

## **The AddressInsert Macro**

I wrote the following macro for use with WordPerfect for Windows. The macro pulls in an address from Address Manager, and places the address in your document.

### **Installing the AddressInsert Macro for WP 6.0**

Copy the file ADDINS60.WCM into your WordPerfect Macro directory (\wpwin\macro). Edit the file and replace MYNAMES3.ADD with the name of the file for your address book. Install the macro on your Macro menu (**M**acro + **A**ssign to menu...) name it AddressInsert.

Load the Address Manager.

### **Installing the AddressInsert Macro for previous versions of Word Perfect**

Copy the file ADDINS.WCM into your WordPerfect Macro directory (\wpwin\macro). Edit the file and replace MYNAMES3.ADD with the name of the file for your address book. Install the macro on your Macro menu (**M**acro + **A**ssign to menu...) name it AddressInsert.

Load the Address Manager.

### **How to Use the AddressInsert Macro**

This macro will bring in addresses from your Address Manager book. To use this macro, enter the name of the person in your document. Highlight the name, and select AddressInsert from the Macro/Run menu.

For Example, if you highlight the name below and select the AddressInsert Macro, it will do its stuff.

(Make sure Address Manager is running with the default sample address file)

Susie Phillips

Kenneth S. Lind  
Mimico 1992.