

# Macro Toolworks Perfect Keyboard

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Version 8.5.0 or newer, Professional Edition

## How to Generate a Letter

This document shows how to create a macro that generates a rich text business letter from a simple form. The user just inserts/selects minimum required data in the form and the whole letter is then generated with the proper data automatically inserted. Let's say the letter we want to generate is a Gmail e-mail that looks like this:

New Message

Recipients

Subject

Dear *Annette* Frederikson,

Thank you very much for your interest in CloudServices product. Ensuring you and your business succeed with our product is our number one priority. Our company strives for complete customer satisfaction. Please find below the optimal product configuration proposal based on your inquiry:

- Product: CloudServices
- Product edition: **Business**
- Number of accounts: **15**
- Support Level: **48 hours**

You are free to evaluate the CloudServices product until *Tuesday, April 10, 2018*.

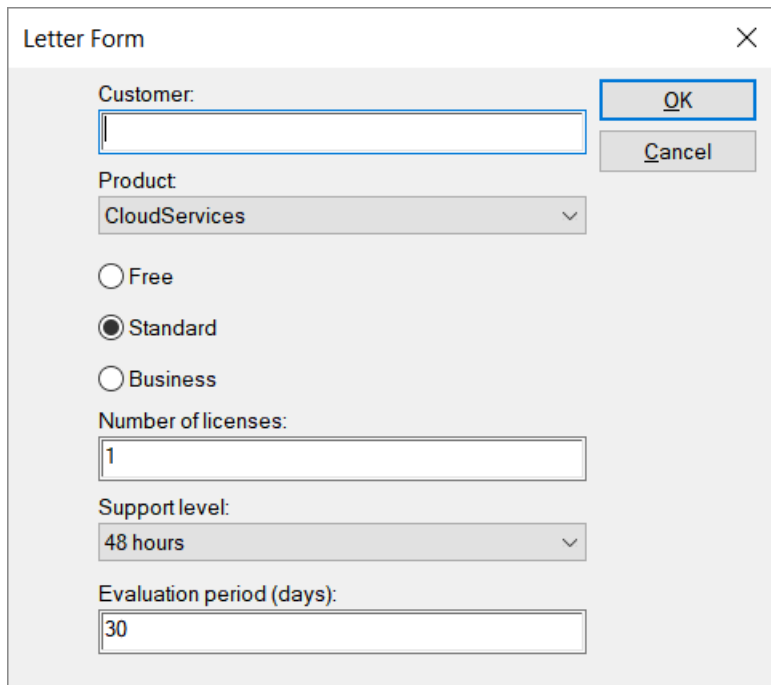
Please start the product evaluation by logging here using your name and empty password (must be changed after your first login). Please keep in mind that number of accounts is limited to 15.

Feel free to contact us with any question you might have.

Your sincerely,  
*John Alvaro*, **++Services4U** account manage

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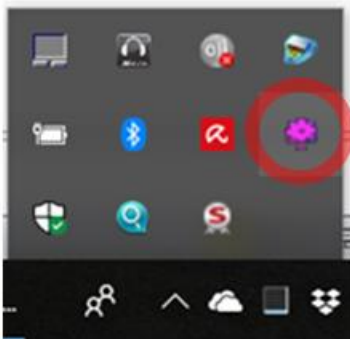
We want the letter is generated based on data that user provides using an input form like this:



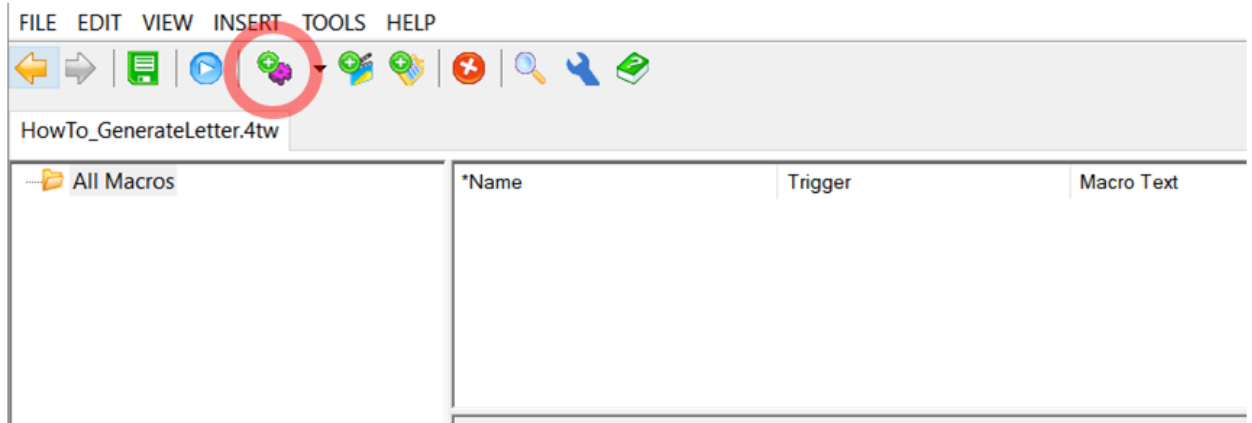
*Note: You may need to read “How to Create Text Insertion Macro”, “How to Create Clipboard Macro”, and “How to Combine Multiple Macros” tutorials before moving to this one.*

Steps:

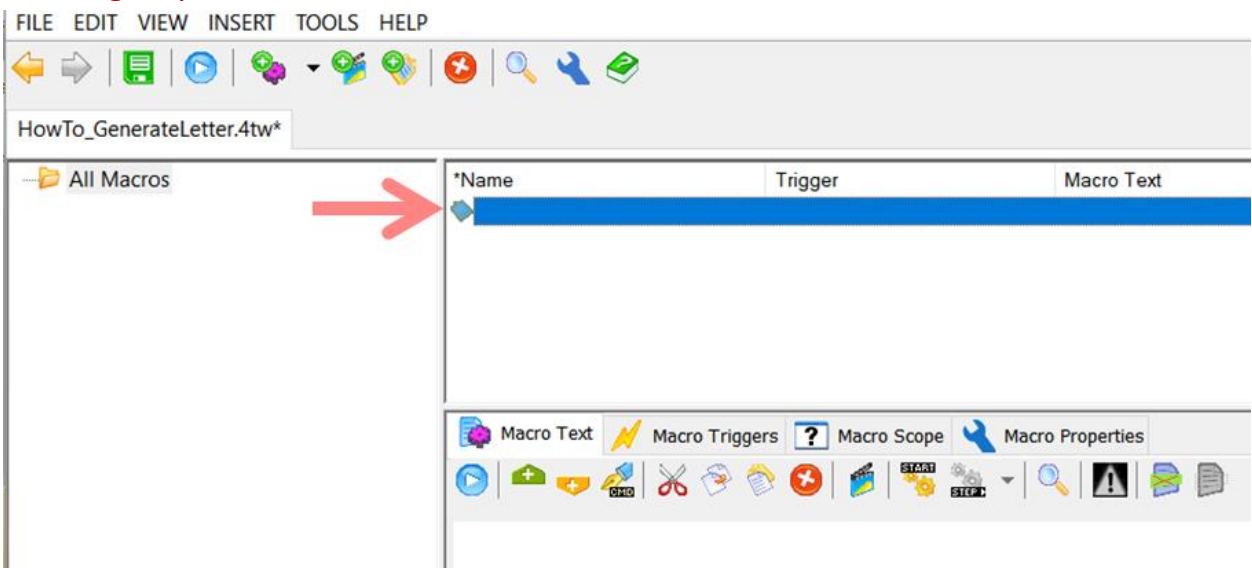
1. Open the Macro Toolworks / Perfect Keyboard window on screen by clicking on its tray icon:




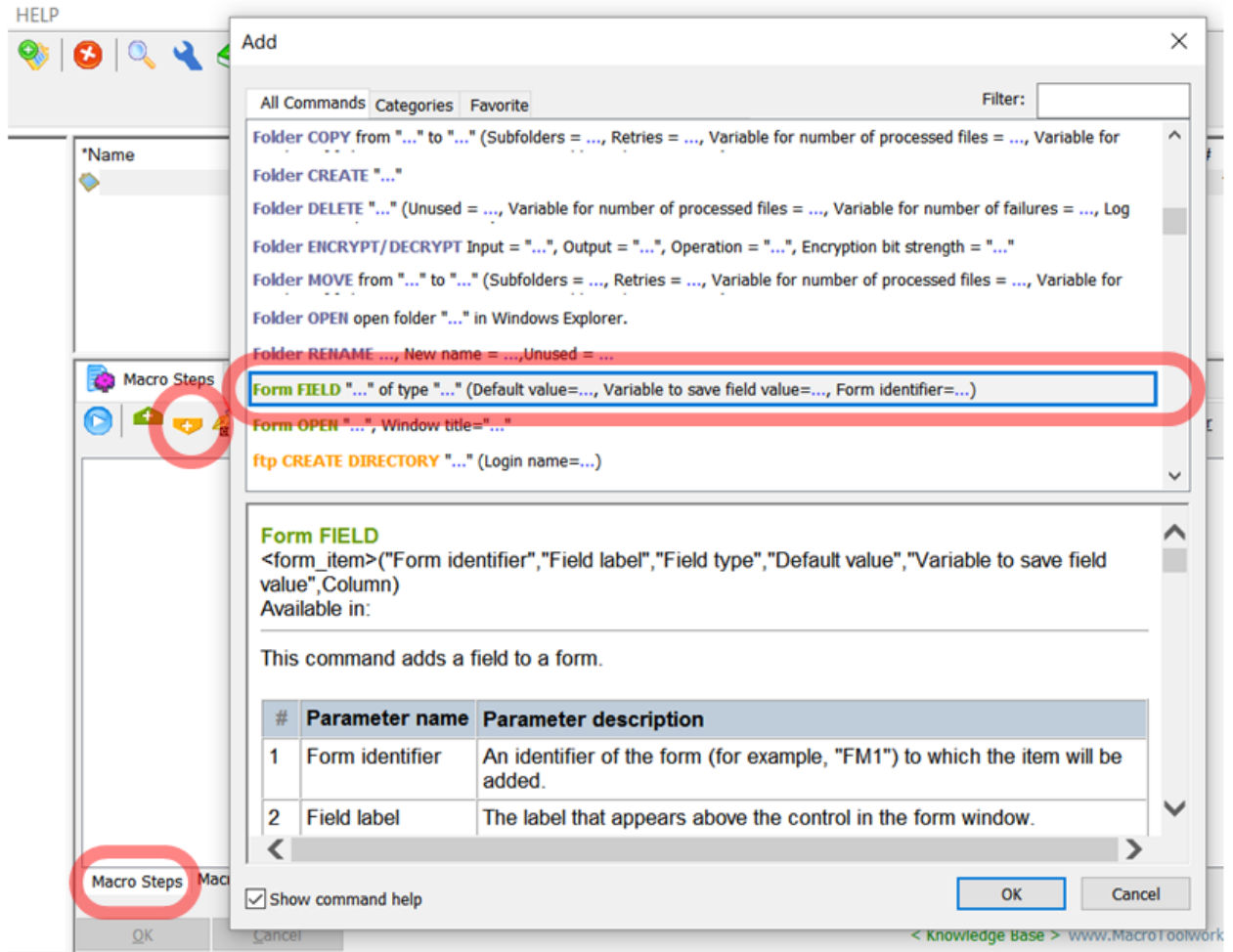
2. We create a macro that implements the input form by clicking on “Add Macro” icon:



3. A new macro is created and added to the list of macros in the selected macro group:



4. In the “Macro Steps” tab, click on Add Command  icon. In the list of all commands available, navigate to “Form FIELD” command and click “OK”. (Note: The fastest way how to navigate there is to start typing Form FIELD after the list of commands gets open.)  
One “Form FIELD” command defines one field (such as “Customer”, for example) in the input form.

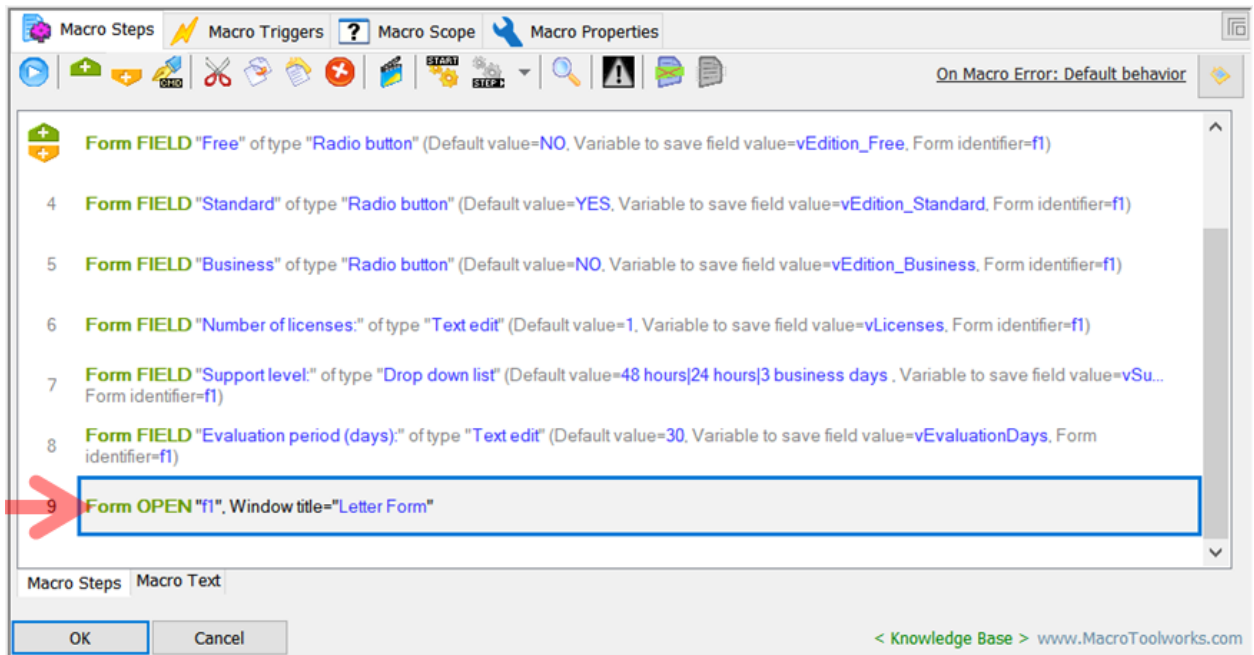


5. In the "Edit Command" window shown, define the field properties such as label, type of the field, and what variable the user entered value should be stored in and click OK.

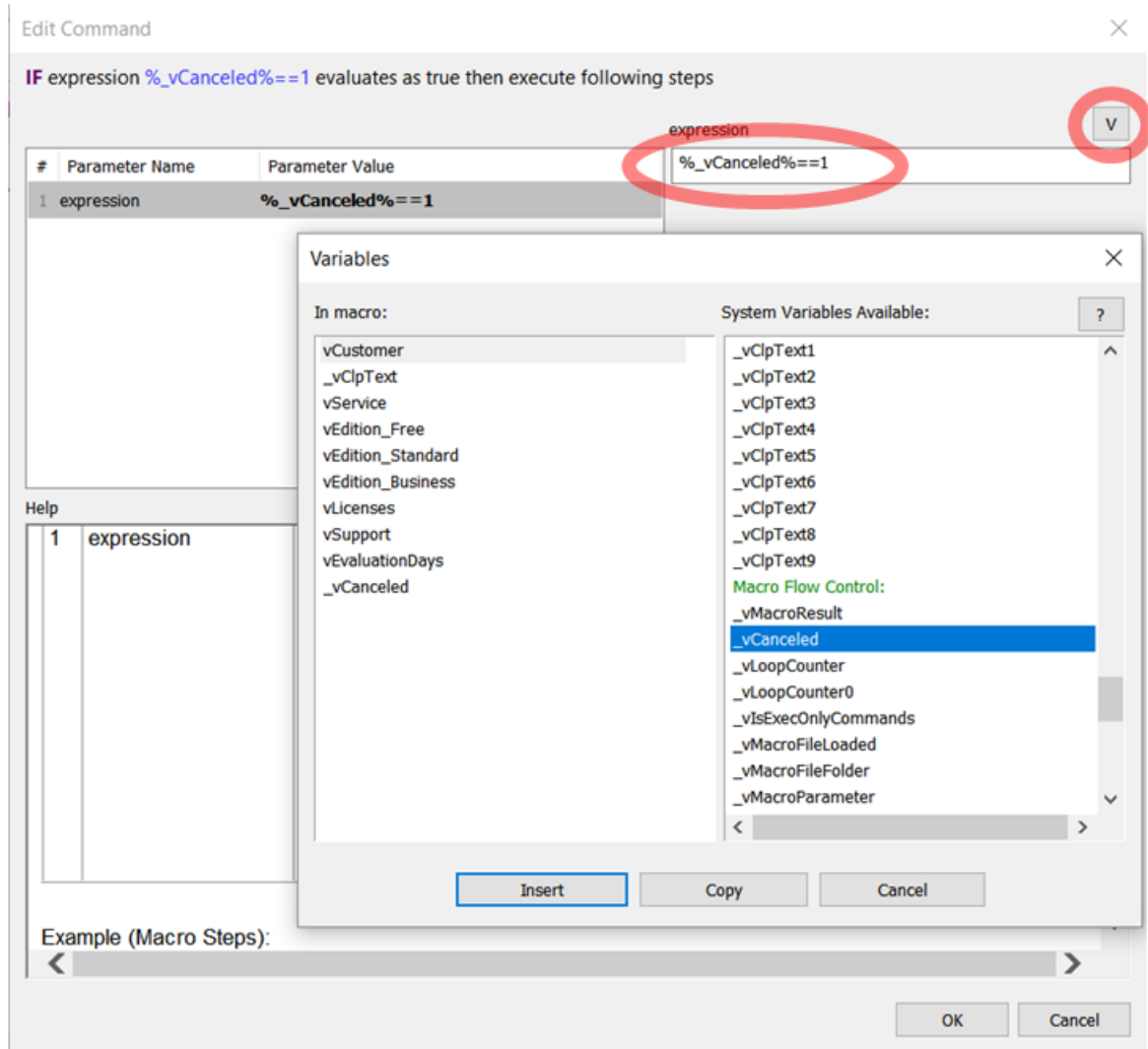


We repeat the steps above to add all the form fields.

7. When we have all form fields defined we add “Form OPEN” command. This is the command that actually opens the form on the computer screen:

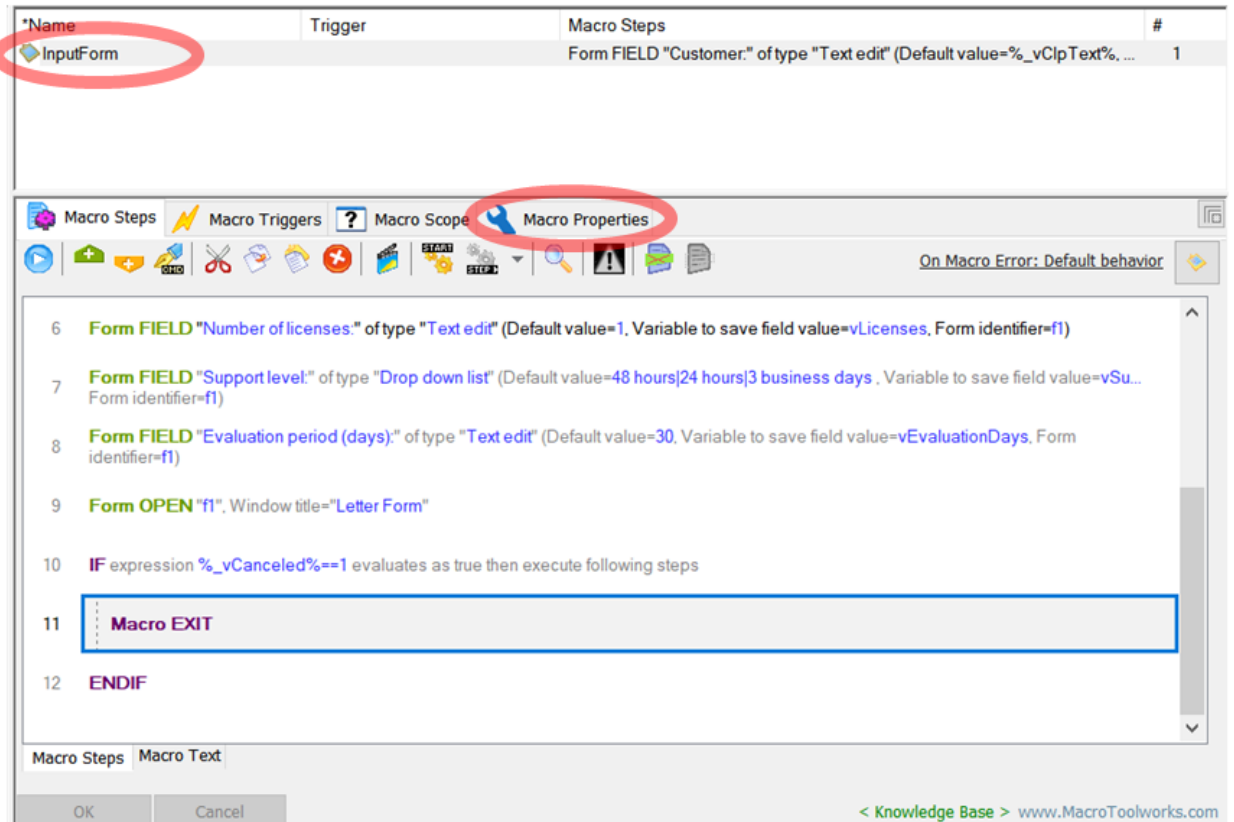


8. The last thing what we do in this macro is a logic around OK and Cancel button. If user clicks “Cancel” button in the input form then we do not want the macro to continue. We will add “IF” command that tests “%\_vCanceled%==1” condition. “\_vCanceled” is a system variable that is set by the input form to 1 or 0. (Note: There are many system variables that can be found by clicking on “V” button.)



9. When we finish all the macro steps we just name the macro "InputForm" in the "Macro Properties" tab. The input form macro is done:





10. Now we use the original Gmail letter to create a template from it. The template in Gmail will look like this:

Dear REP01,

Thank you very much for your interest in REP02 product. Ensuring you and your business succeed with our product is our number one priority. Our company strives for complete customer satisfaction. Please find below the optimal product configuration proposal based on your inquiry:

- Product: REP02
- Product edition: REP03
- Number of accounts: REP04
- Support Level: REP05

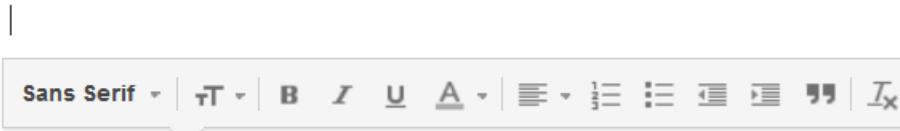
You are free to evaluate the REP02 product until REP06.

Please start the product evaluation by logging [here](#) using your name and empty password (must be changed after your first login). Please keep in mind that number of accounts is limited to REP04.

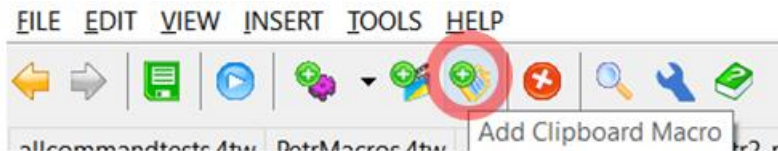
Feel free to contact us with any question you might have.

Your sincerely,

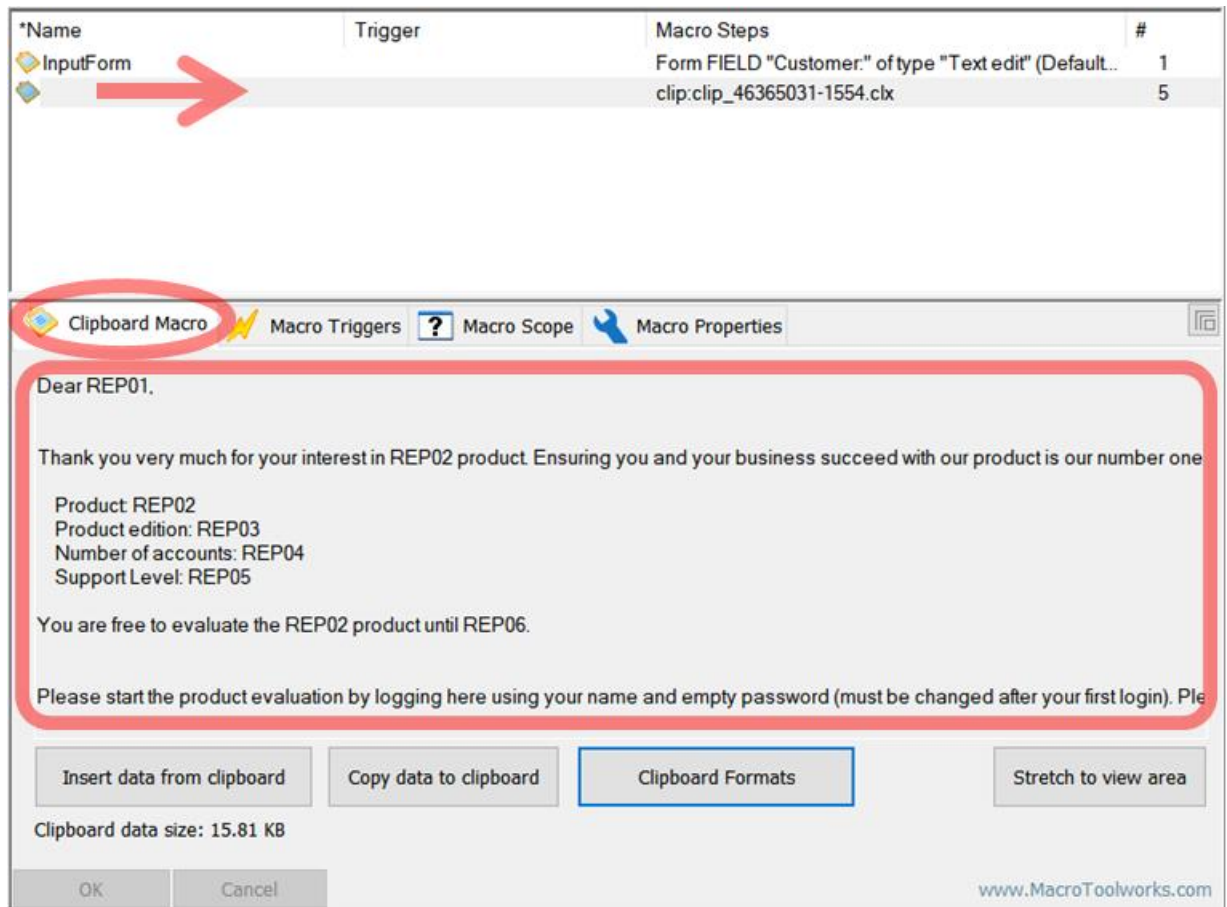
*John Alvaro*, ++Services4U account manager



11. Now we create a "Clipboard macro" that will contain the e-mail template. To do so we copy the template from Gmail to clipboard (selects whole the Gmail template and hit Ctrl+C hotkey). Now click "Add Clipboard Macro" button:

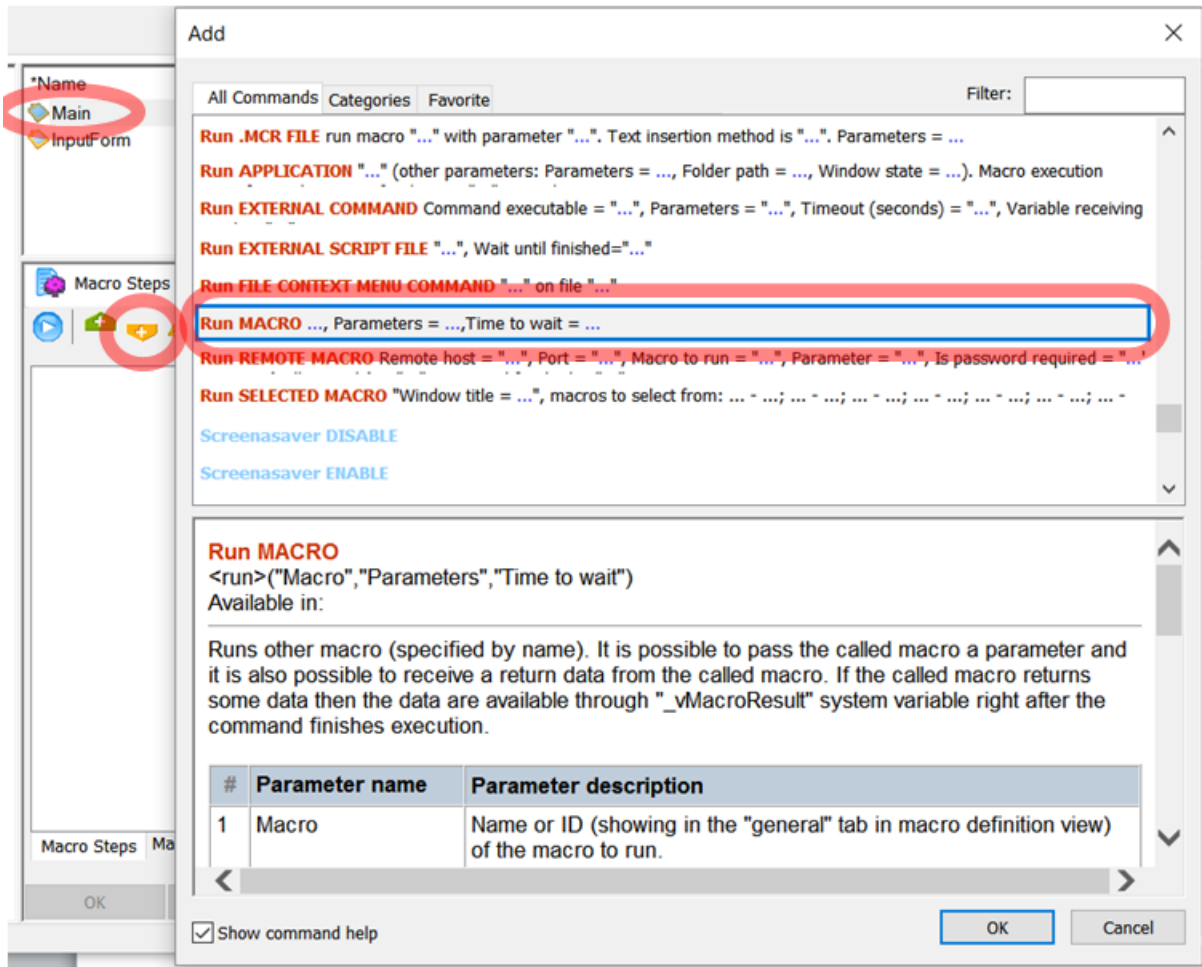


12. Now we should have "Clipboard macro" like this:

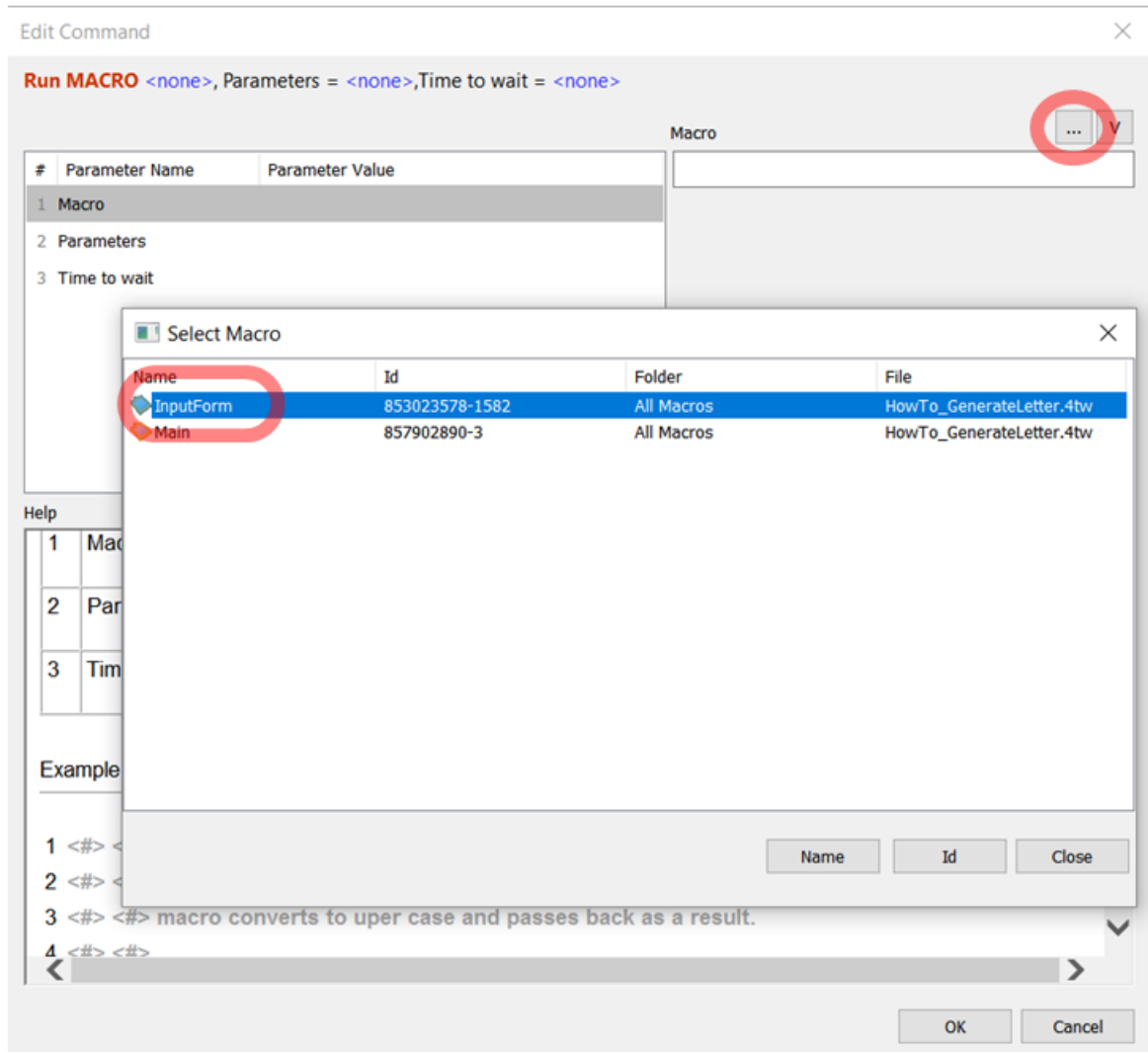


We assign a name "Template" to this clipboard macro.

13. Now we create the main macro that at first calls the macro to show the input form (InputForm) and then it will call the Clipboard macro (Template). We use "Run MACRO" (<run>) command. Let's create a macro named "Main" and add "Run MACRO" command:



14. We configure the “Run MACRO” command to run the “InputForm” macro and click OK:



15. We also add some additional logic to process data from InputForm and then we add one more “Run MACRO” command to call the Template

macro. The resulting macro looks like this:

*Name	Trigger	Macro Steps	#
InputForm		Form FIELD "Customer:" of type "Text edit" (Default v...	1
Main		Run MACRO InputForm, Parameters = <none>, Time t...	6
Template		clip:clip_46365031-1554.clx	5

Macro Steps
Macro Triggers
Macro Scope
Macro Properties

On Macro Error: Default behavior

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1  Run MACRO InputForm, Parameters = <none>, Time to wait = <none>

2  Variable SET "vEdition=Free", Message text="<none>"

3  IF expression %gm_vEdition_Standard%==YES evaluates as true then execute following steps
4      Variable SET "vEdition=Standard", Message text="<none>"
5  ENDIF

6  IF expression %gm_vEdition_Business%==YES evaluates as true then execute following steps
7      Variable SET "vEdition=Business", Message text="<none>"
8  ENDIF

9  Date & Time : DATE Insert or save to Variable Format=Windows user default - long, Separator=/, Day leading
   zero=Yes, Month leading zero = Yes, Day shift = %gm_vEvaluationDays%, Variable for result = vDate

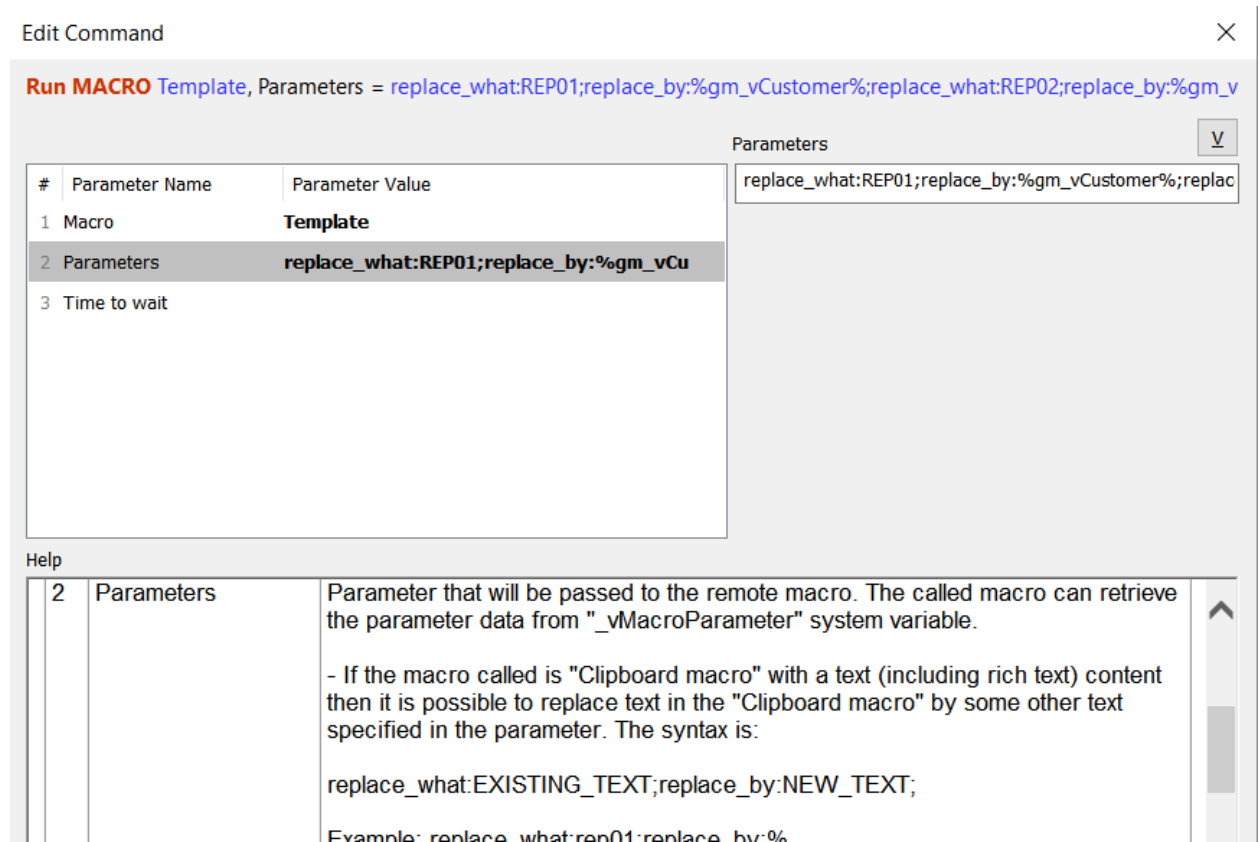
10 Run MACRO Template, Parameters =
    replace_what:REP01;replace_by:%gm_vCustomer%;replace_what:REP02;replace_by:%gm_vProduct%;replace_what:
    to wait = <none>

```

Macro Steps
Macro Text

16. The last command “Run MACRO Template” will cause the content of the “Template” clipboard macro is pasted in the Gmail. But we do not want to paste there the template itself but the template with the data from InputForm filled in. For this purpose we need to specify parameters of this “Run MACRO” command. The parameters are in form “replace\_what:AAA;replace\_by:BBB;” such as in our case: “replace\_what:REP01;replace\_by:%gm\_vCustomer%;replace\_what:REP02;replace\_by:%gm\_vProduct%;replace\_what:REP03;replace\_by:%vEdition%;re

place\_what:REP04;replace\_by:%gm\_vLicenses%;replace\_what:REP05;replace\_by:%gm\_vSupport%;replace\_what:REP06;replace\_by:%vDate%



17. We are done. We can assign a trigger (for example, a text shortcut .let) to the "Main" macro so that we can easily call it from Gmail. Now if we create a new message in Gmail and run the macro then we get the InputForm show first and after we input the data and click OK (hit Enter) we get the e-mail pasted in the new message.

## New Message

Recipients

Subject

.let

## New Message

Recipients

Subject

### Letter Form



Customer:

Brian Kirk

OK

Cancel

Product:

BackupStorage

☐ Free

☐ Standard

☒ Business

Number of licenses:

1

Support level:

3 business days

Evaluation period (days):

15



## New Message

Recipients

Subject

Dear *Brian Kirk*,

Thank you very much for your interest in BackupStorage product. Ensuring you and your business succeed with our product. Please find below the optimal product configuration proposal based on your inquiry:

- Product: BackupStorage
- Product edition: **Business**
- Number of accounts: **1**
- Support Level: **3 business days**

You are free to evaluate the BackupStorage product until *Sunday, April 08, 2018*.

Please start the product evaluation by logging here using your name and empty password (must be changed after your first login).

Feel free to contact us with any question you might have.

Your sincerely,

*John Alvaro*, **++Services4U** account manager

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