



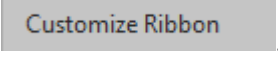
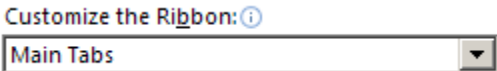


PCGenesis User Interface Procedures

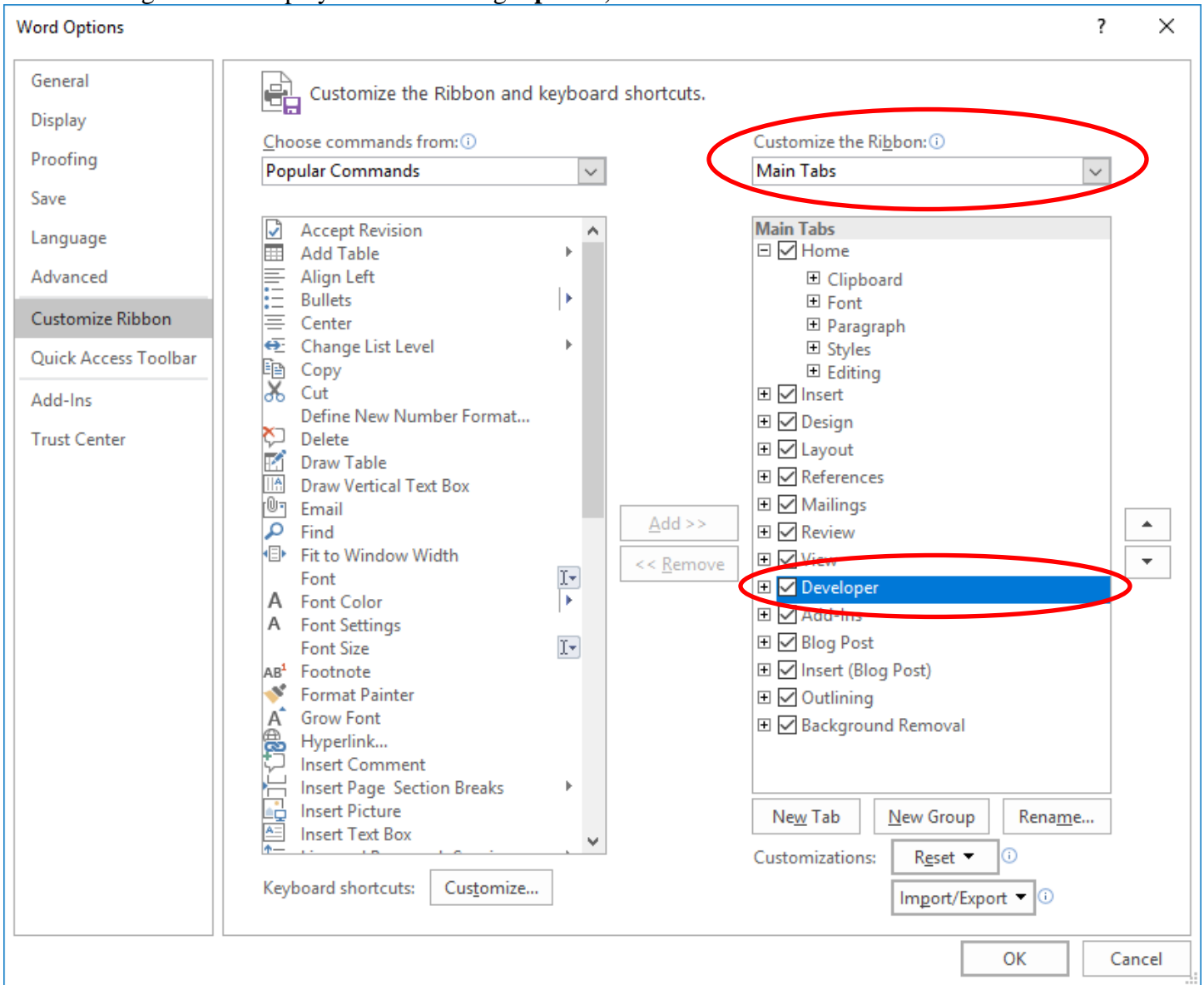
Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2016

PCGenesis users have the option to both select and print PCGenesis print files from the *Uqueue Print Manager*, or to use the *Qword Macro for Report Printing* to select the PCGenesis print queue files, and to open and print these files in Microsoft® Word.

Note that these instructions were documented using Microsoft® Word 2016 but maybe effortlessly applied to the most recent versions of the software.

Step	Action
1	Verify the printers used are <i>PCL6</i> or are newer models.
2	Open a blank document in Microsoft® Word.
3	To work with macros in Office Word 2016, you need to show the Developer tab. Select the File Button  , and then select Options  → Customize Ribbon  .
4	A drop down selection box appears at the top of the screen. Under the heading Customize the Ribbon , select Main Tabs . 

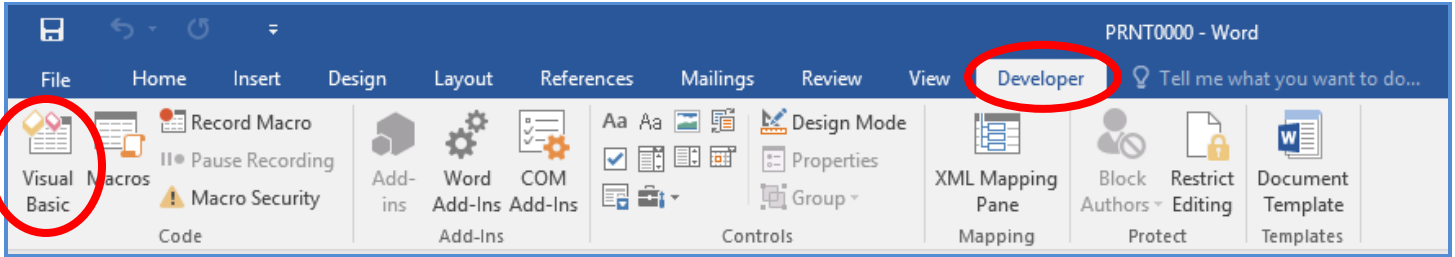
The following window displays when selecting **Options**, and then **Customize Ribbon**:



Step	Action
5	Under Main Tabs , select the Developer check box <input checked="" type="checkbox"/> Developer as shown above.
6	Select <input type="button" value="OK"/> (OK) at the bottom of the screen.

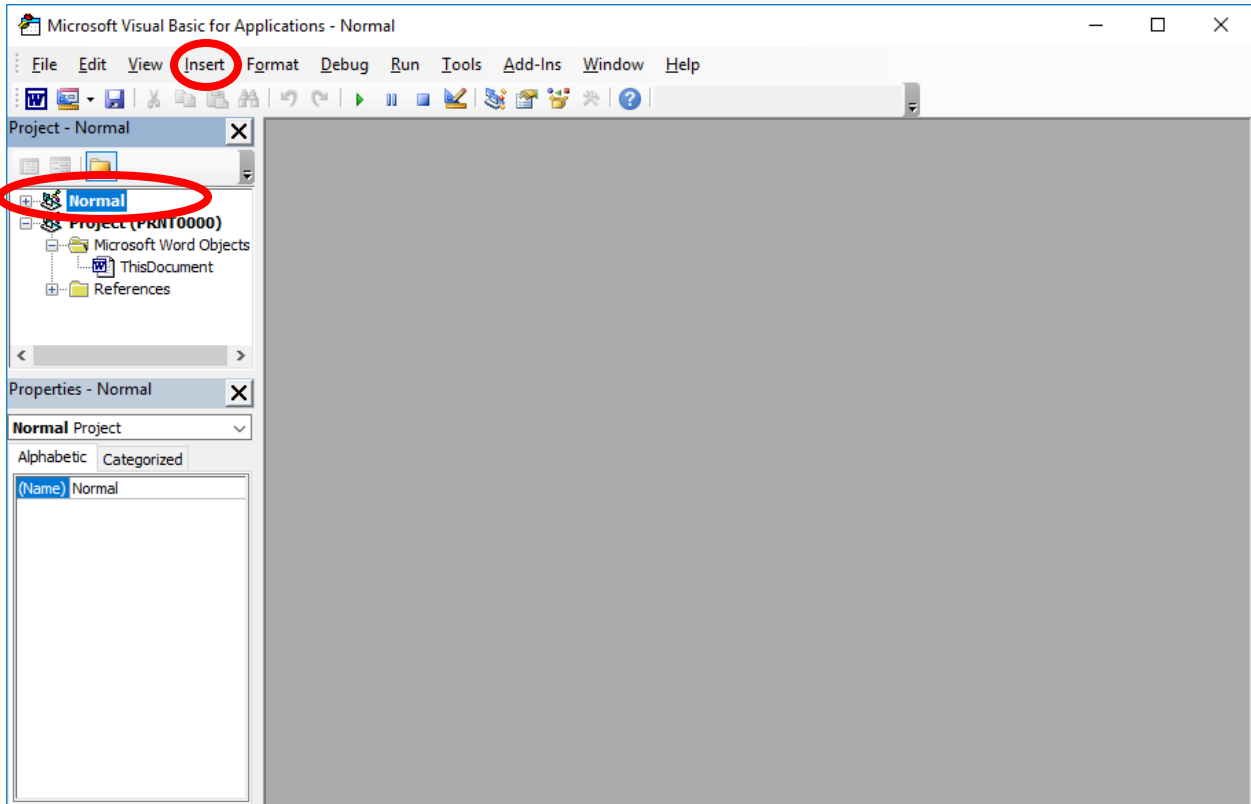
Step	Action
7	With Microsoft® Word open, select the Developer tab and Visual Basic .

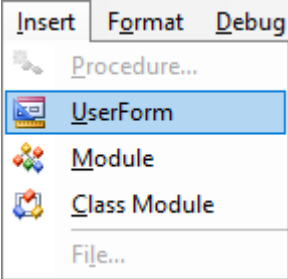
The following window displays:



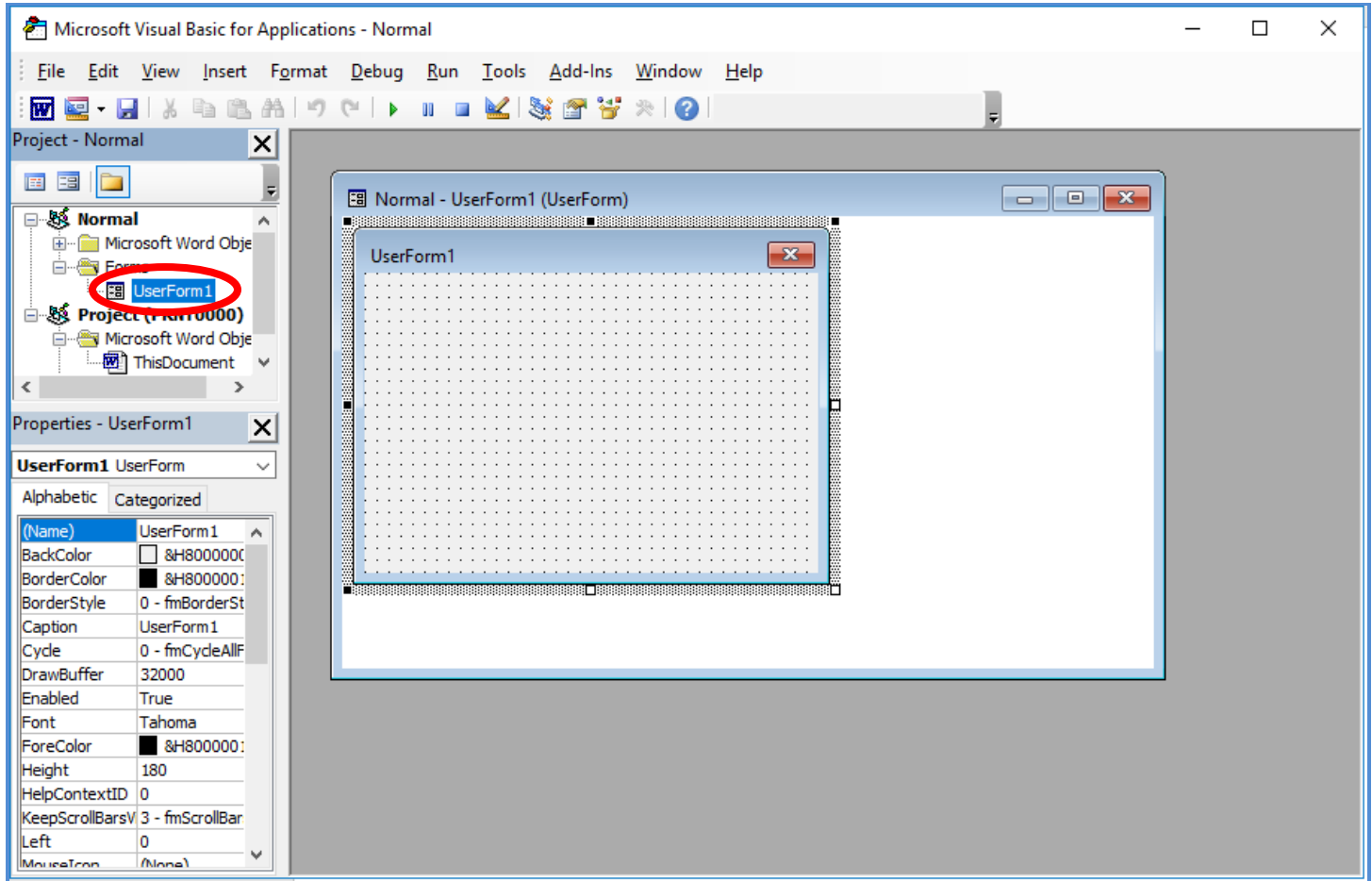
Step	Action
8	Within the Macro Editor, highlight Normal . See the screen shown below.

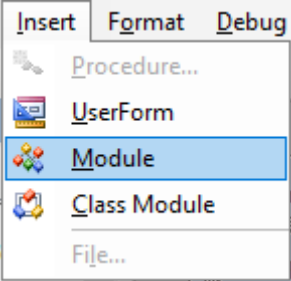
The following window displays:

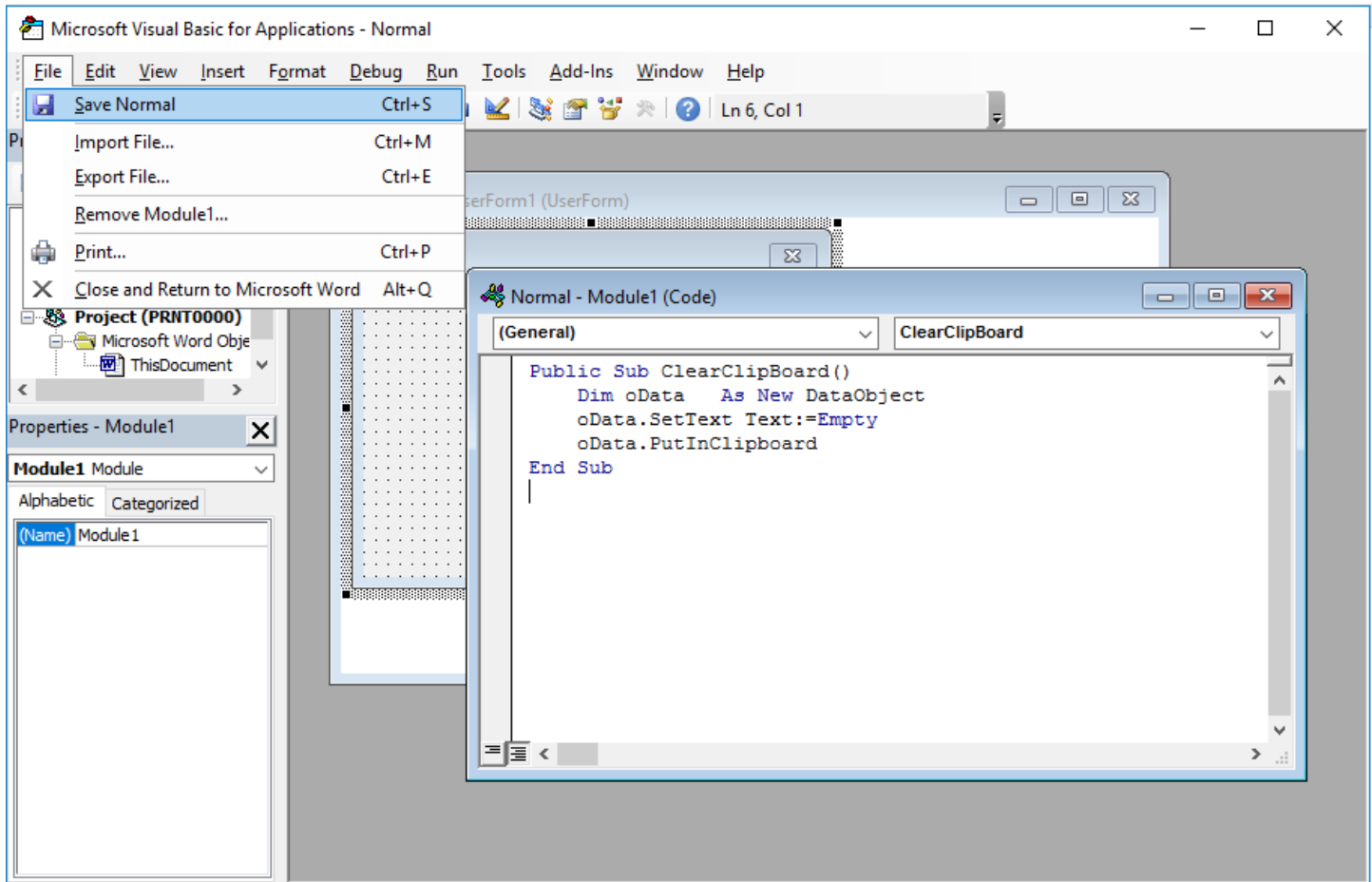


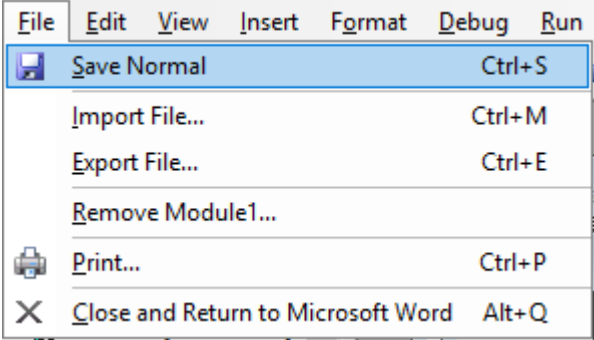
Step	Action
9	Within the <i>Macro Editor</i> , select Insert → UserForm . 

The following window displays:



Step	Action
10	From the <i>Menu Bar</i> , select Insert → Module . 
11	Select and copy the blue Module text below via <i>Edit</i> → <i>Copy</i> or by simultaneously selecting CTRL+C : <pre data-bbox="240 611 748 800">Public Sub ClearClipboard() Dim oData As New DataObject oData.SetText Text:=Empty oData.PutInClipboard End Sub</pre>
12	Select the Module 1 window and paste the text copied from <i>Step 11</i> .

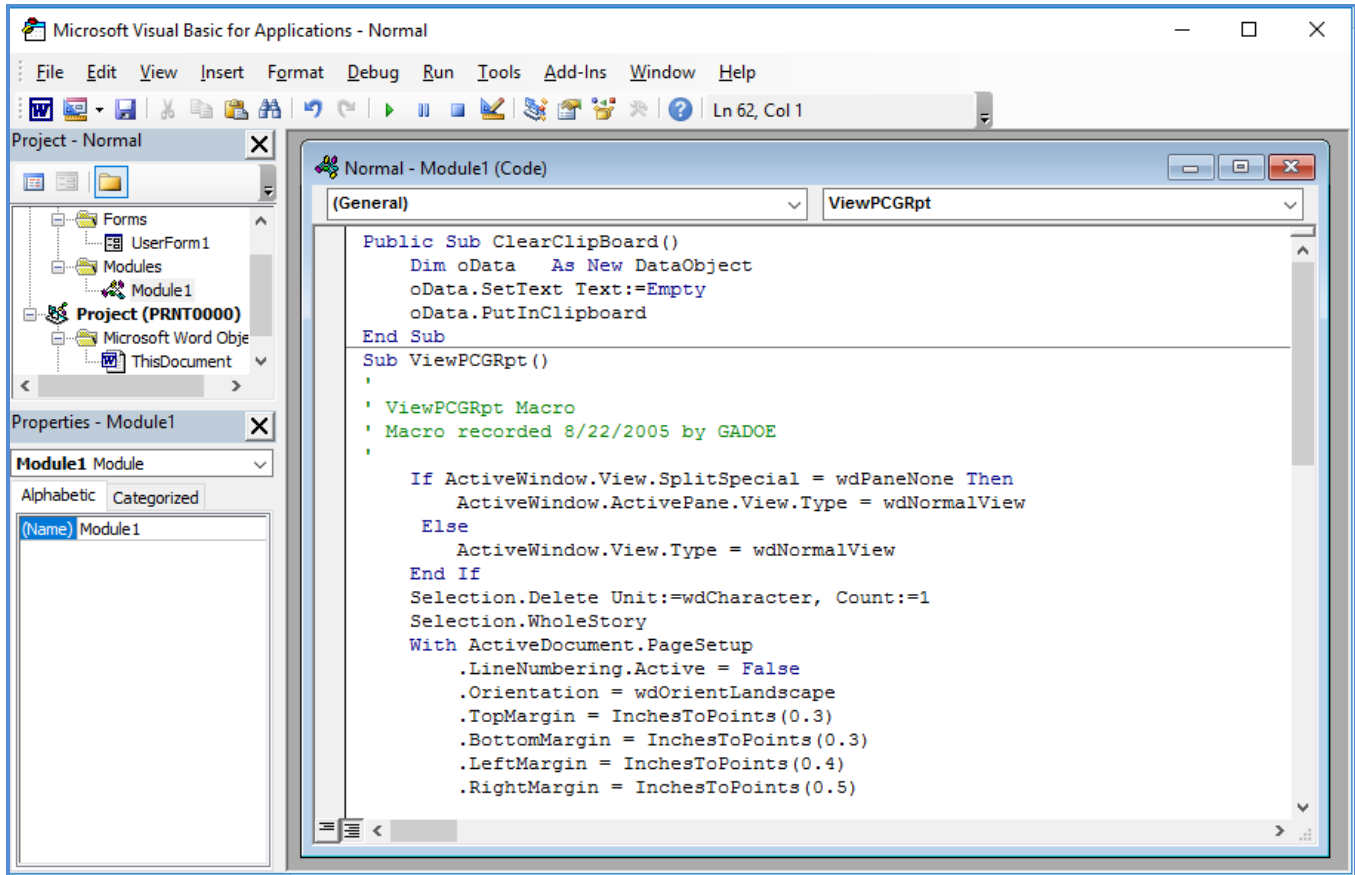



Step	Action
13	<p>From the <i>Menu Bar</i>, select File → Save Normal.</p>  <p>The screenshot shows the 'File' menu open in Microsoft Word. The 'Save Normal' option is highlighted in blue. Other visible options include 'Import File...', 'Export File...', 'Remove Module1...', 'Print...', and 'Close and Return to Microsoft Word'.</p>
14	Close <i>UserForm1</i> .
15	Continue editing in the <i>Module1</i> window.
16	<p>Recommended: Select and copy the blue Macro text on the following page.</p> <p><i>This text includes the actual macro instructions for the macro “ViewPCGRpt()”. When manually entering the instructions, use extreme caution as the entries must be <u>exact</u>.</i></p>

Step	Action
17	<pre> Sub ViewPCGRpt() ' ' ViewPCGRpt Macro ' Macro recorded 8/22/2005 by GADOE ' If ActiveWindow.View.SplitSpecial = wdPaneNone Then ActiveWindow.ActivePane.View.Type = wdNormalView Else ActiveWindow.View.Type = wdNormalView End If Selection.Delete Unit:=wdCharacter, Count:=1 Selection.WholeStory With ActiveDocument.PageSetup .LineNumbering.Active = False .Orientation = wdOrientLandscape .TopMargin = InchesToPoints(0.3) .BottomMargin = InchesToPoints(0.3) .LeftMargin = InchesToPoints(0.4) .RightMargin = InchesToPoints(0.5) .Gutter = InchesToPoints(0) .HeaderDistance = InchesToPoints(0.3) .FooterDistance = InchesToPoints(0.3) .PageWidth = InchesToPoints(11) .PageHeight = InchesToPoints(8.5) .FirstPageTray = wdPrinterDefaultBin .OtherPagesTray = wdPrinterDefaultBin .SectionStart = wdSectionNewPage .OddAndEvenPagesHeaderFooter = False .DifferentFirstPageHeaderFooter = False .VerticalAlignment = wdAlignVerticalTop .SuppressEndnotes = False .MirrorMargins = False .TwoPagesOnOne = False .GutterPos = wdGutterPosLeft End With Selection.Font.Name = "Courier New" Selection.Font.Size = 8 Selection.Font.Bold = True With Selection.ParagraphFormat .SpaceBeforeAuto = False .SpaceAfterAuto = False .LineSpacingRule = wdLineSpaceExactly .LineSpacing = 9 .CharacterUnitLeftIndent = 0 .CharacterUnitRightIndent = 0 .CharacterUnitFirstLineIndent = 0 .LineUnitBefore = 0 .LineUnitAfter = 0 End With Selection.HomeKey Unit:=wdLine Module1.ClearClipboard If ActiveWindow.View.SplitSpecial = wdPaneNone Then ActiveWindow.ActivePane.View.Type = wdPrintView Else ActiveWindow.View.Type = wdPrintView End If End Sub </pre>

Step	Action
18	Select the <i>Module 1</i> window, positioning the cursor below the 'EndSub' text, and paste the blue text from Step 17.

The following window displays:



Step	Action
19	From the <i>Menu Bar</i> , select File → Save Normal to save the changes.
20	Select the  button to close the <i>Microsoft Visual Basic Editor</i> .
21	Repeat this procedure for <u>each</u> copy of Microsoft® Word installed on PCGenesis workstation(s) or on the PCGenesis server.

Revision History

Date	Version	Description	Author
10/21/2020	2.1	20.03.00 – Added <i>Selection.Font.Bold = True</i> to the macro.	D. Ochala
9/22/2017	2.0	17.03.00 – Updated to be compatible with Office WORD 2016.	D. Ochala