

## KBITMACSPRO

VERSION 19

### ENHANCED COMMENCE WORD FOR WINDOWS LETTER MACROS

Commence 4.x, 2000 & RM macros for integration with MS-Office Word 2000 & XP

**DISCLAIMER:** These enhancements have been extensively tested. However the complex and variable nature of Word documents, Commence categories, field formats and contents preclude comprehensive guarantee that these macro enhancements will function completely as specified in all circumstances. Mr. Phil Kingsland and Kbit Ltd. do not accept liability for the failure of this software to perform as required, nor for any data or program corruption resulting from the use of these enhancements. Mr. Phil Kingsland or Kbit Ltd. will attempt to rectify problems brought to their attention, distribution of corrected code or further enhancements will be to approved Commence dealers only and at the dealers expense.

1. **New Cmc Toolbar Buttons** have been given Icons so that they have a better fit with Words own Toolbars.
2. **Multi stage Merge Process** has multiple stages, instead of CMC's load template with immediate merge then print or view and its common problems of :-
  - a. Preventing a 'User' from modifying a shared 'Author' created template.
  - b. The merge creates a separate file for each merge. E.g. Mailshot 3000 people and get 3000 near identical doc files saved to disk.
  - c. Creating many files in the print queue often inducing printer lockup/jams with no simple method to reprint the lost documents.

The KbitMacPro merge process is :-

Load the appropriate PIM00???.doc into Word as normal,

Activate Word and allow the user to do temporary modifications to the template for the impending merge only.

To proceed with the merge the user presses a new toolbar button 'GO MERGE'.

The macro then copies the template to a temporary file,

does a merge on the first Commence Item,

appends a new section to the document by inserting the temporary saved file template,

merges again etc. till all Commence Items have been merged.

The macro then stops with the resulting multi-page document active, ready for the user to save, edit and/or print as desired. If the printing jams or fails for some reason then the multi-page document is still available and Word can be used to reprint a range of pages as required.

KbitMacPro also has several DDE options that can be used directly from an agent to select a formatted document, do the merge and print/fax the resulting document.

3. **Header & Footer Merge field** replacement is also available in the KbitMacPro. Just put normal cmc merge fields in the Header and/or the Footer sections of a document and KbitMacPro will update them accordingly.
4. **Suppress Page Breaks between merged items.** If a Bookmark named **NoPageBreak** exists in the Commence document template then when multiple documents are merged from a view, each record will immediately follow the previous without a new page break being inserted as normal letters would require.  
This feature allows for the simple creation of tabular reports based on a Commence view with considerable control of field font size, colour etc.

**5 Print Formatted Documents** from an Agent to create single or multiple mail-merge documents.

To print a formatted document from an Agent use DDE Action with the following parameters.

Actions: **Send DDE:**  
Program File Name = **Winword.exe**  
Conversation Application Name = **WinWord**  
Conversation Topic Name = **System**  
Message Type = **Execute**  
Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.Main(0)]**

*This DDE message will perform a multi step merge requiring operator selections as described above for enhancement #2.*

Or

Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.Main(1)]**

*This DDE message will perform a single step merge, save and print WITHOUT operator intervention.*

Or

Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.KbitMerge(0)]**

*This DDE message will perform a multi step merge requiring operator selections as described above for enhancement #2. Opportunity to edit the template, Press 'Go Merge' to initiate the merge process then operator manual selection of document save and/or printing options. The merged document will remain active in Word.*

Or

Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.KbitMerge(1)]**

*This DDE message will perform an immediate merge finally requiring operator selections to save and/or print the resulting document. The merged document will remain active in Word.*

Or

Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.KbitMerge(2)]**

*This DDE message will perform an immediate merge and automatically print the resulting document without any operator intervention. The merged document will remain active in Word.*

Or

Message Text = **[FileNew.Template=  
"<Drive><Path><PIMFILE.Doc>"][[FileSaveAs "(%FileName%).doc"]][Call  
CmcCreateLetter.KbitMerge(3)]**

*This DDE message will perform an immediate merge and automatically print the resulting document without any operator intervention. After printing the merged document will be **closed and not saved**.*

**6 PICTURE insertion** based on a cmc field holding a complete drive, path, file name and extension for a picture. Any text field can be used but it is best to provide the user with a cmc category field of the 'DATA FILE' Name type. This will give the cmc user a method of viewing a selected picture file directly from the cmc detail form by pressing the VIEW button.

Selection of a field for insertion into a Word document is done using the standard GETFIELD macro. When a field contains a valid picture file name then the picture will be inserted into the document instead of the cmc fields text content. To qualify as a valid picture file, the file must exist AND the cmc field must have the 2<sup>nd</sup> and 3<sup>rd</sup> characters = ":" AND the last 4 characters must be in the following list. **.BMP, .WMF, .PCX, .TIF, .WPG, .PCT, .EMF, .PNG**

- 7 **DOCUMENT insertion** based on a cmc field holding a complete drive, path, file name and extension for a TEXT, RTF or WORD document file. Any text field can be used but it is best to provide the user with a cmc category field of the 'DATA FILE' Name type. This will give the cmc user a method of viewing a selected document file directly from the cmc detail form by pressing the VIEW button. File name rules are as for Picture Insert above. Valid File types are :- .TXT, .RTF, .DOC
- 8 **Automatic Table Expansion for Connected Fields.** When printing 'indirect fields' if there are multiple records connected to the 'ACTIVE category record' **AND** cmc fields are within a word table, then **ALL** of the connected record fields will be inserted into the letter template in separate rows of the table. Just create one table line for the indirect fields required and this enhancement will duplicate the row for each connected record. This macro will accept multiple fields per cell, except for column 1 where only one merge field is permitted. Note: Text in any merged field **MUST NOT** start with a space character.
- 9 **Blank or Null Merge Data** correctly removes a merge marker e.g. the (%field%) code in the template is deleted. If this results in a blank line then the line is also removed.
- 10 **Preserved Merge Style Format** of text in the Word Template. This is essential for complex Tables that have several merge fields per cell where each field could have a different Word Style. The KblTmacsPro macro will preserve Styles even when blank line deletion is performed. Note: Column 1 of a Merged Table can only have one field per cell
- 11 **Suppress Repeating areas of a merged document.** If a **Bookmark** named **NoRepeatA**, **NoRepeatB**, **NoRepeatC** or **NoRepeatD** exists then the bookmarks current contents are compared with its previous contents. If the contents are a repeat of its previous value then the region is deleted. This feature is only available when the **NoPageBreak** function is active. It is used for general area's of text, **DO NOT** use this syntax to suppress repeated contents in a word table (see enhancement below for this function).
- 12 **Suppress Repeating Merge Fields in a connected Table.** In a Table of Connected Fields then if a field has a **Style** name of the format **NoRepeatXX**. Where XX is a number from 1 to 20 then whenever a field is the same as the previous value for the style the field will be replaced by blank rather than another copy of the same value. This 'previous value' is reset for each table in the document.
- 13 **Merge any field from the ME record.** Enhanced use of the Commence Me-Item for merging the Name field of the Personal Info ME record now supports any field in this record
- 14 **Automatic Initial Category Selection In GetFields Popup Menu.** The Word macro GetFields initial popup menu automatically defaults to the category currently selected in commence.
- 15 **Redesigned GetFields Popup Menu.** The GetFields Popup Menu is much wider to make long merge codes visible and extra functionality with the Insert Field Buttons.
- 16 **Select Active Network Printer.** The default destination printer for a document can be defined within a DDE merge command. The printer name is the same as has been given to the mapped LAN printer in 'Start-Settings-Printers'.  
 Message Text = [FileNew.Template= "<Drive><Path><PIMFILE.Doc>"]][FileSaveAs  
 "(%FileName%).doc"]][Call CmcCreateLetter.Printer("Joels Inkjet")][Call CmcCreateLetter.KblTMerge(3)]
- 17 **Multiple Copy Printing.** The number of copies of each document printed can be defined by including a Bookmark called **CopyCountNN**. Where the NN is the number of copies to be printed when the template has been merged. Eg. **CopyCount3** will print 3 copies of the document
- 18 **Label Printing.** Create a simple template to merge name and address, include a bookmark called **Label**. When printed the address will pop up in Words normal envelope/Label dialog display from where you can print a page of identical labels or one label at any selected row/column

- 19 **Column Sorting.** When KbitMacPro expands a table for the required number of connected items this feature will allow the resulting table's columns to be sorted in a user defined order. Within the table create a bookmark called **SortX\_CTD[\_CTD[\_CTD]]**.  
Where X is a digit specifying the table number for the following sort spec. The first table in a document is 1.  
C is a digit specifying which column the sort is based on. The left column in a table is 1.  
T is a character specifying the sort type. **T**=Text, **N**=Numeric & **D**=Date  
D is a character specifying the direction of sort. **A**=Ascending & **D**=Descending
- 20 **Hierarchical Document Filing.** Commence as default puts all merged documents into the 'External Data Files' directory. KbitMacPro can with extra VB scripting in Commence automatically store a document at <a specified root path>\<initial letter>\<company name> e.g. <\\DocServer\cmcDocs\A\ANOtherLtd>. *Contact Kbit for details and to purchase this extra feature.*
- 21 **Hierarchical Document Filing Sub-Folder Specification.** It is possible to specify within a Commence template a subfolder name into which the merged document should be stored. Add a bookmark **Subfolder:<folder name>**. e.g. a bookmark of **Subfolder:Orders** will cause the merged document to be saved in <document filing path>\Orders. *Contact Kbit for details and to purchase this extra feature.*
- 22 **AutoGo Bookmark.** KbitMacPro has been designed to improve the abilities of non Author users and will allow a standard user to modify a template prior to printing. (See feature #2). There are situations where this stop/go process is inappropriate. So insert a Bookmark as follows and automatic merging/printing is enabled.
- |                |   |
|----------------|---|
| <b>AutoGo1</b> | immediate merge, no save and stop with completed document visible |
| <b>AutoGo2</b> | immediate merge, no save and print document                       |
| <b>AutoGo3</b> | immediate merge, no save, print and close doc                     |
- 23 **Merge Complete DDE Trigger.** Insert a Bookmark called '**NotifyComplete**' into the template and word will send a DDE FireTrigger event to Commence when all fields have been merged and the document released for printing and/or saving. A Commence Agent that is triggered by the Receive DDE with an agent message of '**NotifyComplete**'. The agent will also receive as **Arg2** the path and **Arg3** the name of the document just created.