

DEMO

INSTALL

(Go to § or § below for additional information)

GetAddressInPackRat

For Word for Windows™ Version 2.0

UNREGISTERED VERSION

Shareware Version 1.1a US, dated

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DISCLAIMER OF WARRANTY

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In the event that the program does not seem to work properly, please notify me via CompuServe describing the difficulty which you are having and providing sufficient details to give me a reasonable chance of reproducing the problem.

Conditions of Use

GetAddressInPackRat is a macro distributed as "shareware". It is not free: if after the authorized evaluation period of twenty one (21) days you continue to use this product you must register with the author. From time to time, the unregistered version of **GetAddressInPackRat** will display a registration reminder message.

For US \$10.00 you will be granted a single user limited license for one (1) copy of **GetAddressInPackRat** for use on any one (1) computer at any one time. You must treat this software just like a book: it may be used by any number of people and may be freely moved from one location to another, so long as there is no possibility of it being used concurrently at more than one location at any time. You will also receive the latest unencrypted version of the macro.

All registered licensees will be notified of new releases and will be entitled to upgrades at reduced prices on all futures releases.

As a registered user you are entitled to support which is provided via CompuServe MAIL (ID 76340,344). The following fora are also monitored for questions and problem reports:

MSWORD	Lib 4: WinWord Support
MSWORD	Lib 8: WordBasic Support (when opened to public access)
WINAPA	Lib 11: Polaris

All registered users can send in the specifications for a yet unsupported foreign address format and every effort will be made to include support for this format in the next release of GetAddressInPackRat.

Registration forms are provided in the document REGISTER.DOC which accompanies this distribution template.

Usage

Introduction

This macro provides the following functions:

- support for PackRat™ Phone Book user defined overlays;
- search defaults for all item fields and overlays;
- search for "Text Within Keys" and inside Note field;
- add new items to the PackRat Phone Book;
- compose address without adding to the PackRat Phone Book;
- retrieve the Phone Book Secondary Address as a user option;
- intelligent address formatting when salutation and title are used;
- on-the-fly support for plural and expanded full titles;
- automatic support for foreign addressing formats;
- compatibility with WinWord's AutoEnvelope and WOPR's Enveloper 4;
- respect for user address style definitions when present.

System Requirements

GetAddressInPackRat requires Microsoft's Word for Windows version 2.0a and Polaris' PackRat version 4.0 or later releases of these products.

Usage Details

GetAddressInPackRat .is invoked via a control key sequence (default Ctrl-Shift-A) or menu selection: &Insert...&Get Address In PackRat. The current window must be a valid document window and the cursor must be positioned on an empty paragraph or a paragraph that only contains a search string to be searched for in the PackRat Phone Book.

GetAddressInPackRat will load PackRat if it is not already resident in memory.

If a **search string** is entered, GetAddressInPackRat immediately searches the Phone Book for names beginning with the search string.

If the first character in the string is "%" (percent) sign, the Text Withing Keys search option is turned on.

If the next (or first if "%" was not used) character in the string is "@" (At) sign, the search is done on the Company field instead of the Name field.

If no search string is entered, or if no match is found in the Phone Book for the provided search string, GetAddressInPackRat displays a menu to input Phone Book item fields. The **menu search** offers more powerful and refined means of searching the Phone Book:

- multiple Phone Book fields may be entered to restrict the search (the Boolean operator AND is applied to all search fields). A checkbox is provided to optionally search inside the **Note** field of all items matching the other search criteria (if no other search criteria are entered, the Note field of all the items in the selected overlay are searched for the given string). If the Note field is checked and the search string left blank, GetAddressInPackRat returns all items that match the search criteria and have an empty note field.
- the search may optionally be restricted to any overlay defined in the Phone Book. Simply highlight the desired overlay in the listbox provided for selection under “**Search Overlay**”. Note that if “Standard Phone Item” is highlighted in the overlay listbox, the entire Phone Book database (all overlays) are searched. [Note to users with a PackRat version prior to 4.007: there is a bug where a search with Standard Phone Item selected will not return all matching items in the Phone Book but only those that have not been entered/added using a custom overlay. This is corrected in PackRat version 4.007].
- the “**Get Overlay Key Labels**” pushbutton will retrieve the user defined key labels in the PackRat Phone Book and display them on the Search menu (initially, the user key labels for the default overlay are displayed). Note that getting the overlay key labels is provided as a convenience, it not necessary to do this: the macro will search whatever overlay name is selected regardless.
- a checkbox is provided to force PackRat to search “**Text Within Keys**” (this is an all or nothing selection: it applies to all the fields on the menu).
- the “**Search Phone Book**” pushbutton initiates the search using all of the criteria entered and the options set on the search menu..
- the “**Save Search Defaults**” pushbutton will cause all field search strings entered on the menu and the current search options (highlighted overlay name and Note and Test Within Keys checkbox status) to be saved. These settings will be restored as defaults every time the macro is invoked from that point on. Normally you would not save strings for the Phone Book keys but occasionally this may be useful. For example if you want to send a letter to some of your friends at your Gold Club, you would then save the string "Golf" in one of the UserKey fields (supposing you have marked such friends with this key in the Phone Book) and re-enter the macro repeatedly with this default while doing these letters. Then you would enter the macro one last time to clear the string from the default settings.
- the “**Only Put in Document**” pushbutton allows the user to utilize the address composition function of GetAddressInPackRat without searching or adding an item to the Phone Book. All information entered on the search menu is carried over to the address composition menu where the address may be completed (e.g. there are no street fields on the search menu).

If no Phone Book item match the search criteria GetAddressInPackRat displays a menu indicating the result of the search and offering several options:

- the “**Back to Search Menu**” pushbutton redisplay the search menu to allow changing any of the search criteria (including overlay options).
- the “**Add to Phone Book**” pushbutton enters the information as a new item in PackRat Phone Book and proceeds as for a regular search (the Update Phone Book checkbox is automatically selected in the next menu).
- the “**Only put in Document**” pushbutton allows the user to continue the process, enter all necessary information for address composition in the WinWord document but without adding the new item to the Phone Book.

If many Phone Book items match the search criteria GetAddressInPackRat displays a list with full name and company of all items found matching user search criteria.

Next GetAddressInPackRat displays an **address composition menu** with all the possible address elements and selection checkboxes. All non-blank fields are pre-selected except the phone number fields which are never pre-selected. The Country field is a special case, it is pre-selected based on the country of the addressee: that is if the country of destination is different from the country corresponding to the telephone Local Country Code set in the File/Preferences/Dial Info menu of PackRat.

- the “**Get Assistant's Name**” pushbutton retrieves the name stored in the Assistant field of the Phone Book item (for those occasions when you want to send a thank you letter to this helpful person).
- the “**Get Alternate Address**” pushbutton is a toggle option provided to retrieve the Phone Book's Primary or Secondary address.
- A “**Format for:**” box lists the country addressing formats that GetAddressInPackRat can handle automatically. If the Country field has been entered in the Phone Book item and this country is automatically supported by the macro, the name of the country of destination, is highlighted and pre-selected in the listbox. If the country is not found in the Phone Book item, or not yet supported by GetAddressInPackRat, the “<OTHER>” option is highlighted (this selection formats a generic European address that can be rearranged manually in the document).
- the “**Update Phone Book**” checkbox will cause all edits made on the address composition menu to be updated in the Phone Book item. This is very useful to make a change an address without having to go into PackRat. This checkbox always defaults to unchecked (no update), unless an “Add to Phone Book” process is in progress: then it is checked by default.

The address containing all the selected field is inserted into the document at the current cursor position (if a search string was provided, it is erased). A bookmark is also defined for compatibility with Word for Windows' AutoEnvelope macro and WOPR's Enveloper 4.

If styles are defined in the document or the template GetAddressInPackRat uses them to format the address. For the address the macro looks for the style “Address”, “Addr”, or “InsideAddress” (the latter for compatibility with WinWord's letter templates). For the telephone number(s), if included, the macro looks for the style “Phone”, “Tel”, or “Telephone”; if a specific telephone style is not found the style of the address is used.

Plural and full word titles

GetAddressInPackRat supplements the title field of the Phone Book in several ways that do not require any change to the Phone Book item itself, but allow for more flexibility in addressing via optional user editing of the Title field on the Update and Select addressing fields screen:

- GetAddressInPackRat also provides a special title formatting feature: if the title is entered as “**m&m**” on the address composition screen, or stored as such in the Phone Book item, “**Mr. and Mrs.**” will be inserted as the title in the address put into the document.
- If a “+” (plus sign) is added at the end of the Title field in the editable textbox above the titles list, GetAddressInPackRat will automatically substitute the plural version of the title when inserting the address into the document (e.g. Messrs. for Mr.)
- If a “*” (asterisk) is added at the end of the Title field in the editable textbox above the

titles list, `GetAddressInPackRat` will automatically substitute the expanded, full word, version of the title when inserting the address into the document (e.g. Reverend for Rev.). This is particularly useful because in most cases PackRat does not allow enough room for a fully spelled-out title.

Note that both "+" and "*" options cannot be combined.

Foreign address formats

`GetAddressInPackRat` automatically formats addresses for the countries listed below. The PackRat Phone Book item must have the fields entered as defined in the following table:

<i>Country</i>	<i>State</i>	<i>Zip</i>	<i>City</i>	<i>Country Code</i>
USA	State	Zip	City	1
UK	County	Postal Code	City/Township	44
Belgium	Province	Code Postal	Ville	32
France	Departement	Code Postal	Ville	33
Germany	Kreis	PostNummer	Stadt	37/49
Australia	State	Postcode	Town/Suburb	61

`GetAddressInPackRat` will add the country to the address if the country of destination is different from the country of origin. To determine if there is a difference, the macro looks at the Local Country Code as defined by the user in PackRat File.../Menu Preferences.../Dial Info.

Installation

To see if this macro does what you need, first run it now from this template: double-click on either the DEMO button below or the one at the start of this document. The macro is installed in this template to `&Insert...&Get Name` in PackRat and to the hot key combination Ctrl-Shift-A.

If you like the way the macro behaves, you should install it so that it will be available at all times without having to load this template. To install `GetAddressInPackRat`, double-click on the INSTALL button below or the one at the start of this document.

The installation process copies `GetAddressInPackRat` to the Global template NORMAL.DOT. It assigns the macro to the Insert menu using the same [`&Insert...&Get Name` in PackRat] configuration used in this template and assigns the macro to the hot key combination Ctrl-Shift-A. It does not affect WIN.INI, AutoMacros or ToolBar assignments. The install macros avoid overwriting macros, key and menu assignments and will prompt for guidance if conflicts are found.

If a previous version of `GetAddressInPackRat` had been installed, the installation processor will offer to de-install it and optionally carry prior menu and keyboard assignments to the new version being installed.

The installation macros used herein are based on those contained in *The NCS Macro Set #1* and are used with permission of Newton Consulting Services, CIS 73500,416. These macros adhere to the Polite Installation Guidelines described in POLITE.DOC which is included with *The NCS Macro Set #1*.

Removal of the Global Installation

If you decide to remove the global installation at a later time, you will need to:

1. Delete GetAddressInPackRat using Tools...Macro...,
2. Remove the Menu addition using Tools...Options....Menus, and
3. Remove the Keyboard assignment using Tools...Options...Keyboard.



DEMO



INSTALL

Demonstration Area