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MPC Docs for WordPerfect for Windows v6.1

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1. INSTALLATION

If you have not already installed MPC Docs then follow these instructions:

- a) Ensure WordPerfect for Windows is running
- b) Ensure that you are at a BLANK document screen
- c) If the files were supplied on diskette place this in your Floppy Disk Drive
- d) Select Tools/Macro/Play

If the files were supplied on disk:

- e) Type **a:\setup** (or b:\setup as appropriate) then press **Enter**.

or if the files were downloaded from an online service:

- e) Choose the file called **setup.wcm** from the directory where you have unzipped the files then press **Enter**.

- f) If you have both a Default and Supplementary directory selected (for either Macros or Templates) you will be asked to which you want the appropriate files to be copied.

The installation process copies the following files to your computer:

Templates

MPC?????.WPT

To either the Default or Supplementary Template Directory (as specified in File Preferences)

The actual number of Templates installed may vary

Macros

MPCDOCS.WCM

MPCBKMK.WCM

To either the Default or Supplementary Macros Directory (as specified in File Preferences)

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2. ABOUT MPC DOCS

Each MPC Doc includes a Dialog Box into which the user can enter details which are automatically inserted into the finished document. When using any MPC Doc the user has access to their own personal "Sender" Address Book in which they can keep the details of a maximum of eight Senders. One of these Sender's (normally the user) can, if required, be nominated as the default Sender for all MPC Docs Templates. All MPC Docs Templates also provide access to WordPerfect's own Template Address Book.

Some Templates are suitable for printing on plain paper others for printing onto preprinted stationery.

Initially all current MPC Docs will be copied to your computer. Obviously you will only need a small number of these (ie perhaps one letter, one fax etc). Try out the different versions of these documents, select the ones which meet your particular needs then simply delete the others from your computer.

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3. USING MPC DOCS

- a) Ensure WordPerfect for Windows is running
- b) Ensure that you are at a BLANK document screen
- c) Select Tools/Macro/Play
- d) Type mpcdocs

A dialog box will be displayed in which are listed all MPC Docs found.

MPCL T ???.WPT	=	Letter
MPC F X???.WPT	=	Fax
MPC M E???.WPT	=	Memo
MPC E N???.WPT	=	Envelope

From this list select the document which you require. The document selected will be opened and a Dialog Box relating to that document will be displayed. Enter all necessary details into this Dialog Box, using the Sender and Template Address Books if required. Once you have entered all necessary information click on the OK button to complete the document.

Note

The first time that you run MPC Docs you will be prompted to enter your own details into the Sender Address Book.

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4. MODIFYING MPC DOC TEMPLATES

Editing the Template

Any MPC Doc Template can be modified as follows:

Permitted changes

- a) Changing, adding or deleting any text within a Template.
- b) Changing, adding, deleting formatting codes (page type/size, margins etc)

Important: All MPC Docs Templates have a paper type of A4 and envelope of DL (UK defaults). These can be changed as required.

- c) Changing, adding, deleting attribute codes (fonts etc)
- d) Moving or deleting of a BookMark*

*Note moving a Bookmark will cause the corresponding user input text (as entered by the user in the Dialog Box) to be inserted at the new location. Deleting a BookMark will mean that the corresponding user input text is not be inserted into the document.

Please note that the above changes must be made to the Template itself as follows:

- i) Select File/New
- ii) Highlight the Template required
- iii) Click on Options
- iv) Click on Edit Template (to open the Template on Screen)
- v) Once all necessary changes have been made click on Exit then confirm changes should be saved.

To find out which BookMark relates to which item of text inserted in the document run macro MPCBKMK whilst the Template is opened for editing on screen.

Renaming the Template

Once you have selected the MPC Docs Templates you wish to keep it is advisable to delete, or at least move to another directory, all the other MPC Docs Templates. The list of MPC Docs Templates which displays when you run MPC Docs comprises all Templates with the first three characters "MPC" in either (not both) the Default or Supplemental Template Directory.

If you want the Templates you have selected to have more meaningful names they can be renamed providing that the first three characters remain "MPC" and the extension remains ".WPT" eg

MPCLTTR.WPT
MPCFAX.WPT
MPCMEMO.WPT

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5. ADDITIONAL MPC DOC TEMPLATES

Do you need a Letterhead, Fax or Memo in a different layout to those provided? Or maybe there is a different document that you would like to see added to the MPC Docs range.

One of the most difficult aspects of creating MPC Docs was deciding exactly what documents, with what layouts we should include. We could spend a lot of time creating documents that nobody will ever use.

When we receive your feedback we will be better placed to decide what other documents to add to the range.

Please note, however, that although your feedback is much appreciated we cannot guarantee to add any specific document to the range.

Suggestions for new documents/layouts should be sent to:

The Macro Programming Company
Bolsover Business Park, Station Road, Bolsover, Chesterfield, Derbyshire S44 6BH England

CompuServe 100345,3425

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6. PROTECTING YOUR DATA

Templates - If you modify any of the MPC Docs Templates to suit your own particular requirements you should ensure that you make a backup copy. If the Template becomes damaged or corrupted in any way we will only be able to supply the original version (ie prior to your customisation).

Sender Addresses - The Sender addresses and details are stored in the MPC Docs data file (see "6. Order Information" for the name of this file). You should take a backup copy of this file after you have entered the names of the Senders and again when, subsequently, any changes are made to these records.

Template Address Book - This is the main WordPerfect Template Address Book (ie as used in WordPerfect's own Templates). These addresses are stored in the default Template. To find the name and location of your default Template check **Edit/Preferences/File/Templates**. A backup copy of the default Template should also be kept and updated whenever changes to the Template Address Book are made.

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7. ORDER INFORMATION

Licence Requirements

MPC Docs is licenced on a "per user" basis, the number of licences required is therefore equal to the number of MPC Docs personal data files (one per user) stored on stand-alone computers and/or file servers.

Stand-alone WordPerfect installation

The MPC Docs data file is called MPCDOCS.BIF and is stored in the same directory as the user's WordPerfect Private .BIF file.

To find the location of the WordPerfect Private .BIF file select **Help/About WordPerfect** from the main WordPerfect menu.

Network WordPerfect installation

If the user's WordPerfect Private .BIF file is called WPCSET.BIF the MPC Docs personal data file will be called MPCDOCS.BIF.

If the user's WordPerfect Private .BIF file is called something other than WPCSET.BIF then the MPC Docs personal data file will be called MPCD?????.BIF (where the last four characters are the same as the last four characters of the WordPerfect Private .BIF file)

To find the name and location of the WordPerfect Private .BIF file select **Help/About WordPerfect** from the main WordPerfect menu.

Each licence holder may use any number of different MPC Doc Templates (eg Letter, Fax, Memo etc).

To Order

UK only - Price: £5.50 per user + VAT

Complete and return the form on the next page and return it **together with your cheque.**

Your software and licence will be posted to you

UK and the rest of the world - Price: \$10.00 per user

Order via CompuServe SWREG service as follows:

- 1) Log into CompuServe
- 2) GO SWREG
- 3) Select "Register Shareware"
- 4) Read agreement and click on "Proceed"
- 5) Select geographical region then click on "OK"
- 6) Select "Registration ID" then click on "Select"
- 7) Type "11010" as the Registration ID then click on "OK"
- 8) Select "Display selected" then click on "Select".
- 9) MPC Docs will be listed in the "Selected Titles" dialog box. Click on "Description".
- 10) Ensure title displayed is correct then click on "Register"
- 11) Enter Name, Address etc
- 12) Enter the number of licences required.
- 13) Although you are asked for the disk size (ie 3.5" or 5.25") this is not

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required as the software will be sent via CIS mail.
14) You will be shown the total amount to be charged to your account. If this figure is correct then accept this by selecting "Send".

Your software and licence will be sent to you via CIS mail

MPC Docs Order Form (UK only)

- Prices shown include P&P but are subject to VAT at the current rate.
- A cheque made payable to **LJB Ltd** must be enclosed with this order form.

Important: Please remember to include VAT when calculating the amount due.

To order complete this form and post it to: The Macro Programming Company
Bolsover Business Park, Station Road, Bolsover, Chesterfield, Derbyshire S44 6BH

Qty <input type="text"/>	MPC Docs User Licences	@	£5.50 + VAT
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Name (Mr/Mrs/Ms):

Company:

Address:

Post Code

Telephone

Fax