you are prompted for the beginnning section. Enter what you want to have and hit <shift> <Enter> after each line. Only hit <Enter> when you have entered all of the lines of the first section. You are then showed the FormatCharacter and FormatParagraph screens which are explained later in this manual. With these you can change the appearance of your header to suit your needs. Then input the second section of the header using the same methods.

**Leave space and I will format my header as I wish**. - This option simply leaves a space for you to work with after Letter has installed the remainder of the options you requested. To edit the top of your Letter you need to follow these steps: 1) Select "File", 2) Select "Open", 3) You are shown a list of files available in the directory which is normally the "Winword Directory". Look for and find the line "*.DOC" and hilight it. "Click in front of the star and hold the key down until it covers the entire "*.DOC", 4) Select the <Ok> button, 5) You will be shown a list of templates from which you need to select your Letter template, 6) You then need to edit the resulting document and save it making sure to leave at least one empty paragraph mark below your header.

## Letter Title:

This feature enables you to be prompted by Letter each time for a title to be placed on each page of your correspondence after the first page. This title can be more than one line and you can place it in either the footer or the header.

## Page Numbers

This feature enables you to have page numbers inserted into your letter after the first page. You have a selection of where on the letter you wish it to appear as well as how.

## Save Letter13:

You are next asked what name you would like to give your new template. The setup program defaults to Letter12. 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.

## Multiple Copies of Letter:

If you have other copies of Letter installed in the system which you would like to include as part of a list with this macro then answer "Yes" when you are asked if there are other copies of the macro in WinWord. DO NOT do this if you have older copies of Letter unless you want to keep them. The system will then ask you for the name of the macros which were installed and generate a list from these names that you can choose from each time that you activate Letter.

## Menu Name:

Finally you are asked what name you would like to use on the menu. The setup macro defaults to the name of the template that you chose. If you choose Letter, setup will automatically insert a keyboard hot key for Letter...E so you could activate Letter by typing Ctl F to access the File menu and then Ctl E to start Letter.  Remember not to let up on the control key when you do this.

## Running Letter

You can access Letter in two different ways. First you can access Letter by installing the option to the main menu and clicking on that word (Letter usually) by "clicking on File" and then "clicking on Letter". If you are using the "NO BRAINER" install mode, then the Letter installation process automatically installs the name Letter to your File Menu.

Once Letter has been activated, you see your letterhead appear at the top of a new document followed by the date. Then, Letter asks you for the "codeword" of the address that you wish to send this letter to. If you have previously used Letter and saved the address you used under another name, then you can call that address up now by entering the "codeword" here. If you have not previously saved an address, then just enter the first line of your address and "click on OK". If you entered a "codeword" then Letter will insert the address, otherwise Letter will ask for the rest of your address. NOTE: please remember to hit <Shift><Enter> after each line instead of <Enter> by itself until you are done or Letter will think that you are done and go on. When you have finished inputing your address, you will be asked if you wish to save this address. If you say no the process goes on to the next step, otherwise you are prompted for the "codeword" to use.

Next you are prompted for the title of the letter (or regarding statement) and the person that you are addressing. Please enter the words as you want them to appear and hit <Enter> or "click on OK" when you are done. Then you prompted for the title of this letter to be placed at the top of the second and later pages of your letter, enter the title and hit <Enter> or "click on OK". After you have done this, you are told that you can begin your letter. Simply type in the body of your letter until you have finished it. When you are done simply select "Insert" off the menu and the words "Closing1" off of the bottom of that drop down menu.

The Closing statement dialog box is displayed with the current choice of "Sincerely" or whatever word that you wish to use for your closing. Simply hit <Enter> or "Click on Ok". Then Letter will insert the closing statement, your name, and the title if any. If you chose to have Letter ask you for the title each time that you do a closing you will be prompted for that at this point.

Finally, you asked if you wish to have a CC List (Carbon Copy list) and/or an Enclosure List. If you choose to have either, simply keep on hitting <Enter> or "Clicking on OK" and entering the lines until you have completed them. When you have finished entering them, you have completed the Letter generation process.

## 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.

## 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 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.

## 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 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.

## 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

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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 1.3** ©. (These excerpts were originally put together by Wood Leonard for Enveloper and have been slightly modified to apply to Letter)

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~~Please~~

~~Don't forget to use Woody Leonhard's Enveloper to print your envelope for your registration form. If you activate Enveloper in this document, it will automatically pick up the address to send this registration form to from the registration form.~~

# **Registration Form**

**LETTER 1.2**

Taylor H. Maxwell
THM Associates
1202D University Village
East Lansing MI 48823

Dear Taylor:

        Enclosed is my registration fee for Letter 1.3 ©
        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 1.3 © from:

Sincerely,