

## Installation of Commence Word for Windows Letter Macros

Commence 3.0 macros for integration with Word for Windows version 6.0c

### To Install the Macros:

This template file contains five macros that allow Word for Windows to interwork with the Commence Letters feature. Three of the macros (**JJCreateLetter**, **JJPrintLetter** and **JJMultipleLetters**) are used when Commence calls on Word to view or print letters based on Commence formatted letter templates. To install these macros, simply copy this file (**JJMCS6.DOT**) to your default Word template directory (e.g., c:\winword\template).

The other two macros, **JJGetFields** and **JJLetLog**, let you retrieve field codes from Commence and log documents in Commence respectively. You may want to install these macros in your global context (**NORMAL.DOT**) so you can use them with any document. To install these two macros, select the **Tools-Macro** command. In the dialog box that comes up, select the macro called: **InstallJJLetterMacros** and hit the Run button. This macro will automatically do the installation of the two macros. (You will be asked to confirm the installation process before the macro proceeds). After installation, the macros will appear on the **Tools** menu

When you exit Word after running the installation macro, you will be asked if you want to save global glossary and command changes. Answer **Yes** to save the changes made by the installation program.

Note: If you later want to remove either of the macros, use the **Macro-Edit** command. Highlight the macro name and select **Delete**. The macro will be removed. Again, save the global glossary and command changes when you exit Word to make the deletion permanent.

These are brief descriptions of the macros that are installed by **JJInstallLetterMacro**:

**JJGetFields**: This macro allows you to insert Field Codes into Commence letter template files. The macro is installed on the **Macro** Menu in Word. When you run the macro, it asks you which category you are creating a template for (usually this is the Person category or another category where you record information about people). The macro then shows you a list of all the fields for this category. When you select a field, the macro will insert the corresponding field code into your Letter template file. If you select a connected field, the macro will first show you a list of the fields in the connected category so you can specify which connected field you want.

**JJLetLog**: This macro lets you log your current Word document in the Letter Log category in Commence. The macro is installed on the **Macro** Menu in Word. The macro will prompt you for information to put in the log item. You can connect the log item to either a Person or a Company item. The log item that is created will show the date you logged it, and will have the document filename in the Reference File Field.

These are brief descriptions of the macros that are used by Commence to implement formatted letter templates:

**JJCreateLetter:** This macro is used by Commence when you use the Tools-Create Letter command and select a formatted letter template in Word. The macro is invoked via DDE by Commence. It is not intended to be run manually. When the macro runs, it creates a letter (using the current file as a Commence Letter Template) for the highlighted item in the currently active view in Commence. The edited file is left open so you can further edit it or save it. When the macro is done, it saves the current document. This macro is not assigned to the macro menu.

**JJPrintLetter:** This macro is used by Commence when you use the Tools-Create Letter command and select a formatted letter template in Word. The macro is invoked via DDE by Commence. It is not intended to be run manually. When the macro runs, it prints a letter (using the current file as a Commence Letter Template) for the highlighted item in the currently active view in Commence. When the macro is done, it saves the current document. This macro is not assigned to the macro menu.

**JJMultipleLetters:** This macro is used by Commence when you use the Tools-Print Letters to All command and select a formatted letter template in Word. The macro is invoked via DDE by Commence. It is not intended to be run manually. When the macro runs, it prints a letter (using the current file as a Commence Letter Template) for all of the items in the currently active view in Commence. The file is closed after the macro runs, and none of the letter files are saved to disk. This macro is not assigned to the macro menu. ***This macro does not save the file when it is done, since it creates and prints many letters based on the same template. If you have selected log letter in Commence, a copy of the template is saved and referenced in the log item.***

Note: There is an additional macro in this file which is called **CommenceSample**. This macro is not automatically installed. It is supplied as a simple example of using DDE from Word to get data values from Commence. To view the macro, use the **Tools-Macro** command, select it from the list of macros and hit the edit button. You must have this file (jjmacs6.dot) open in Word.

[Update History]

[4/4/95 EPH: Commence 3.0 support, 50 character item names]