SIMPLE LRT MACRO FROM THE FREEHOME KEYBOARD

The FREEHOME keyboard is designed for personal use at home so that people who use the FREE Keyboard at the office, can use essentially the same keyboard at home. The LTR macro on the FREEHOME keyboard is also included in this macro set for home office users or for small businesses where all employees use the same letterhead and it is not personalized. If you need more features or flexability, please read @LETTER.DOC and use L_.

The LTR macro brings puts your personal letterhead at the top of the document and optionally builds a second page header. If you edit the macro LTR, you will see at the top the parameter LS_2PageHdr that can be set to 1 to always create a second page header for a home business, set to -1 to never produce a second page header for personal letters, or to 0 to ask if one should be generated. There are also parameters to adjust the spacing around the date and the second page header (if any). It also allows you to add a signature block at the end of your letter. Only one is allowed, since this is designed for personal use, so you will have to change the macro to replace my name with yours.

This type of change to a macro is easy. Read @EDIT.DOC for instructions.

Following are the instructions from the FREEHOME Keyboard on how to set up your letterhead.

PRINTING YOUR OWN LETTERHEAD
USING THE FREEHOME KEYBOARD

One of the main purposes for having a letterhead is for status. Having a print shop print your letterhead gives you a much better looking letterhead than any that you can design. However, it is expensive and going cheap with thermo engraving can create problems in hot laser printers. So, many people want to print their own letterhead on a laser or deskjet printer. I do it for my personal letters and it is not too hard, depending on how fancy a letterhead you need.

CREATING LETTERHEAD

For personal use at home, you will have only one or two letterheads (one for your spouse?) to use. The letterhead will always be the same and will only need the date and perhaps a second page header. Here is what you do:

Look at the example of LTRHEADA.PER included in the FREE Library. Copy it and use it as a template. It is setup for an old Deskjet with only Courier fonts, so you will want to change the fonts as well as the information and layout.

Create the letterhead that you need and put it into a style. I recommend a style since it shows on the screen (unlike a graphic box), can be deleted with a single delete command (unlike regular text that you could bring in) and, if you move, it is easier to change once and update in existing letters than other methods. It is easy to edit a style if you use the [Ctrl E] key that activates the recursive Edit

macro. The template uses a style.

After you test and like the letterhead, delete everything from the document except the style, and name the document LTRHEADA.SAV. If you have more than one, name the others LTRHEADB.SAV, LTRHEADC.SAV, etc., and be sure to give them long document names so that you can pick the right one when you use it. The letterhead should be kept with the other macros in the FREE Macro Library.

All this is not as hard as it seems if you use the example as a template and just change the information. After it works, then go and fine tune the fonts and the spacing. It takes time, but think of the money you are saving by printing your own custom stationary.

If you use preprinted letterhead, you can simply create an empty LTRHEADA.SAV and use the other features of the FREEHOME Keyboard's letterhead macro. However, if you have a business with several employees and want to print different names or telephone numbers into the letterhead, you will need the much larger and much more complex L_ macro on the full FREE Keyboard. This is distributed in the larger macro set WPKFREnn.ZIP.