MEMO MACRO DOCUMENTATION

In order to install the Memo macro you will want to change the four assignments at the start of the macro:

FirmName   This is the name of the company or the firm. The macro assumes that you will want to use the same type face for the headings that you use for the rest of the document. It varies the appearance with small capitals ([Font]ac) except for the word and. Set yours up any way you want.

Bill#   We put the internal reference number in all of our memos. It looks like this: "GF&B No.: GG662.003" The Bill# is assigned the "GF&B No,:" part that is invariant. If this is defined, the user is asked to enter the actual reference number. If the user skips the entry or has an invalid entry, this entry is removed from the document. If this is not defined, the entire entry is skipped.

Bill#Len   The valid length of the billing number to be entered by the user. We use 9 digit numbers. If this is not defined, no validation screening takes place.

PTrak We use the much hated PerfecTrak internal billing system to charge some of our clients for word processing. If this variable is defined as "1", the billing number, if available, is shoved into the document summary in the format PerfecTrak expects.

The macro draws a double line before the memo text. There are lots of ways to draw this line but we use the one method that lets it appear on the screen by using line draw under [Ctrl F3]. The problem with this is that if you change the initial base font (as with [Ctrl P]) the line will no longer fit. You will have to either delete line elements or copy and add them. A small price to pay for reassuring users that what they see is something like what they may get.

If you have never edited a macro before, read the file EDIT.DOC.

If you are having spacing problems with the macro, you should read the note in MEMO.WPM. There is a problem with some 5.1+ printer drivers when switching type sizes for small or very large type faces.