

## Da Vinci eMAIL Macros for Word for Windows

This Template is used to install macros for Da Vinci eMAIL into WinWord.

The **eMAIL** macro allows you to send the text of the current WinWord document through Da Vinci eMAIL.

The **View Message**  
with file attachments.

~~To install the macros, choose Install eMAIL from the utilities menu above.~~

The **View Message** macro requires a directory for it to place the documents you receive as eMAIL attachments. It defaults to the last directory you worked on a file in. However we recommend that you indicate the primary directory that you keep WinWord documents in.

**The instructions for how to use these macros are as follows:**

### **The eMAIL Macro**

In order to run this macro, you must have Da Vinci eMAIL loaded. To use the macro, type the message you wish to send in the WinWord editor and choose **eMAIL** from the WinWord file menu. A dialogue box will appear. You must at least type the name of the intended recipient. You may also include a subject, cc and bcc list, and specify any DOS file as an attachment.

The macro also gives you the option of sending the document as an attachment instead of text. This would be useful if the document included graphics, tables, or complex formatting that would not appear in eMAIL's message viewer.

To send the message, click on OK.

### **The View Message Macro**

In order to run this macro, you must have Da Vinci eMAIL loaded. To use the macro, pull up the Da Vinci eMAIL mailbox display and single-click on the message containing the file you would like to view. Now, pull up WinWord and select

**View Message** from the WinWord file menu. The macro will extract your file and display it in the WinWord editor.

## For Advanced Users

### Send Selection

Instead of sending the entire text of the document, you can send an excerpt by selecting it with the mouse and then running the **eMAIL** macro. The dialog box displayed by eMAIL indicates the options of sending either the text you selected, or the entire message.

NOTE: If you send a message as an enclosure, it always sends a file containing the entire message.

### Imbedded Addressing

You may wish to include the addressing information in an eMAIL message in the document itself. To do this, simply include the title of the fields from the eMAIL macro dialog box you wish to fill in, followed by the appropriate information

e.g. Type (or cut and paste) the following text into a new document:

To: Karen, Pam, Alison  
Cc: Mike, Dan, Dave  
Subject: An explanation of eMAIL macros  
Encl: C:\WINWORD\EMAIL.DOC

You may find the enclosed document interesting. It lets you send eMAIL messages from WinWord.

If you now run the **eMAIL** macro, the To, cc, subject, and enclosure fields have already been filled in for you!

### Viewing non-WinWord documents:

The **View Message** macro allows you to view many different word processor's documents in WinWord by virtue of WinWord's conversion utilities. Using this macro, you should be able to view attachments in any format supported by the conversion utilities you installed with Word for Windows.