

What the WINWORD subdirectory in KBSPMS is for.

The WINWORD subdirectory contains the following:

- 1) This file CONTENTS.DOC
- 2) KBSPMS.DOC - A WINWORD Merge Template for KBS: PMS.
- 3) KBSPMSM.DOC - A WINWORD Macro Document. containing a macro to substitute tab and carriage return characters.

If you do not use Word for Windows, this subdirectory may be deleted.

How to use KBSPMSM.DOC.

- 1) Open KBSPMSM.DOC
- 2) Copy all text between sub MAIN and end sub
- 3) Choose Macro Edit from menu
- 4) Enter name for macro. ex: kbspmsmtextmerge
- 5) Choose Edit Paste
- 6) Choose File Close

to assign to menu:

- 1) choose Macro Assign to Menu
- 2) highlight macro name
- 3) highlight menu to add command to
- 4) select ok