

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 File, and then select Options \rightarrow Customize Ribbon Customize Ribbon
4	A drop down selection box appears at the top of the screen. Under the heading Customize the Ribbon , select Main Tabs .

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

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neral	Customize the Ribbon and	keybo	ard shortcuts.		
splay					
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ve					
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				OK	Cance

Step	Action
5	Under Main Tabs, select the Developer check box Developer as shown above.
6	Select OK (OK) at the bottom of the screen.

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

The following window displays:

 5											PRNT	000 - Wor	ď	
File	Home	Insert	Design	Layout	Refere	ences	Mailings	s Review	View	Develope	er 🖓	Tell me wi	hat you want to o	do
Visual Nacr Basic	II Pau	ord Macro ise Recordin cro Security	Add-	Word Add-Ins Add-Ins			•	Design Mode Properties Croup • htrols	XML	. Mapping Pane lapping	Block Authors	Restrict Editing	Document Template Templates	

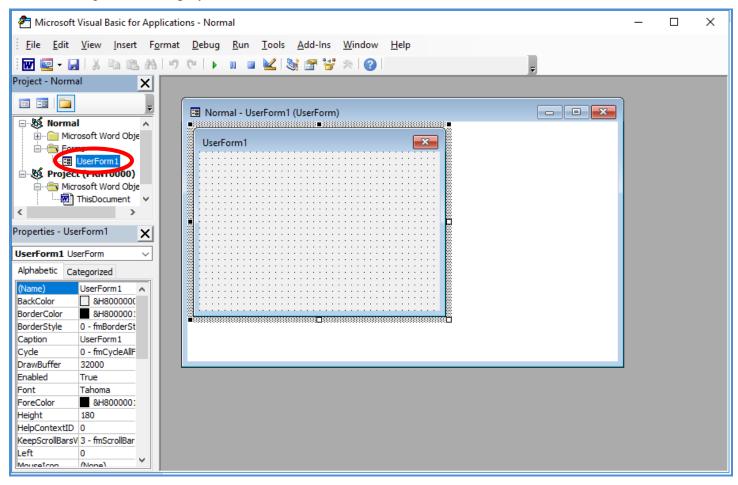
Step	Action
8	Within the Macro Editor, highlight Normal. See the screen shown below.

The following window displays:

췸 Microsoft Visual Basic for Applications	s - Normal			_	×
<u>File Edit View</u> Insert Format I	<u>D</u> ebug <u>R</u> un <u>T</u> ools <u>A</u> dd-Ins	<u>W</u> indow <u>H</u> elp			
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Normal Project					
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(Name) Normal					

Step	Action			
9	Within the Macro Editor, select Insert	$t \rightarrow l$	UserForm.	
		Inser	rt F <u>o</u> rmat	<u>D</u> ebug
		$n_{\rm Per}$	Procedure	
			<u>U</u> serForm	
		**	<u>M</u> odule	
		2	<u>C</u> lass Module	2
			File	

The following window displays:



Step	Action
10	From the <i>Menu Bar</i> , select Insert \rightarrow Module .
	Insert Format Debug
	SerForm
	<u>≪</u> <u>M</u> odule
	😂 <u>C</u> lass Module
	File
11	Select and copy the blue Module text below via $Edit \rightarrow Copy$ or by simultaneously selecting $CTRL+C$:
	Public Sub ClearClipBoard() Dim oData As New DataObject oData.SetText Text:=Empty
	oData.PutInClipboard
	End Sub
12	Select the <i>Module 1</i> window and paste the text copied from <i>Step 11</i> .

20 N	licrosoft Visual Basic for A	Applications - Normal		-		×
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	<u>S</u> ave Normal	Ctrl+S	🔟 💐 🚰 🖖 🖉 🕜 Ln 6, Col 1 🔤 💂			
Pi	Import File	Ctrl+M				
	Export File	Ctrl+E				
Н	Remove Module1		erForm1 (UserForm)			
	Print	Ctrl+P				
	Close and Return to Mic					1
	Close and Return to Mic Project (PRNT0000)	crosoft word Alt+Q	🦂 Normal - Module1 (Code) 📃		×	
	Microsoft Word Obje		(General) v ClearClipBoard		~	
	ThisDocument	A A A A	Public Sub ClearClipBoard()		~	
<	>		Dim oData As New DataObject			
Proper	ties - Module1 💦 🔪	</td <td>oData.SetText Text:=Empty oData.PutInClipboard</td> <td></td> <td></td> <td></td>	oData.SetText Text:=Empty oData.PutInClipboard			
Modu	le1 Module	7	End Sub			
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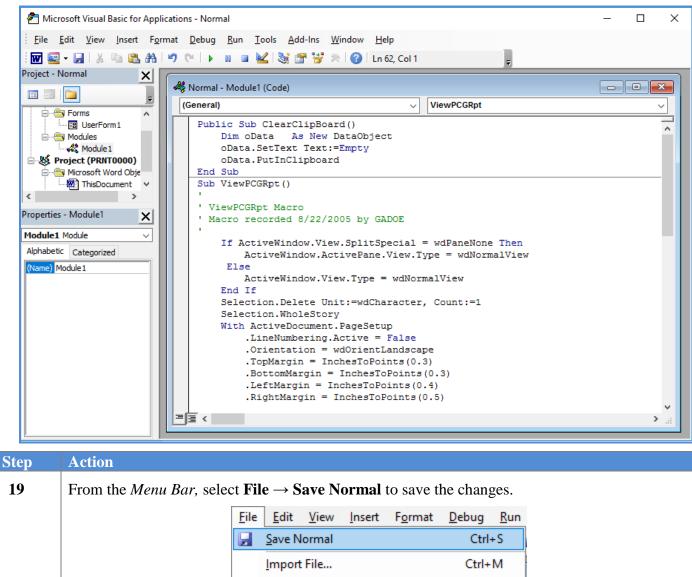
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Step	Action		
13	From the Menu Bar, select Fil	$e \rightarrow Save Normal.$	
	Eile	e <u>E</u> dit <u>V</u> iew <u>I</u> nsert F <u>o</u> rmat	<u>D</u> ebug <u>R</u> un
		<u>S</u> ave Normal	Ctrl+S
		Import File	Ctrl+M
		<u>E</u> xport File	Ctrl+E
		<u>R</u> emove Module1	
	.	Print	Ctrl+P
	×	Close and Return to Microsoft V	Vord Alt+Q
14	Close UserForm1.		
15	Continue editing in the <i>Modu</i>	le1 window.	
16	Recommended: Select and c	opy the blue Macro text on	the following pag
	This text includes the actual n entering the instructions, use	U U	

Step	Action
17	Sub ViewPCGRpt()
11	
	' 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
L	

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

The following window displays:



		Import File	Ctrl+M		
		Export File	Ctrl+E		
		<u>R</u> emove Module1			
	\$	<u>P</u> rint	Ctrl+P		
	X	<u>C</u> lose and Return to Microsoft Word	Alt+Q		
20	Select the <i>x</i> button to close the <i>Microsoft Visual Basic Editor</i> .				
21	Repeat this procedure for <u>eac</u> or on the PCGenesis server.	<u>h</u> copy of Microsoft® Word inst	alled on PCGenesis workstation(s)		

Revision History

Date	Version	Description	Author
10/21/2020	2.1	20.03.00 – Added <i>Selection.Font.Bold</i> = <i>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