The Correspondence Manager

The Correspondence Manager is my small contribution to those of you who are trying to learn the vast potential of WordPerfect 5.0's new features. It combines macro techniques (or, alternatively, keyboard layout), styles and merge to make maintaining address books and writing letters as painless as possible.

What does it do? By entering Alt-L, you are prompted to use a WordPerfect Library Notebook as a source for an address. You then enter the last name of the person you want to write. WordPerfect does it's thing, creating a nicely formatted letter with your own personal letterhead, the date, the person's address and salutation, and a closing -- and then leaves the cursor in position for you to either compose your letter or Retrieve a previously written letter.

The Correspondence Manager makes a few assumptions about directory structure, file names, etc. They should be obvious from examining the macros. It assumes that there is a merge file (LETTERP.MER) in a directory called \WP. Since I wrote the macro for my own use, it assumes that you have two address books to choose from (NOTEBOOK or SIG). It also assumes that the merge fields are arranged in a certain order (you can examine LETTERP.MER to see). Since LETTER.MER includes a style for creating the letterhead and the headers on letters longer than one page, I have also included a sample LIBRARY.STY with my own letterhead. (Remember that LIBRARY.STY has to be the active style for all of this to work.)

This ARC contains the ALT-L.WPM file (you could install this as a keyboard layout if you wanted), the LETTERP.MER file, and a sample NOTEBOOK file.

Remember that until Library is upgraded, WordPerfect 5.0 doesn't sort the Notebook files. If you have an extensive address book that you'd like to use with this system, just retrieve it into WP 5.0, save it to a new file name (because Notebook won't understand the 5.0 file), and use that.

This system isn't elaborate, but it certainly saves time. You'll notice that the LIBRARY.STY style sheet contains two letterhead styles -- one for personal and one for business correspondence. It is easy to create another macro using a slightly different letter merge file (call it LETTERB.MER, for example), which uses your business letterhead. Change the filename in the macro, save the macro to another name, and you now have two systems -- one for personal and one for business letters.

Have fun!

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