

, version
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~~{Install-GetAddress}~~

GetAddress

Files

This package consists of four files:

- GACURDEF.ZIP - A ZIP file containing the Current definition for the Category **AddressBook**, to be used with **GetAddress**
- LABEL3.DOT - A template for three across labels (Avery 5261)
- LABEL2.DOT - A template for two across labels (Avery 5260)
- GCURRENT.DOC - This document, which contains the macros and documentation.

Introduction

This Word for Windows document contains two macros: **GetAddressBook** and **GetPerson**. The difference between them consists entirely in the assumptions they make about the field names and definitions in your Current address book category.

If you are new to Current then this may sound a bit vague. In the interest of clarity, let me explain.

Current's great virtue lies in its flexibility. It allows you to personalize the specific look, the names, the arrangement, and the type and size of the fields in your "data base" -- what Current calls a Category.

For example, you could take the Person Category as it is automatically installed when you install Current, and change the names of the fields to suit your own idiosyncratic preferences. Instead of "Name" you could want the Item information to be called "Moniker". Instead of "Mailing Address", you might prefer "Where y'at". But this flexibility comes at a price: *It makes it difficult to write third party macros that will work for all installations.*

It would be extremely difficult, thought not impossible (but slow and complex) for a WordBASIC macro to examine your Current address book, put up a list of field names, and let you dynamically select which fields to search and which results to post... That macro will have to wait for a better implementation of DDE in Current and a better dialog box facility in WfW.)

In the meantime, there are only two ways for a useful query macro to work between WfW and Current: 1) either I change my macro to suite the way Current ships it's Person category, or 2) you create a category to match how I shipped version 1.0 of GetAddress...

This document allows you to choose either solution. When you click on the

install button above you will be given a choice of installing **GetPerson** or **GetAddressBook**. The macro you select will be copied into the global context as **GetAddress** (which implies that you can't have both macros installed at the same time.)

The macros

GetPerson assumes that you are using the *Person* category as it was installed when you first installed Current. Specifically, it assumes you have the following field names:

Name
Title
Mailing Address
Home Phone
Business Phone
Fax Number

GetAddressBook assumes that you have created a new category called *AddressBook*, and that this new category has the following fields (at minimum, it can have more):

Name
Company
Street 1
Street 2
City
State
Zip
Home
Work
Fax

What's the difference?

The major difference between these two categories is that *AddressBook* separates the mailing address into five fields. And it adds a Company field.

The advantage, in my opinion, of having the address in five separate fields is the ease with which you can then transfer data in from other sources -- like a database file...

Installation

There are three possible installation options; in all three cases, you must first copy the two inclosed LABELx.DOT files to the directory containing your other DOT files.

Following is an explanation of the installation options:

You want to use the Person category that shipped with Current

In this case simply click on the installation button at the top of this document and install **GetPerson**. That's all there is to it. The macro **GetPerson** will be installed in your NORMAL.DOT file as **GetAddress** (the name assumed by the included label templates).

You wish to install a new current Definition named AddressBook

In this case, you have decided to follow the field naming conventions outlined above (and use in the previously released GetAddress macro found in GADD15.ZIP).

In this case you must first intall the Current category, *AddressBook*.

- 1) Unzip the contents of GACURDEF.ZIP to a floppy diskette (or a ramdrive).
- 2) Load Current and select Transfer In. At the drive/directory dialog box, select the drive designator into which you unzipped the definition in step 1.
- 3) Select OK.

NOTE: If you already have a Current category named *AddressBook* ~~you must either rename it or install the included definition into another data directory.~~ Otherwise, your AddressBook will be over-written by my AddressBook (the default name for Current's address book is Person, so this should not be a problem for most people).

WARNING: It would be a very good idea to backup your Current data directory, either from within Current, with a DOS copy, or with your backup program BEFORE installing the category within GACURDEF.ZIP. It has been tested. And should not change anything in your setup (it will prompt if you want to use my preferences... which will change your phone number format.) But to be on the safe side, please backup

You already have GetAddress installed (from GADD15.ZIP)

If you have previously downloaded and used GetAddress, that means you have already modified your Current Person category to fit the expectations of **GetAddress**.

You do not have to install the category named AddressBook. However, **GetAddress** 2.0 has added an additional field: it now looks for a field named "Fax" (case is significant). Since you've already modified Person, I will not explain how to do it -- just go into Customize Categories and Add a telephone field named "Fax".

Why Global

The installation routine creates a Global macro (stored in NORMAL.DOT) named **GetAddress**. If you are wondering "why global?" here's the answer: so that other macros -- like the AutoNew of LETTER.DOT or LABEL3.DOT can have access to the information GetAddress can retrieve. Also, so that you can access it from the menu no matter what kind of document is active.

Operation...

GetAddress works in the following way:

1) it checks to see if Current is already loaded. If it isn't, it loads Current and returns to Word.

2) it displays the dialog box and prompts for the string to search.

If you installed GetPerson, you can search on Name, Title, and Mailing Address.

If you installed GetAddressBook, you can search on Name, Company, City, or Zip

These searches can be either And search or Or searches... Find all Tom's who live in 10021, or find all Tom's and all people who live in 10021...

If you leave all of the search fields blank, **GetAddress** will retrieve your entire address book and display a list box of all the names.

If your search criterion results in multiple matches, **GetAddress** will display a list box of the hits.

3) it then displays the information.

At this point you have one of three options:

Insert

Will format the name and address properly for insertion into the current document.

It will not insert into an active macro pane.

(See below for instructions on how to modify your LETTER.DOT to prompt for a Current address and insert it into a new letter)

Update

Checking this box and then clicking on OK will check to see if there is an item of the same Name in Current, and ask for confirmation to either update (if there is) or add the new item (if there isn't).

You can enter new information at the opening screen and select Update.

Dial (home or work)

Checking this box and then clicking on OK will attempt to dial the selected phone number.

NOTE: If none of these three Action buttons are checked, the macro will exit without doing anything. (To set a default action, see note below)

Technical notes.

A Category of a different name...

Both **GetPerson** and **GetAddressBook** both specify the name of the Category they will search in a variable found at the top of the macro. So if by chance you

have changed your category name from *Person* to something else; or wish to change the name from *AddressBook* to something else -- do the following:

Edit the macro, find the following line:

```
Category$ = "Person"
```

and place the new name between the quotation marks.

You have a modem connected to a port other than COM1

GetAddress assumes that your modem is connected to COM1. This may not be the case. If it isn't, you must edit the macro, search for the string "Com1" and change it to "ComX" ... where X is the number of the communications port (Com2, Com3 or Com4).

Setting a default action

If you would like to have a default action (that is, Insert is always checked), open the **GetAddress** macro, after installation, and look for the following lines:

```
'Default Actions  
dlg.Insert = 0  
dlg.Update = 0  
dlg.Dial = 0
```

And change those options you wish to be checked from a zero to a one.

Modifying your letter template to use GetAddress

If you would like GetAddress to be called automatically when you create a document based on LETTER.DOT, do the following:

- 1) Open LETTER.DOT.
- 2) Edit or create an AutoNew macro
- 3) Copy the following into the macro (the following copies my entire AutoNew macro; the portion highlighted in Red is specific to inserting the Address)

```
Sub MAIN  
DisableInput  
ViewFullMenus  
ViewPage 0  
ViewDraft 0  
ViewOutline 0  
ViewFullMenus  
REM Inserts and formats date  
one:  
On Error Goto 0  
EndOfDocument  
FormatStyles "Date"
```

```
InsertField "Date \@\" + Chr$(34) + "MMMM d, yyyy\" + Chr$(34)
PrevField
InsertBookmark "date"
UnLinkFields
REM prompts for Addrss information
EndOfDocument
InsertPara
Begin Dialog UserDialog 160, 144
```

```
End Dialog
Dim dlg As UserDialog
On Error Goto Bye
Dialog dlg
On Error 0
InsertBookmark "NameAddress"
Select Case dlg.Source
```

```
MacroRun "GetAddress"
```

```
MacroRun "EditGlossary"
```

```
On Error Goto bye
```

```
a$ = InputBox$("Type the name of the recipient for the inside address")
```

```
Insert a$
```

```
EndOfDocument
InsertPara
FormatStyles "CurrentBody"
REM inserts NameAddress Bookmark (for PrintEnvelope)
EditGoTo "NameAddress"
ExtendSelection Chr$(13)
FormatStyles "Address"
InsertBookmark "NameAddress"
EndOfDocument
ERR = 0
InsertPara
```

```
FormatStyles "Normal"
On Error Goto Bye
a$ = InputBox$("Type the name of the recipient for the inside address")
Insert "Dear " + a$ + ","
InsertPara
FormatStyles "CurrentBody"
bye:
End Sub
```

Phone Number Preferences.

As shipped the Phone Number Format (found in File Preferences) in Current is set to

(###) ###-####

This is simply bad design. The reason is, it has no space for the necessary 1 for long distance dialing. And it has an extra space after the area code.

This is the format I recommend, and the format assumed by **GetAddress**

#(###)###-####

If you do not use this format, the macro will still work, but not as prettily.

The label templates

When you create a document based on either LABEL2.DOT or LABEL3.DOT, you will be prompted to select one of three options:

Individual

This option allows you to select precisely which labels to print. You select the label by checking the appropriate (numbered) check box.

All

This option will cause you to be prompted once -- to get an address from current or to type a new one -- and then fill in the entire sheet of labels.

Each

This option will cause you to be prompted for each label in the sheet, one at a time.

There is also a check box -- Change Style -- if this is checked you will be taken to the FormatStyles Dialog Box when the macro completes.

A Note and a Warning on the Label Templates

I am including in this package two sample templates for Avery 5261 and 5260 Laserjet labels. (If you are using a dot matrix with continuous feed labels you will have to modify the templates). These labels have 30 and 20 labels to a sheet. They are specific to laser printers in that they leave top and bottom margins (to accommodate the "unprintable" space on all laser printers).

One of the possible uses of the AutoNew macro included in these templates is to print specific individual labels... This means feeding the same sheet of labels

through your printer...

This has a great advantage: you can print a small number of labels at a run and not have to use the others for taping notes to the door.

~~However, it does contain a risk:~~

I have heard tell from reputable people that HP does not recommend re-feeding labels through their printer. I have hear rumors **of physical damage to the printers** resulting from this.

However, in my experience, this is not the case. I have been re-feeding labels through my laserjets since 1985 (Laserjet models I, II, and III). I have not only not had any damage done to the printers, *I have not had a single paper jam resulting from labels...*

However, I feel it necessary to post what I have heard and to urge you to use caution with this procedure.

~~I make no warranties whatsoever about the safety of the label macros. I am not responsible for any damage done to your printer as a result of proper or improper use of these macros.~~

If I get substantiated reports of such damage being caused by re-feeding Avery 5160 or 5162 labels (which were designed for the Laserjet family) through a printer, I will remove these templates from distribution.

In the meantime, let me say again, I have personally never known this to be a problem.

Registration

~~Click~~

This macro is distributed as ShareWare. If you use GetAddress please register. A fee of \$20.00 per installation is suggested.

Corporate site licenses are available. Please contact the author at the address below and a fee will be negotiated.

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