

NR_key_name: CE3B57990B76B5748525656700710F11
SendTo: ALL
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Peter Voth/O=ARRB
DisplayFromDomain:
DisplayDate: 12/08/1997
DisplayDate_Time: 3:38:15 PM
ComposedDate: 12/08/1997
ComposedDate_Time: 3:34:54 PM
Subject: Better Living Through Science

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories:

I just wanted to let you know that I wrote a WordPerfect macro that will automate the formatting of memos. You can create a memo heading in a blank document, or format an existing document according to the various memo formats as outlined in the handbook. I've already installed it on the computer in the SCIF; to run the macro, just hit Ctrl+M. To install it, just go to the File Manager, select the t:\ drive, and double click on the file !macro.bat. This will copy the necessary files to the c:\office\wpwin\macros directory. If your default macro directory is something else, let me know; you won't be able to install it this way. The screen will go blank for a second, and then it's ready to go. (I tried to make this easier, but I couldn't. Sorry...) To use the macro, go to Tools, Macro, Play on the menu bar, and select the file memo.wcm. The first time you run it, you should select the "Change User Name" option to put your name in your copy of the program. Otherwise, the rest should hopefully be self-explanatory. If you come across any bugs, problems, features that should be added, or need any help with it, let me know. In addition, I can help you create a keyboard shortcut for it if you want.