

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 document in just a few seconds. Once the parts of the document have been assembled, you can edit the minor details to suit your purposes. This is much easier than drafting an entire document 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 documents: 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 documents. If you add enclosures in the envelope, you'll want to use standard paragraphs to refer to your enclosures.

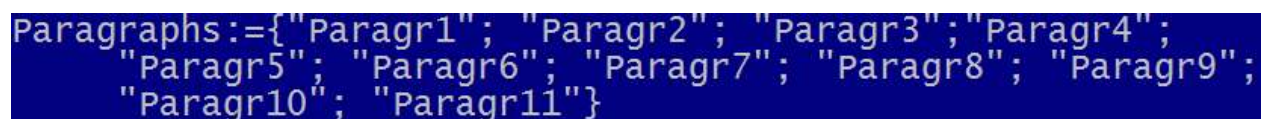
Browse through several of your old documents and determine what types of paragraphs you use regularly. Once you've done that, save each one as a separate file in your documents directory: for example, Open-Let, ThankYou, Close or Enclosur. Make sure the paragraphs do not contain any unnecessary codes,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

Note: The macro lets you use anywhere from 44 to around 120 paragraph options, depending on the length of the filenames you want displayed on the menu.

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 E 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. Press F7 to make the changes.



```
Paragraphs:={"Paragr1"; "Paragr2"; "Paragr3"; "Paragr4";  
            "Paragr5"; "Paragr6"; "Paragr7"; "Paragr8"; "Paragr9";  
            "Paragr10"; "Paragr11"}
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Figure 1

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.

Using the Macro

To use the macro, at a blank document screen press Macro (Alt-F10), type "paragraph" and press (Enter). Complete the appropriate fields in the Addressee dialog box.

The macro begins your document and displays a menu of your paragraph options on the right of the screen (see Figure 2 below). The easiest way to select paragraphs is with your mouse. Just click on each button to insert the paragraph into your document. You can also press (Tab) to move from item to item. When your cursor is on the button you wish to add, press (Enter). When you're finished adding paragraphs, choose Cancel.

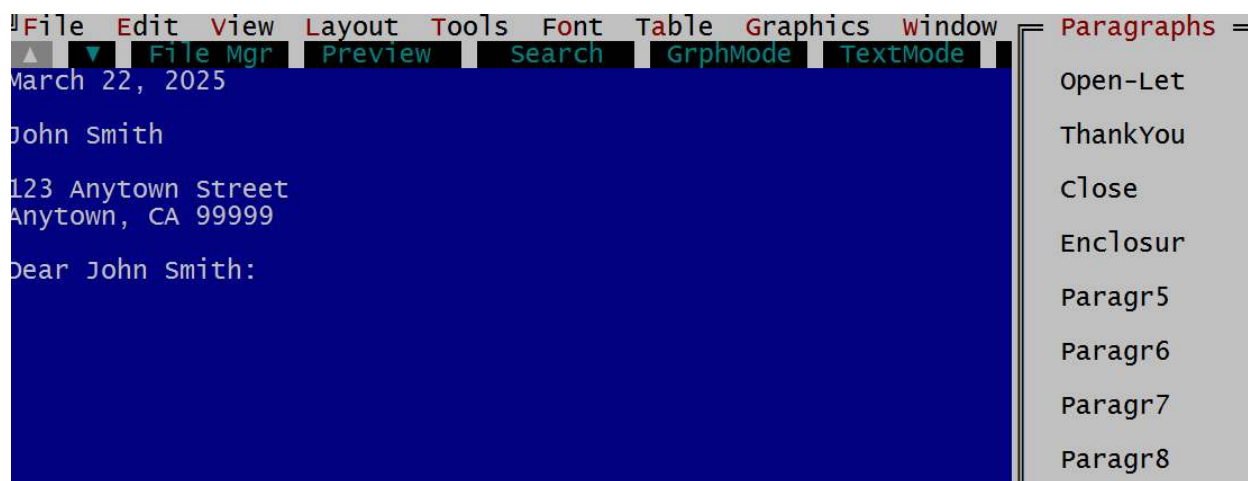


Figure 2

Understanding the Macro

The first line of the macro tells WP to go to line 19 if an error occurs in the macro. This will happen if WP can't find one of the paragraph files. Line 2 vertically centers the page and inserts the current date followed by two hard returns. This line can be modified to suit your own document format if desired.

Lines 3-8 display a dialog box prompting you for the addressee's name, company and address. If Cancel is chosen from the dialog box, line 9 cancels the macro. Lines 10-12 begin the document and insert hard returns for proper document spacing.

Lines 13-17 assign each of your paragraph filenames to a variable. This is the section you'll need to modify to match your own filenames. Lines 20-24 create the menu on the right side of your screen.

Line 25 checks to see if you chose to cancel the macro. If you did, the macro quits on line 25. Lines 27-28 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 19, where the menu displays again for your next choice of paragraphs.