CONTACT RECORDER

The use of the contact recorder is well documented it its help facility. There are, however, several parameters that can be set inside the macro itself. See @Edit.Doc for instructions on how to edit a macro.

The first thing is that the Contact macro creates a seperate file for each contact person. This can create a lot of files and so we keep them in a seperate directory. The default directory is
C:\WP51\MACROS\FREE\CONTACT
If you want them kept somewhere else, you will have to change the assignment of Con_Loc in the macro. The location is well marked at the top of the macro.

When you first run the macro, some files are copied to this contact directory by creating a BAT file and executing it. We use this method because the [Ctrl F1] {Shell} command has major limits on the length of the parameter string that it will accept. Some very long location names may even exceed the line length of the document used to create the BAT file, although we try to use landscape paper (Standard - Wide). If this happens to you and the Contact Recorder does not install, you will have to move the following files by DOS:

        Master Copy   Copy in Con-Loc
        CONTACT .IDX ---> !CONTACT.IDX
        CONTACT .SPL ---> !CONTACT.SPL
        CONTACT .TPL ---> !CONTACT.TPL
        CONTACTH.WPM ---> CONTACTH.WPM

A second parameter is DoNewToDo that comes set to Y. In that setting, every time you create a new contact entry (for example, a note on a phone call), the macro automaticly starts a type B To-Do entry to follow up on the contact. Set this to N if you do not want this feature. A third parameter is NewToDo which is the text for the start of the follow up message. It comes set to:
        Follow up with ____ on
where the ____ will become the name of the contact person.

Be sure to look at Help that tells you shortcuts and how to personalize the Contact Recorder.