PCGenesis User Interface Procedures
Section A: PCGenesis System Operations
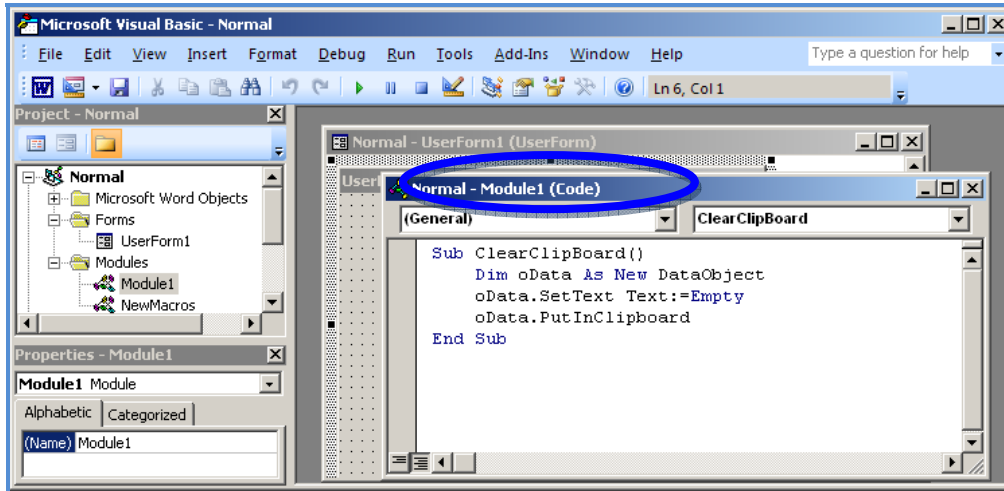### *Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing*

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 2000 but maybe effortlessly applied to the most recent versions of the software.

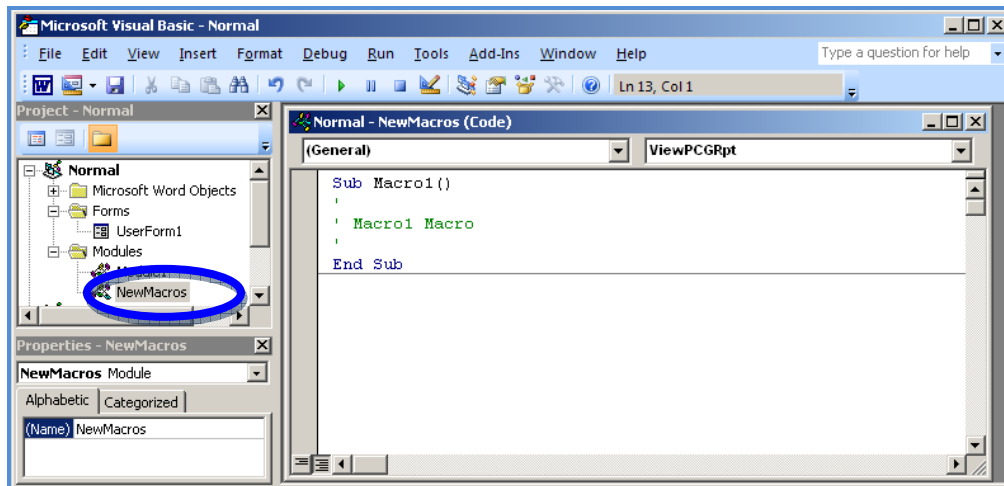| Step	Action
1	Verify the printers used are *PCL5* or are newer models.
2	With Microsoft® Word open, select **Tools → Macro → Macro → Edit** from the *Menu Bar.*
3	Within the *Macro Editor,* select **Insert → UserForm**.
4	From the *Menu Bar*, select **Insert → Module**.
5	Select and copy the blue Module text below via *Edit →Copy* or by simultaneously selecting *CTRL+C*: Public Sub ClearClipBoard() Dim oData As New DataObject oData.SetText Text:=Empty oData.PutInClipboard End Sub

The following window displays:

Step	Action
6	Select the *Module 1* window and paste the text copied from *Step 4*.
7	From the *Menu Bar*, select **File → Save**.
8	Close the *Module1* window, and open the *NewMacros* window by selecting the option from the *Project – Normal* pane within the left portion of the window.

The following window displays:

Step	Action
9	**Recommended:** Select and copy the blue Macro text on the following page. *This text includes the actual macro instructions for the macro "ViewPCGRpt()". When manually entering the instructions, use extreme caution as the entries must be exact.*

Step	Action

10	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(0.5)
	    .BottomMargin = InchesToPoints(0.5)
	    .LeftMargin = InchesToPoints(0.4)
	    .RightMargin = InchesToPoints(0.5)
	    .Gutter = InchesToPoints(0)
	    .HeaderDistance = InchesToPoints(0.5)
	    .FooterDistance = InchesToPoints(0.5)
	    .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
	  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

Step	Action
11	Select the *Normal – NewMacros (Code),* positioning the cursor below the 'EndSub' text, and paste the blue text from *Step 10*.

The following window displays:
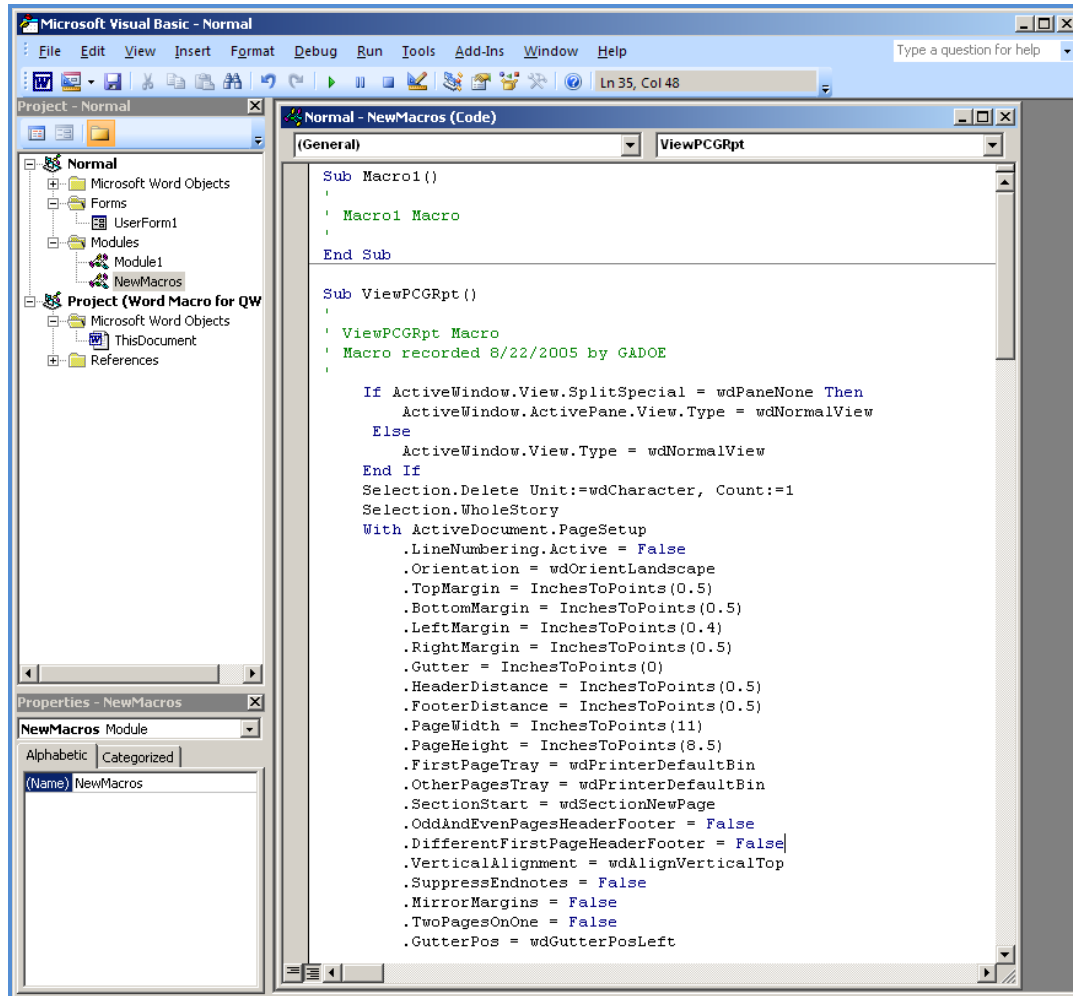
Step	Action
12	From the *Menu Bar,* select **File → Save** to save the changes.
13	Repeat this procedure for each copy of Microsoft® Word installed on PCGenesis workstation(s) or on the PCGenesis server.