



The Letterhead Kit-32

Version 7.2 for Corel WordPerfect 9, 8, & 7

Business Correspondence Assistant
32-Bit Windows Edition

(Available Separately for other
editions of WordPerfect)

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QUICK START is on page 3.

The Letterhead Kit's SHORTCUT KEY is Control-Shift-K.

THE LETTERHEAD KIT-32 is a copyrighted program distributed as SHAREWARE. All rights are reserved. You may try out the trial edition for up to 30 days for free. If you continue to use this program, you must pay a registration fee of \$20.00.

Purchasers receive an enhanced version of the main macro, with Boilerplate inserter, CardCopy label copier, ZIP bar code auto-inserter, over a megabyte of additional forms and templates, update announcement newsletters, discounted upgrades, and voice/FAX/Email support.

Table of Contents

Quick Start	<u>3</u>
Orders	<u>4</u>
Other Files	<u>4</u>
Definition of Shareware	<u>5</u>
Limited Warranty	<u>5</u>
Trial Use License	<u>6</u>
Limited Distribution License	<u>6</u>
Introduction	<u>7</u>
Version History	<u>7</u>
Installation	<u>9</u>
Setup	<u>9</u>
Un-Installation	<u>9</u>
Running LTR.WCM	<u>10</u>
The FORMS Group of Features	<u>10</u>
Letter	<u>10</u>
Forms	<u>10</u>
Boilerplate	<u>10</u>
Personal	<u>11</u>
The GRAPHICS Group of Features	<u>11</u>
Money	<u>11</u>
Cargo	<u>11</u>
Office	<u>12</u>
Signatures	<u>12</u>
The TOOLS Group of Features	<u>13</u>
Total	<u>13</u>
CardCopy	<u>13</u>
ZIP	<u>13</u>
Adjusting Configuration Options	<u>14</u>
WordPerfect TEMPLATES--Background and TIPS	<u>15</u>
FAX Cover Sheets	<u>15</u>
Converting WPWin6 templates to run in newer Versions	<u>16</u>
Trouble Shooter's Guide--The Letterhead Kit	<u>17</u>
INDEX	<u>18</u>

Quick Start

The Letterhead Kit-32 is a business correspondence assistant. It includes customized-on-the-fly letterhead templates, forms, and power tools for daily business tasks. It will retrieve your forms, letterheads, boilerplate, fax cover sheets, and more, all done safely with no file names so that you cannot accidentally overwrite your important forms. The Letterhead Kit adds any of 30 special message graphics to your documents, including ten Money graphics (Final Notice!, Thank You for Your Payment!, and eight more), ten Cargo graphics (1st Class, Do Not Bend, and more), and ten Office graphics (Draft, Confidential, and more), or either of two scanned signatures. The Letterhead Kit also provides assistance in building pages full of labels or business cards, or in adding ZIP bar codes to USA addresses.

- 1) Run the SETUP macro from its current location. For example, if The Letterhead Kit files are in c:\download, go to a WordPerfect document screen, press Alt-F10, type 'c:\download\setup8' for Corel WP 8 or 'c:\download\setup7' for Corel WP 7 (without the quotes), and press ENTER. Follow the directions on-screen.
- 2) Start The Letterhead Kit's main macro EITHER by pressing Control-Shift-K, or by pressing Macro(Alt-F10), typing 'LTR' (no quotes here, either!), and pressing ENTER.
- 3) If you prefer a printed manual, the text on the online help file is available in the file LTRWIN.PDF in Adobe's portable document format. A FREE viewer for PDF files is included with Corel WordPerfect Office 2000, and can also be downloaded from <http://www.adobe.com>.

The Letterhead Kit's SHORTCUT KEY is Control-Shift-K. QUICK ZIP BAR CODES: Control-Shift-I

This version of The Letterhead Kit runs in Corel WordPerfect 8 and 7 for 32-bit Windows. There are other editions for WordPerfect/Win 6.0/6.1, and for WP/DOS--see LICENSE.HLP for more information.

STILL AVAILABLE: For WP/Win61, 6.0a, & 60, a Windows 3.1 edition of The Letterhead Kit is available, and has features nearly identical to those of The Letterhead Kit-32. Visit our web site or E-Mail for current features and supported versions.

Orders

The Letterhead Kit-32 for 32-bit Windows is shareware, or "Try before you buy" software. You may copy the entire Thirty-Day Trial Edition, known as LKIT32*.ZIP, and pass it on unchanged to other WordPerfect users. If you use the program for more than 30 days, you are legally required to purchase a copy of The Letterhead Kit-32 for US \$20. You can order ONLINE at our web site, located at <http://www.graphcat.com>. A variety of payment types are listed in the files ORDERS.TXT and LICENSE.HLP, including Visa, MasterCard, and American Express.

Send orders, including WHICH VERSION OF WP you are running, to:

Science Translations Software
PO BOX 1735
Westminster, Maryland 21158-5735

Or Phone 410-871-2877 or FAX 410-871-2988.

Make Checks payable to 'Science Translations'
Include \$2.00 Shipping on orders of less than \$29.
Maryland residents add 5 per cent sales tax.

Purchasers receive an enhanced version of the main macro, including Boilerplate inserter, CardCopy label copier, ZIP bar code auto-inserter, over a megabyte of additional forms and templates, update newsletters, and voice/FAX/Email support.

Support is by mail, FAX, or phone, at the same address and phone number used for registration, or on the World Wide Web at <http://www.graphcat.com>. You may contact the author as jerry.stern@graphcat.com. Look in the license.hlp file for additional contact info.

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Other Files

For more information, see these files:

LICENSE.HLP Product catalog. Includes other wonderful products from Science Translations, including Graphcat Clip Art Cataloger and FontKat Font Cataloger.

In the TRIAL Edition ONLY, see these files:

VENDINFO.DIZ Distribution information and product descriptions for shareware distributors. More information on how to use these files is available at <http://www.ramsisle.com>.

ORDERS.TXT Order form for The Letterhead Kit-32 for Windows and other products.

PAD_FILE.XML Distribution information and product descriptions for shareware distributors. More information on how to use these files is available at <http://www.asp-shareware.org>.

FILE_ID.DIZ Standard 10-line file description for shareware distributors.

Definition of Shareware

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are legally required to purchase a copy. With purchase, you get anything from the simple right to continue using the software to an updated program with printed manual.

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Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money back guarantee--if you don't use the product, you don't pay for it.

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You are encouraged to pass a copy of the Thirty-Day Trial Edition of The Letterhead Kit along to your friends for evaluation. Please encourage them to order a copy if they find that they can use it. All purchasers will receive a copy of the latest version of The Letterhead Kit, an enhanced version of The Letterhead Kit macro, over a megabyte of bonus templates and forms, discounted upgrades, newsletter announcements of upgrades and new products, and technical support for at least one year.

Site Licenses, volume discounts, and additional INTERNATIONAL registration information are in the file LICENSE.HLP.

Introduction

This version of The Letterhead Kit runs in Corel WordPerfect 9, 8, or 7 for 32-bit Windows (95, NT, or 98) only. There are other editions for WordPerfect/Win 6.0/6.1 and the Windows 3.1 edition of WordPerfect 7, and for WP/DOS--see LICENSE.HLP for more information. Compatibility with NEWER versions of WordPerfect cannot be guaranteed, because future changes in the WordPerfect program may disable features of The Letterhead Kit without notice. However, educated best guesses as to future changes have been made, and new upgrades will be released as needed to provide support for future editions. Updates are announced first on the Science Translations home page at <http://www.graphcat.com>.

Version History

New in version 7.2

Version 7.2 adds support for Corel WordPerfect 9, also known as Corel Office 2000, and now includes a printable manual in PDF (Adobe Acrobat) format. Contact and ordering information has been updated.

New in version 7.1

Version 7.1 of The Letterhead Kit adds support for WordPerfect 8. The setup macros have been revised, and now use built-in WinZip compressed files for improved performance.

The message graphics have been redrawn as vector clip art, and so will print at high resolution on all systems. Some of the designs have been spruced up as well, taking advantage of many good suggestions from users. Many of the message graphics have been reduced in width to make them easier to use.

This manual is now available as an online help file, but the printable version is in Acrobat portable document format as `ltrwin.pdf`.

The CardCopy features has been expanded to allow the use of divided pages instead of labels, or to use no page breakdowns at all. When using no labels or page divisions, CardCopy copies the entire document for you, which can be useful for making several customized versions of a document in one large file.

The ZIP bar code feature now properly ignores blank pages at the end of an address list.

New in version 7.0

Some features of earlier versions of The Letterhead Kit have been changed to allow quick one-letter selections of all features. Cargo, Money, and Autograph replace Shipping, Payment, and Initials.

The Letterhead Kit now takes major advantage of the template features of WordPerfect, and adds many new features:

Forms: Starts the WordPerfect template retrieval dialog box. Thanks to template automation, The Letterhead Kit forms are automatically customized with your name, address, telephone, organization, and title, using information provided by WordPerfect's autofill features.

No template editing is needed to have completely customized letterheads.

Boilerplate: Adds to the CURRENT document AT THE INSERTION POINT the document file that you select from a special boilerplate directory. (Not in trial edition)

ZIP: Autosearches the current page for a USA-style ZIP code, and adds a PostNet bar code on a new line at the bottom of the page, and offers to continue adding bar codes on every page, if more pages exist. (Not in trial edition)

CardCopy: Automates the tiresome process of creating multiple labels or business cards. (Not in trial edition)

Installation

This manual is available both online from the Help button of The Letterhead Kit-32, or as the LTRWIN.PDF file, which you may print with the Adobe Acrobat Reader.

Setup

You MUST run the SETUP7 or SETUP8 or SETUP9 macro to install The Letterhead Kit--it cannot be done manually. The SETUP macro does many things:

- 1) It will create a 'ltrkit' subdirectory inside your template directory for this instruction file, the message graphics, and the scanned signatures.
- 2) It will place the new templates in the 'ltrkit' directory, and copy the primary letterheads ltr01.wpt and ltr02.wpt to your template directory.
- 3) It will copy the macros and configuration file to your macro directory.
- 4) It will create a 'boiler' subdirectory inside your template directory for boilerplate files, and place the sample boilerplate files there. (Not in trial edition)

The SETUP macro will check your macro and template directories for you, and recommend a location for the graphics and instruction manual. If you have both a macro directory and a supplemental macro directory, you will be able to choose between them--no other locations are acceptable.

To install The Letterhead Kit files, press Macro (Alt-F10) from a blank document screen in WPWin, type the path to the current location of The Letterhead Kit files, SETUP9 (or 8 or 7, matching your version of WordPerfect) and press ENTER. For example, if the files are on a floppy in the "a" drive, and you are running WP9, then press Macro (Alt-F10), type a:\setup9 and press ENTER.

Saving Hard Drive Space: The TXT files need not remain on your hard disk once you have become comfortable with running the software. The macros, graphics, and templates must remain on the hard drive.

Un-Installation

To uninstall The Letterhead Kit, delete these files from your hard drive:

In your macro directory: ltr.wcm, ctrlsftk.wcm, ctrlsfti.wcm, ltrkit.ini, ltrkit.hlp, ltrkit.cnt, ltrkit.gid. (The GID file will not always be present.)

In your main template directory: ltr01.wpt, ltr02.wpt.

Remove the 'ltrkit' and 'boiler' subdirectories, located inside your template directory.

The Letterhead Kit does NOT make any changes to any WordPerfect or Windows files, and does not touch the system registry.

Running LTR.WCM

The Letterhead Kit's SHORTCUT KEY is Control-Shift-K

To run The Letterhead Kit's main macro, either press the shortcut key above or press Alt-F10, type 'ltr' (without the quotes) and press ENTER. The main dialog box of The Letterhead Kit will appear. The features of The Letterhead Kit are grouped in Forms, Graphics, and Tools.

The FORMS Group of Features

Each feature in the FORMS group retrieves a document template or, for the Boilerplate feature, a re-usable SECTION of a document.

Letter

Shortcut Key: L

The 'Letter' button retrieves the main letterhead, and tells WordPerfect to begin the autofill process to place your personal information in the document.

The main letterhead is usually LTR01.WPT, located in your template directory. You can change this file name and path if needed--see the configuration instructions on page 17.

Forms

Shortcut Key: F

The Forms button starts WordPerfect's dialog box for templates. You can also reach this dialog box by pressing Control-T, if you are using the standard (CUA) WordPerfect keyboard. To use a template, double-click on it with the mouse, or use the tab and arrow keys to highlight it and press the SELECT button.

WordPerfect 7 provides directories of templates, and displays two boxes within the template dialog box. On the left are the subdirectory names. The description of each template appears in the box on the right. Other than the two main letterheads, ltr01.wpt and ltr02.wpt, the templates provided as part of The Letterhead Kit are in the 'LTRKIT' group.

The WordPerfect 8 (and above) template box works similarly to WP 7, but the list of template directories is in a drop-down list at the top of the box. Some users will need time to become comfortable with this new box, which remembers the last directory of templates used, and returns to it. By contrast, WP 7 always displays the main, or top-level, template directory.

Boilerplate

(Not in Trial Edition)

Shortcut Key: B

Boilerplate is any reusable portion of a document that is kept handy to insert into a current project as needed. Examples of boilerplate include paragraphs of standard information added to a letter, or a table pre-formatted for a particular purpose, or contract information.

When you select the Boilerplate button, The Letterhead Kit will take you to WordPerfect's Insert File dialog box, displaying the boilerplate directory. To add any listed document to the current project AT THE INSERTION POINT,

double-click the filename, or use the Tab and arrow keys to select it, and press ENTER.

Personal

(Not in Trial Edition)

Shortcut Key: P

The 'Personal' button retrieves the second letterhead, and tells WordPerfect to begin the autofill process to place your personal information in the document. Use the second letterhead for personal letters, or for a second user of the same copy of WordPerfect. If you need more than two letterheads, store them in your template directory, and use the 'Forms' button to retrieve them.

The second letterhead is usually LTR02.WPT, located in your template directory. You can change this file name and path if needed--see 'Adjusting Configuration Options.'

The GRAPHICS Group of Features

Each feature in the GRAPHICS group adds a graphic image to the current document AT THE INSERTION POINT. You can adjust the height of these graphics--see 'Adjusting Configuration Options.'

If you find that you have placed the graphic in an awkward place, such as inside a table, select Edit, Undo (or press Control-Z) to remove the graphic right away, and then make room for the graphic, position the insertion point in the correct location, and select the graphic again.

Money

Shortcut Key: M

The 'Money' graphics are inserted at the insertion point in the current document when you click on the matching button.

Select from these 'Money' message graphics:

Thank you for your payment.
 Won't you send us your payment today?
 Your payment will be greatly appreciated.
 We want GOLD But a payment today would be great, too.
 A Partial Payment... would be appreciated.
 Is there any reason why your payment has not been made?
 Your time is running out... Please send your payment now.
 If your payment is in the mail, we thank you. Otherwise, would you send it today?
 FINAL NOTICE: If your payment is not received within ten days, action will be taken.
 We'll be glad to take your order by phone.

Cargo

Shortcut Key: C

The 'Cargo' graphics are inserted at the insertion point in the current document when you click on the matching button.

Select from these 'Cargo' message graphics:

Via Air Mail-Par Avion	This End Up
Magnetic Media--Do Not Bend	First Class Mail
Next Day Air	Packing List Enclosed

Parcel Post
Priority Mail

Photos--Do Not Bend
Rush!

Office

Shortcut Key: O

The 'Office' graphics are inserted at the insertion point in the current document when you click on the matching button.

Select from these 'Office' message graphics:

Confidential
Fax to ____, at ____
Gift Tag
O.K. by ____, on ____
O.K. to pay on ____

Draft--Revised on ____, by ____
For Your Information
Good Idea
O.K. to pay
Read and Forward

Signatures

Shortcut Key: S

The 'Signature' key retrieves the scanned signature stored in your 'ltrkit' directory as 'autogrph.wpg' and adds it to the current document at the insertion point. The 'Initials' key retrieves the scanned signature stored as 'informal.wpg'. The height of the image can be adjusted--see 'Adjusting Configuration Options.'

A scanned signature is the only practical way to sign a FAX sent through a FAX modem, and never printed. Science Translations Software provides scanning services for signatures and logos in either black & white or color--see the LICENSE.HLP or our web site for details.

The TOOLS Group of Features**Total**

Shortcut Key: T

The 'Total' button tells WordPerfect to recalculate the tables, formulas, and floating cells in the current document. This is a shortcut for the longer steps of choosing Table, Calculate, Calculate Document (in WP7), or of right-clicking the table and choosing Calculate (in WP8).

CardCopy

(Not in Trial Edition)

Shortcut Key: D

CardCopy is used to create full pages of labels or business cards, in any format you can fit on the label of your choice. CardCopy will help you add the label code, if needed, or copy the label enough times to fill a page. CardCopy can also copy full pages of information.

It is a good idea to save your label format BEFORE you run CardCopy on it. Why? When you want to update the label or card later on, you can make any changes needed in the SINGLE copy of the information on the label, re-save and then CardCopy it again to print the updated cards or labels. That's much easier than editing ten cards or thirty address labels.

The 'CardCopy' button will do two different things depending on when you push it. If you have NOT yet added a label code to your layout, CardCopy will remind you, and open WordPerfect's label selection dialog box. Select a label definition that matches your label or card stock, and The Letterhead Kit will return you to your document, where you should check that your text fits on one label. Make any editing changes needed, and select the CardCopy button again. Remember the Make-It-Fit feature of WordPerfect when you create labels--it can make squeezing more onto a label much easier.

When you select CardCopy and The Letterhead Kit finds a label code in your document, it will ask you how many labels to create. The Letterhead Kit will fill as many labels as you request. If needed, hard page codes and an additional font code will be added to the end of your label format so that following labels are not affected by font choices in your original label design.

ZIP

(Not in Trial Edition)

Shortcut Key: Z

SUPERSPEED SHORTCUT FOR A FAST ZIP BAR CODE: Control-Shift-I. Run the superspeed shortcut from document screen. Starting the LTR main macro is NOT necessary!

The 'ZIP' button searches for a USA-style ZIP code on the bottom line of your document, and then adds a PostNet bar code on a new line at the bottom of the page. If The Letterhead Kit detects that the current page is not the last page of the document, it will ask permission to add bar codes to all the remaining pages of the document.

If The Letterhead Kit has trouble finding a ZIP code, usually because of extra formatting codes or non-number text below the ZIP code, it will stop on the problem page so that you can correct the address, if needed, or page down past it if the address is to a non-USA address. Once past the problem address, restart The Letterhead Kit, choose ZIP again, and the program will continue adding ZIP bar codes, beginning on the current page.

Adjusting Configuration Options

There are four settings that you can change in The Letterhead Kit by retrieving the file LTRKIT.INI from your macro directory and editing it. For each setting, read the comments in the file before making any changes. You can change:

- 1) The height of the signature boxes. Adjust this setting, which defaults to 7/10ths of an inch, if your signature is too large or small after placement in your documents.
- 2) The height of the message graphics boxes. Adjust this setting (default 8/10ths of an inch) if you would like to change the size that the message graphics appear on the page. Note that you can only change the height of the boxes; WordPerfect auto-scales the width to match the shape of the graphics file.
- 3) The primary letterhead name. This is the name of the template to retrieve when you click the 'Letter' button, initially 'ltr01.wpt'. The full path to the file must be included, but you may use the '?PathTemplate' macro variable to tell The Letterhead Kit that the template is in your main template directory.
- 4) The personal letterhead name. This is the name of the letterhead retrieved when you click the 'Personal' button, initially 'ltr02.wpt'.

IMPORTANT!

After making ANY changes in LTRKIT.INI, you must resave the file, and normally, WordPerfect will automatically recompile it. If the changes you have made don't appear to have taken effect when you run the main macro again, you may need to recompile the modified file manually. Here's how: Press Macro (Alt-F10), type 'ltrkit.ini' (without the quotes), and press ENTER. Nothing will appear to happen--that's O.K.

WordPerfect TEMPLATES--Background and TIPS

NOTE: The template features described in this section are WordPerfect features, and not a part of The Letterhead Kit. Direct questions to WP/Corel.

Templates can hold any document that you need to re-use and customize. A template is just a document with paired bookmarks added in a simple format that tells WordPerfect to run a special macro during retrieval that will ask for the text items to place inside each pair of bookmarks and then leave the new document on-screen for additional editing, with no file name assigned so that the new file cannot accidentally replace the original form.

A handy feature of templates in WordPerfect is the Address Book, which can store name, address, and phone/fax/account number information for people you contact frequently.

Learning how to edit and create templates is just learning how to position the bookmarks within an otherwise normal document. That process is nearly unchanged from version 6.1 to 7 of WordPerfect, but templates created in 6x must be recompiled in 7 or 8 before using--see 'Converting WPWin6 templates to run in newer Versions'.

The WordPerfect 8 manual's Chapter 25 covers templates in detail. The WP7 Reference manual has a section on 'Templates' beginning on page 476 (in the US English edition).

The basic steps for CREATING a template in WordPerfect are:

- 1) Choose File, New, Options, New Template. A blank document and the Templates power bar will appear.
- 2) Design your form normally.
- 3) Click the 'Build Prompts' button. For each item that the template should prompt the user, click on 'Add' and type in a label for the prompt, like 'To' or 'From'. Click on the document where the prompt should be, and then click the 'Paste' button. Click 'OK' when done.
- 4) Click on 'Exit Template' (WP7) or the Close icon (WP8), answer 'Yes' to the 'Save changes to template?' question, and enter a description, an eight-character file name, and select a template group (directory) to place the template in. Click on 'OK' when done.

EDITING a template follows similar steps, but start by choosing File, New, highlighting the template to edit, and then choosing Options, Edit.

FAX Cover Sheets

There are several ways to create a FAX cover page. You can select one of the pre-built FAX cover sheets, or you can create a fax information box, save it in the 'boiler' directory, and add it to your letterhead. This second method is preferable if you frequently update contact information on your letterhead. If you prefer a fancier fax cover, create and save it as a complete page in one of your template directories, after using your letterhead as a starting point.

When designing FAX covers, remember these points:

Gray graphics take much longer to transmit than black graphics. Lines, boxes, and shading all increase transmission time. For local faxes, go wild. For long distance faxes, you may want to save toll charges by creating an alternate fax cover of a simpler design.

For the message text of your fax, select a font that is slightly larger than your usual selection. If you choose a 13 point typeface, it will usually remain readable even if the fax is sent at standard resolution. Look closely at the lower case I, L, and the number 1, and make sure that they are easily distinguishable from each other after faxing.

Converting WPWin6 templates to run in newer Versions

First, copy (NOT move) your WP61 templates to the new template directory, or a subdirectory immediately below it. For most users, that will be c:\corel\office7\template or a subdirectory such as c:\corel\office7\template\mystuff.

Press Control-T, or File, New. Click once on the template file to highlight it. Press Options, and choose Edit Template. WordPerfect will ask if you wish to convert the template for WP7. Choose yes, and WP will update the standard address fields to work with the new address book. When it finishes, you will be left in the Template Editing screen. Click on Build Prompts to update any custom prompts, and click OK in the box that appears. Finally, click on Exit Template, and answer Yes to save changes to the template.

Trouble Shooter's Guide--The Letterhead Kit

1) "The Control-Shift-K Shortcut key doesn't start The Letterhead Kit, or the Control-Shift-I key doesn't run the ZIP feature."

The macro CTRLSFTK.WCM is automatically run by WordPerfect when you press Control-Shift-K, but ONLY if your present keyboard definition does not assign that key to some other function. In other words, keyboard definitions override macro files on-disk. The keystroke combinations Control-Shift-K and Ctrl-Shift-I are not in use in WP/Win 8 or 7, in the default configurations for US English, but Ctrl-Shift-L is, and that's why the main shortcut changed in this version of The Letterhead Kit.

You may either (1) edit your keyboard definition so that it does not block the Control-Shift keystroke, OR (2) rename CTRLSFTI.WCM to use another keystroke combination, by first finding an available keystroke combination that uses the Control-Shift-Letter pattern, and then renaming the CTRLSFTI.WCM file to, for example, CTRLSFTE.WCM to use as Control-Shift-E. Letters available in the default setup (US English edition) of WPWin8 & 7 are Control-Shift E, G, I, J, K, M, T, U, W, X, and Y.

2) "I've run the SETUP macro to install The Letterhead Kit over an older version or over the shareware version, but when I run the 'LTR' macro, all I get is the old version."

WP allows you to have TWO macro folders (directories). In WP8 or 9, look under Tools, Settings, File, Merge/Macro, and see where your directories are. In WP7, the same information is under Edit, Preferences, File. In either version of WP, a macro placed in the first of the two folders shown will block access to a macro of the same name in the second folder. Find the older of the two macros, and delete it.

3) "My templates work properly, but display with bizarre font choices."

The fonts used in The Letterhead Kit's templates and forms were chosen from the fonts installed as part of WordPerfect's selection of TrueType fonts. If you did not install those fonts, then both The Letterhead Kit's templates and the WordPerfect shipping templates may display and print with odd font choices. WordPerfect will automatically attempt to substitute fonts of similar types, but its lookup table of font changes is limited, and may select a font that is truly odd, like a Dingbat or a Greek font as a substitute for BrushScript.

To fix these problems, either install the WordPerfect shipping fonts, or edit the templates you use regularly, finding each typeface selection, and add selections from your own installed font list.

4) "I'm stuck! I need a custom template and some forms, and I've gotten far enough to know that I've reached my limits!"

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INDEX

Acrobat [7](#), [9](#)
 ASP [4](#), [5](#)
 autograph [7](#)
 bar code [1](#), [4](#), [7](#), [8](#), [13](#)
 boilerplate [1](#), [3](#), [4](#), [8-10](#)
 bonus [6](#)
 CardCopy [1](#), [4](#), [7](#), [8](#), [13](#)
 cargo [3](#), [7](#), [11](#)
 color [12](#)
 fax cover [3](#), [15](#), [16](#)
 FILE_ID.DIZ [5](#)
 font [4](#), [13](#), [16](#), [17](#)
 initials [7](#)
 International [6](#)
 labels [3](#), [7](#), [8](#), [13](#)
 money [3](#), [5](#), [7](#), [11](#)
 office [3](#), [7](#), [12](#)
 ombudsman [4](#)
 orders [4](#), [5](#)
 PAD_FILE.XML [5](#)
 PDF [3](#), [7](#)
 purchase [4](#), [5](#)
 shareware [1](#), [4-6](#), [17](#)
 signature [12](#), [14](#), [17](#)
 support [1](#), [4](#), [6](#), [7](#)
 table [2](#), [10](#), [11](#), [13](#), [17](#)
 tips [15](#)
 uninstall [9](#)
 VENDINFO.DIZ [5](#)
 World Wide Web [4](#)
 WWW [1](#), [3-5](#), [7](#)
 ZIP [1](#), [3](#), [4](#), [7](#), [8](#), [13](#), [17](#)