

Build Custom Documents With Boilerplate Paragraphs  
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Words are important. Using the right words in your documents can send a professional image of you and your company. But how often do you waste time contemplating words and assembling paragraphs in a simple document? You don't have all day to muse over the perfect word and polish every sentence.

There's an easy solution: use ready-made paragraphs. You can create a library of such boilerplate paragraphs and assemble your letter in just a few seconds. Once the parts of the letter have been assembled, you can edit the minor details to suit your purposes. This is much easier than drafting an entire letter from scratch each time you need one.

This article shows you how to use the included PARAGRPH.WPM macro that display a menu of standard paragraphs (see Figure 2 below). You just choose the paragraphs and assemble the document as you go.

### Writing Your Basic Paragraphs

Most documents have boilerplate language that can be recycled and reused in other letters: for example, opening paragraphs, "thank you" paragraphs and closing paragraphs. You'll probably have standard paragraphs for the body of the document as well, such as those used in acceptance or rejection letters. If you add enclosures in the envelope, you'll want to use standard paragraphs to refer to your enclosures.

Browse through several of your old documents and determine what types of paragraphs you use regularly. Once you've done that, save each one as a separate file in your documents directory: for example, Open-Let, ThankYou, Close or Enclosur. Make sure the paragraphs do not contain any unnecessary codes, such as extra hard returns after the last line of text.

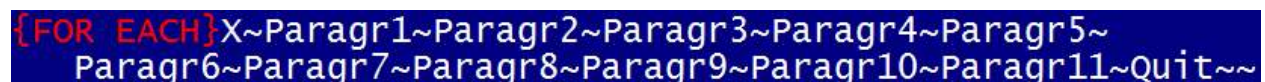
*Note: The macro lets you use up to 23 paragraphs.*

### Modifying the Macro

Before using the macro, you must go into the Macro Editor and replace the placeholder information (see Figure 1 below) with the names of each of the documents you created containing the boilerplate text you saved.

To do this, press (Ctrl-F10), type "paragrph" and press 2 to enter the Macro Editor. Cursor down to the text in Figure 1 and replace it with the names of your documents. For example, Open-Let~ThankYou~Close~Enclosur~ would replace Paragr1~Paragr2~Paragr3~Paragr4~ ... and so forth. Do not replace or delete the opening "X~" or the closing "Quit~~." Press F7 to make the changes.

*Note: If you leave the placeholder text ("Paragr5~," etc.) in place, it will make it easier for you to replace it when adding more documents.*



```
{FOR EACH}X~Paragr1~Paragr2~Paragr3~Paragr4~Paragr5~  
Paragr6~Paragr7~Paragr8~Paragr9~Paragr10~Paragr11~Quit~~
```

Figure 1

## Using the Macro

To use the macro, at a blank document screen press Macro (Alt-F10), type "paragraph" and press (Enter). At the "Enter the name:" prompt, type the recipient's first and last name and press (Enter). At the next two prompts, enter the street address followed by the city, state and ZIP code.

At this point the macro displays the menu on the right side of your screen (see Figure 2 below). Type the number(s) next to the desired paragraph name and press (Enter). You can add as many paragraphs as you like and in any order. After you've selected the final paragraph, type the number to the left of "Quit") and press (Enter). You can now modify the document as needed.

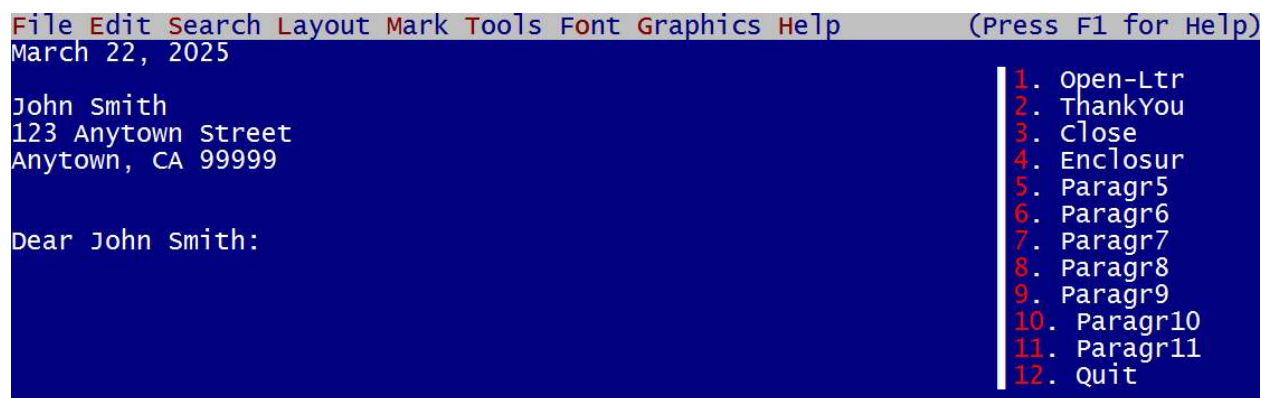


Figure 2

## Understanding the Macro

The first line of the macro checks to see if the Reveal Codes feature is turned on. If it is, the macro turns Reveal Codes off. Line 2 turns the display off and tells the macro to go to line 17 if an error occurs in the macro. This will happen if WP can't find one of the paragraph files.

Line 3 vertically centers the page and inserts the current date followed by two hard returns. This line can be modified to suit your own business document format if desired.

Lines 4-7 prompt you for the addressee's name and address, then insert this information into your document. Lines 8-9 begin the document and insert hard returns for proper document spacing.

Lines 10-16 assign each of your paragraph filenames to a variable. This is the section you'll need to modify to match your own filenames. Lines 18-22 create the paragraph menu on the right side of your screen. Lines 23-24 prompt you to enter the number for the paragraph you wish to insert.

Line 25 checks to see if your choice is the last item on the list, which is Quit. If it is, the macro quits on line 25. Lines 26-28 retrieve the paragraph you selected, move the cursor to the bottom of the file and insert two hard returns.

Line 29 returns macro execution to line 17, where the menu displays again for your next choice of paragraphs.