



A serene scene

Aah, bliss: Serenity Macros is a collection of 34, er, macros which give Word 6.0 an excellent set of new features. Tim Phillips shares some of the best with you.

A big hurrah! for one of the most useful bits of software I've seen in a long time — provided you are a Word 6.0 user, that is. There are a lot of you about. The package in question is no more than a few macros (34 of them, in fact) but they install and run so seamlessly, and give Word such excellent new features, that I heartily recommend Serenity Macros version 1.5 to all of you. You will find a set of Serenity Macros on this month's CD-ROM, in the Resources section.

Installation is simple. You open a document called install.doc in Word, and that has an auto-open macro that copies the rest of the macros into your setup and makes the required changes to your .ini files. You restart Word to access the



Another Serenity macro: this one opens one of the windows applets; you choose which one. It doesn't do anything you can't do already but it is quick and easy, especially if you are running in 640 x 480 resolution

Serenity macros, some of which appear on the toolbar, and some of which can be found lurking on your menu tree. This sounds a bit hair-raising, but it's not as bad as it sounds. Because the basic template, normal.dot, is not changed, removing the Serenity macros is simplicity itself. You just move or delete the base files.

At this point, I must counsel that the software is hard-coded for WinWord 6.0. This means that if you have Office 95 it won't work, although I'm nagging the author for an update. With WinWord 7.0 you get most of the macros, but because the changes to the .ini file aren't completed (it has a different name), you also get a sprinkling of WordBasic errors. This can be hard to change, and I'll give a book token to the reader who suggests the best fix (or writes one as a macro).

There are a number of thoroughly recommended new features, not all of which I can cover in this column for reasons of space, but I've picked out a few of the best to show what I mean.

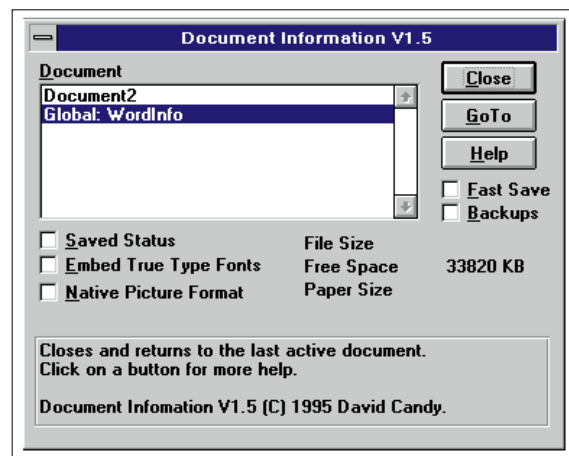
■ **Save Selection** as: highlight some text, then click on this and it will save the highlighted text as a new file. It shouldn't be hard without this macro, but it is.

■ **Save As Graphic**: whatever the selection is, this will save it as if it were a .WMF file.

■ **Run Program**: a shortcut to call up the windows applets like the calculator, the symbols dialogue box and so on. It's not

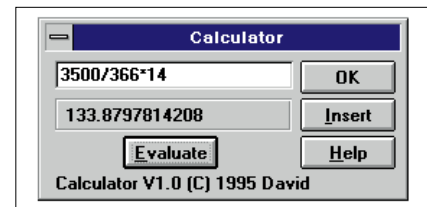
customisable, but there's a lot there already.

■ **Serenity expand**: here's an interesting function which some people love and many



The document info macro from Serenity — all the information on all your open documents. It helps me to keep track when I have several similar files

hate. It guesses the word you are writing depending on previous words in that document. Some typists, especially bad ones, find this an incredible time saver. Others find it just plain annoying. For once, I'm going to sit on the fence. I like it for a short time but could not write long features with the function enabled.



A macro from the Serenity Macros. The simple calculator pastes the result of the calculation into your document

Problem solver

Lots more Word stuff this month as Microsoft continues to tax your minds.

■ Kay Cullen, of Doncaster, wants to know whether she could read her husband's Word 6.0 files on her home PC, which is equipped with Word 2.0: "There are no fancy features in the files," she says, "so I feel I should be able to at least read the text. After all, I can read WordPerfect files, so it's only right that I should be able to read Word, too."

This is a common problem, because when Word 2.0 comes out, it doesn't know what a Word 6.0 file is going to look like, so it doesn't recognise it when it finds it. However, Microsoft tells me that there is a converter to read Word 6.0 files in version 2.0. This will also read word 7.0 files, and Word 6.0 for the Mac, so even if your husband's work upgrades to Office 95, it will still work fine.

I wish I could just post a macro to do it, but you have to get in touch with Microsoft (0345 002000) and ask for the Word 6.x -7.0 Converter Kit for Word 2.0. You can also find this converter kit on CompuServe, in the Microsoft Software library. It is called MSWRD6.EXE.

Alternatively, if you have a copy of Word 6.0, it will already have the converter. In fact, if you have 6.0, you don't need the converter in the first place, but Microsoft's like that. The directions for copying this file to Word 2.0 so that it will do the conversion run as follows:

1. Quit Microsoft Word 2.0 if it is running.
2. Copy the file MSWORD6.CNV from the \MSAPPS\TEXTCONV sub-directory in your Windows directory, to the Word 2.0 for Windows program directory. If this file is not available, run Word 6.0 for Windows Setup again to install the convertor and repeat step 1.
3. Restart Word 2.0 and open a Word 6.0 for Windows document that has a .DOC file extension. The convertor should now

be properly installed.

■ David Holloway emailed me from oop north to ask about placing a "watermark" (that is, a repeated greyed image) in a document. I can't do it for WordPerfect, which is what he wanted (perhaps one of you can help here?) but on CompuServe I found this message from someone called Dina, who knows about Watermarks in Word:

1. Choose Header And Footer from the View menu.
2. From the View menu, choose Toolbars and select Drawing to display the Drawing Toolbar.
3. Click the Textbox icon on the Drawing Toolbar (it looks like a box with lines in it; sixth button). Drag your mouse (click and hold down the button and then move the mouse) in the header to insert a text box.
4. With your cursor inside the text box, choose Insert/Picture and insert your picture.
5. To move the Textbox, click on it until the black handles appear around the edges. Position the mouse over the border until you see a cross icon. Click and drag it to its new location. If you need an exact position on the page, choose Format/Drawing Object and choose the Size and Position tab.
6. To resize the Textbox, click it and drag a sizing handle (one of the black boxes around the edge) or choose Format/Drawing Object/Size and Position.
7. With the picture still selected, click the Send Behind Text button on the Drawing Toolbar (it looks like a blue circle with text in front of it). This is what will allow the text of your document to print over it.
8. Choose Close on the Header And Footer toolbar.

■ *Now, I'd like a Watermark macro for every word processor format. Prizes for the best efforts.*

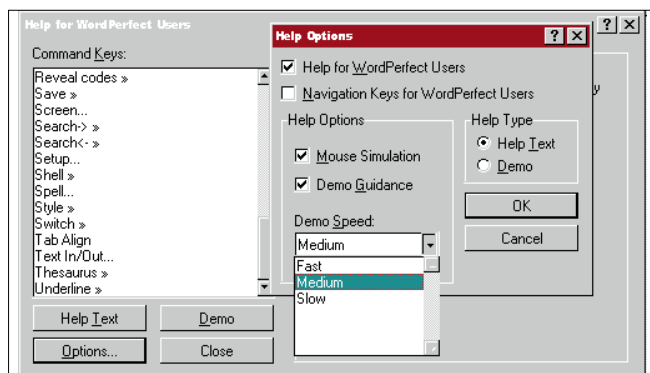
■ **Stay on Top**: keeps Microsoft Word on top of the pile of applications when this menu item is enabled. You can tell that it is, because there's a tick next to it on the menu.

■ **Document Info**: displays a dialogue box with all the open files and document info about them. Like most of the dialogue

boxes in Serenity, it is nicely presented and compact.

■ **Calculator**: a simple evaluator that will work out your sum and paste the result into your document.

The software is written by David Candy, who is at the University of Sydney in Australia. If you want to register this



WordPerfect help is provided in Word for users who are switching from one to the other

program (remember it is shareware, not freeware) it costs A\$15, which shouldn't break the bank. Roll on a new set of macros that I can use under Windows 95.

Switchkits

I've never been convinced that these work well, because I prefer to learn from scratch rather than to rely on how one thing works relative to how another works. New this month, though, Lotus is offering a switchkit for defecting WordPerfect users who have decided to change to WordPro.

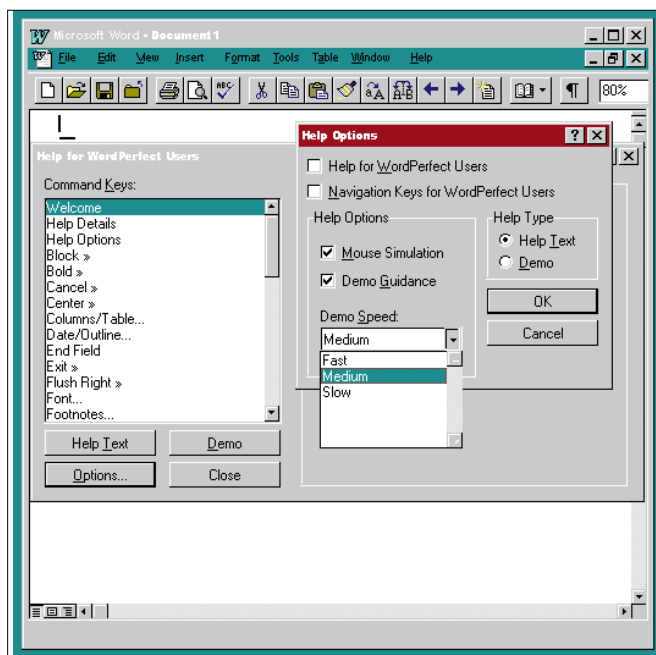
It's available from Lotus, free, if you have bought a copy of WordPro, unless you are running under OS/2 because then you have to wait until the kit is finished. It's a good bit of software though. Unlike Word's WordPerfect switchkit which is confusing and not very exciting, visually this allows you to use natural language to ask real questions, such as "How do I...?"

If you are a function key user, you type in the WordPerfect function key and WordPro tells you how to do the same thing in the Lotus Universe.

If you are a WordPerfect user switching to Word, the WordPerfect help you will receive is less detailed but covers all the bases in its own way. It is more useful as an emergency help to get you out of a tight corner than a structured course in Word, and the Lotus version has the edge in that department. Of course, it's folly to choose your word processor just because of the switchkit — go on a training course instead. It'll cost twice as much as the software but it'll be worth it.

•PCW Contacts

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The WordPerfect Help in Word. It's comprehensive, although it will send you to sleep if you're not careful

Tips & Tricks

Here's how to change the default filename in Word for Windows 6.0 from *.doc, to *.*

It's quite easy and if, like me, you are using a large number of different files, it can save a lot of time. The trick is to edit the FileOpen command like so:

```
Sub MAIN
Dim dlg As FileOpen
GetCurValues dlg
dlg.AddToMru = 1
dlg.Name = "*. *"
n = Dialog(dlg)
If n = - 1 And InStr(dlg.Name,
"*.") = 0 Then FileOpen dlg
```

There has been some discussion about how to avoid macro viruses by simply opening Word without loading a document, or loading a document without its auto-run macros. They are all good ideas which don't really seem to work well enough, but it does highlight a few switch options available when starting up your Word installation. I always load Word without a blank document because I'm usually just adding to a document I already started.

Here are a few extra command lines:

- To start Word without opening a document
- To start Word with a specific document open
- To start more than one document
- To start Word and automatically run a macro
- To start Word without any templates or add-ins
- To start Word and start the Quick Preview demo
- To start Word without a "Tip of the Day"

End Sub

To edit FileOpen, choose Tools, Macro. Type FileOpen and click the Create button. Edit the macro to appear as above and then close the macro window. Choose to save changes to the FileOpen macro when prompted.

Finally, to record the change in your Normal template, choose Save All from the File menu and if prompted choose Yes to save changes to the NORMAL.DOT file. Choose File, Open or click the Open button, the FileOpen macro runs and *. * appears in the File Name edit box.

```
winword.exe /n
winword.exe <filename>
winword.exe <filename1>
<filename2>
winword.exe /m<macroname>
(Note: there is no space after /m
and before the name of the
macro)
winword.exe /a
winword.exe
/mHelpQuickPreview
winword.exe /w
```