

## LETTER MACRO INSTALLATION

### I. General Information.

The Letter Macro is a WordPerfect for DOS version 5.1 macro that is organized with L\_ as the main macro that contains (i) a set of assignment statements to initialize the macro and (ii) calls to subroutines that are in the macros L\_1 through L\_6.

The Letter Macro requires that several other macros be available:

- MacroLoc that assigns the location of the Macro Library.
- LTRSETUP that contains user dependent custom information.
- LtrLoc that locates LTRSETUP on a network.
- L\_1, L\_2,..L\_6 that contain the Letter Macro subroutines.
- Envelope that does an envelope.
- Fax that does a fax cover sheet.

MacroLoc must be in the same directory as the keyboards.

Other macros must be in the directory designated by MacroLoc.

Communication between the macros is by assigning variable names starting with LG\_ for general variables and LS\_ for site specific variables. The site (LS\_) variables are designed to be changed by the word processing supervisor when you install the macros. The general (LG\_) variables should be changed with care. Please try not to change their names since other macros (the Fax macro in particular) use them to input information.

### II. Parts of the letter.

The letter macro deals with several parts of the letter:

- General format (margins and measurements)
- The date line
- The Author information (Name, title, phone)
- The second page header
- How the letter will be delivered
- The address block
- The Re: or subject block
- The Salutation
- The Closing
- The envelopes or fax cover sheet

### III. The Letterhead.

Most letterheads are in one of two forms. Either the printed information is centered with white space to the sides or the printed information extends down the sides with white space in the center. If the white space is in the center, you will

want to put your date first (on line one of the three lines) to "fill in" this hole. If the white space is on the sides, you will want to put the author information first and the date on line three.

You may want to print your own letterhead, to save money. If so, you should probably add that printing as a subroutine (perhaps L\_25) that will pull in a "format" document with the letterhead in a text box. See BLKLINE.DOC for how to do this. If you just want to put your letterhead on letters faxed on a fax-modem, see the Paper Macro for how to do this.

Our office uses engraved letterhead with a custom letterhead for each attorney with his or her name and phone number preprinted. The non-attorneys have general letterhead with a space to type in a name and phone number. Thus, this macro provides for both types of paper.

#### IV Author information.

Most people type letters for only a few authors. If the typist is the author, he or she usually drafts letters for him or herself and several other people. Unless the typist is in a typing pool, he or she usually works for only several people. The custom information macro LTRSETUP therefore provides for the one time entry of information concerning up to four people.

The macro LTRSETUP is copied to the user's macro directory the first time the Letter Macro is run. A help screen is displayed the first time the macro is run each session until the LTRSETUP macro is customized by the user. The user can make up to four entries in this macro by editing it. The macro contains the full name, initials, phone number and closing (Sincerely, Very truly, etc.) for each of the four people. In addition there are assignments for the secretary's initials (GF/kmm) at the bottom of the letter as well as some miscellaneous assignments. Any assignment made here will override any of the site assignments made in L\_, so, for example you could change the font in the user's LTRSETUP to allow for more printer types.

#### V. Setting the Site Variables.

The L\_.WPM macro contains all of the site dependent assignments (LS\_) necessary to customize the Letter macro for most sites. Even if you have never seen a macro before, these changes are easy to make. Read @EDIT.DOC if you want some basic help on changing the LS\_ assignments. The assignment statements are grouped into several classes:

General Format variables that affect the entire document:

LS\_FLineH            The line height for inserting blank lines for spacing. This is usually set to 12 points (0.167"), the line height for Courier 10cpi type so that the spacing on the screen corresponds to what the

user expects.  
 LS\_FLMargin The left margin for each page of the letter.  
 LS\_FRMargin The right margin for each page of the letter.  
 LS\_FTMargin The top margin for each page of the letter.  
 LS\_FBMargin The bottom margin for each page of the letter.

Header variables that affect the second page header:

LS\_HBefore Blank lines to leave before the header.  
 LS\_HAfter Blank lines to leave after the header.

Date variables that affect the placement of the date:

LS\_DBefore The number of blank lines to leave before the date if the Author information is preprinted on the letterhead.  
 LS\_DLoc Where the date information is to be placed on the date line. If it is to be on the left edge, leave this undefined. If it is to be centered, put a center code [press Shift F6] here. If it is to be flushed right, enter that code [Alt F6].  
 LS\_DAfter Number of blank lines to leave after the date line.

Author variables that affect the name, title, phone area:

LS\_LPrePrinted A code to tell what type of letterhead is in use in the office:  
 1 if only fully preprinted letterhead where we only print the date at the top  
 -1 if only partially preprinted letterhead where we print info from LTRSETUP.WPM  
 0 if both types

LS\_LSkip Number of lines to skip to make room for the preprinted Author information.

LS\_LLMargin The left margin for the Author information area. It is designed to put the name on the left with the title just below it and the phone number flush right on the title line. However, you can change all that, if you want.

LS\_LRMargin The right margin for the Author information area.

LS\_LFont The font to use for the Author information.

LS\_LSize The point size of the font if it is scalable.

LS\_LAFont Alternate font to use for the Author information - usually for a second printer.

LS\_LASize The point size of the alternate font if it is scalable.

LS\_AreaCode The area code to use to prefix all telephone numbers without area codes (less than 10 characters long).

LS\_LTabs An optional format (tab) line used to position Author information. Usually contains centering tabs.

LS\_Lnp Author information. The line number is "n" and the position number is "p". There are three lines with three positions each. Thus, LS\_L1A is the first (left) position on the top of the three lines and LS\_L3B is the center position of the bottom line.

LS\_LnpP Author information positioning. This is the place to

enter a position code to be used just before the author information. For example, {Center} will center between margins and {Tab} may move you to the next centering tab to center around the tab. {Flush Right} is popular in position C.

LS\_LnBefore Author information spacing. The number of blank lines to leave before each line. Usually, LS\_L1Before is large to clear the preprinted part of the letterhead. Usually, LS\_L3Before is zero.

LS\_LLineH If you want to fine adjust the spacing between Line 1 and Line 2 and between Line 2 and Line 3 of the Author information, set this to the height you want the blank lines between these lines to be. For normal spacing, set it to LS\_LineH.

Re: block variables for the PerfectTrac matter number:

LS\_RAsk True (non zero) if you want to ask for an accounting number.

LS\_RPerfectTrac True (non zero) if the site uses the add-in PerfectTrac product. False if it is not used. Note, if you use PerfectTrac, you should check the code in L\_70 marked with <----- to see where you might have to further modify the macro if your case numbers are not in the form AA123.123.

LS\_RFirm The firm name to print the account number in the format of

GF&B No.: AA123.123  
where "GF&B" is LS\_RFirm.

## VI. Installation.

To install the Letter Macro you should do the following:

- A. Make sure that the macro MacroLoc.WPM is pointing to the location of the FREE macros.
- B. Make sure that the list at the beginning of the macro LtrLoc.WPM contains the directory where you will keep LTRSETUP.WPM.
- C. Run MacroLoc.
- D. Run the letter macro L\_.
- E. Because the LTRSETUP macro was not installed, it will be moved to its new directory (an XCOPY is used and the directory will be created if it does not exist).
- F. Because the LTRSETUP macro was not customized, you will be asked to name the author.
- G. Go through the steps to create a letter. Print it on your letterhead.
- H. If it looks perfect, you really lucked out. In most cases, you will have to go into L\_ and reset the site (LS\_) parameters. Expect a lot of trial and error, especially if, like me, you do not use a ruler.
- I. The subroutines are heavily commented. If you make changes (and you are welcome to do so) please COMMENT YOUR CHANGES. First, put your initials to show who made the changes and then say what you changed. Even if you have the best memory in the world, those following you will not be clairvoyant. Comments are not compiled and do not seem to slow down the macros.

J. If you change any of the subroutines and the change seems to have no effect, exit WordPerfect to clear your buffers. You are not bringing in the new copy of the macro containing the subroutine.

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If you correct, modify or otherwise improve any of these macros, please send the author a copy of your changes to aid in the dissemination of a better set for everyone.

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