


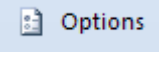
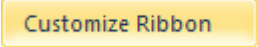
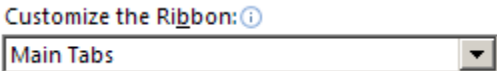


## PCGenesis User Interface Procedures

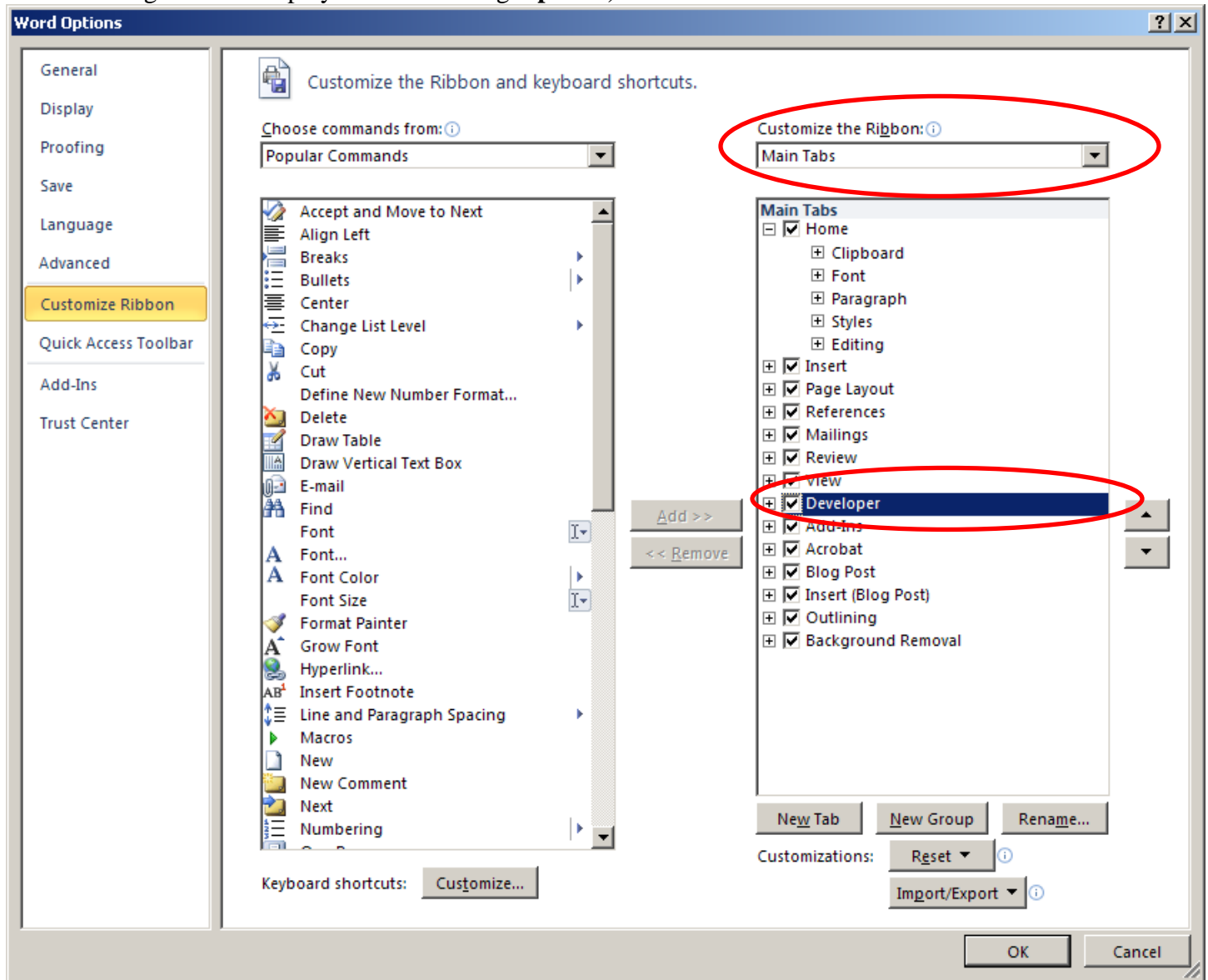
### **Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2010**

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 2010 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 2010, you need to show the <b>Developer</b> tab. Select the <b>File Button</b>  , and then select <b>Options</b>  → <b>Customize Ribbon</b> 
4	A drop down selection box appears at the top of the screen. Under the heading <b>Customize the Ribbon</b> , select <b>Main Tabs</b> . 

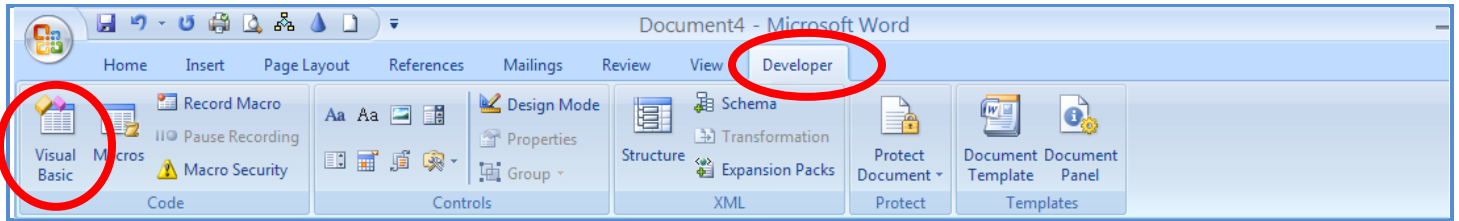
The following window displays when selecting **Options**, and then **Customize Ribbon**:



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

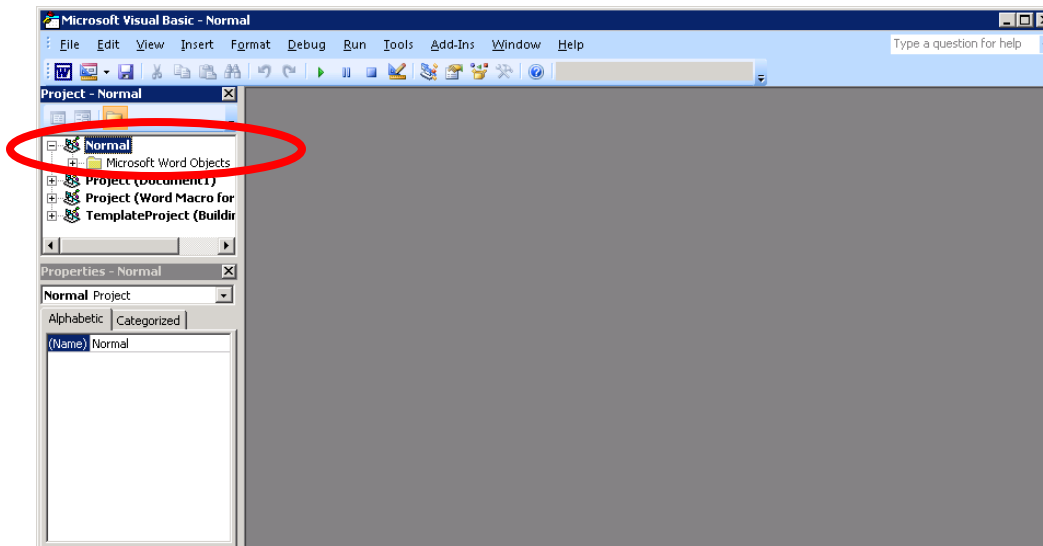
Step	Action
7	With Microsoft® Word open, select the <b>Developer</b> tab and <b>Visual Basic</b> .

The following window displays:



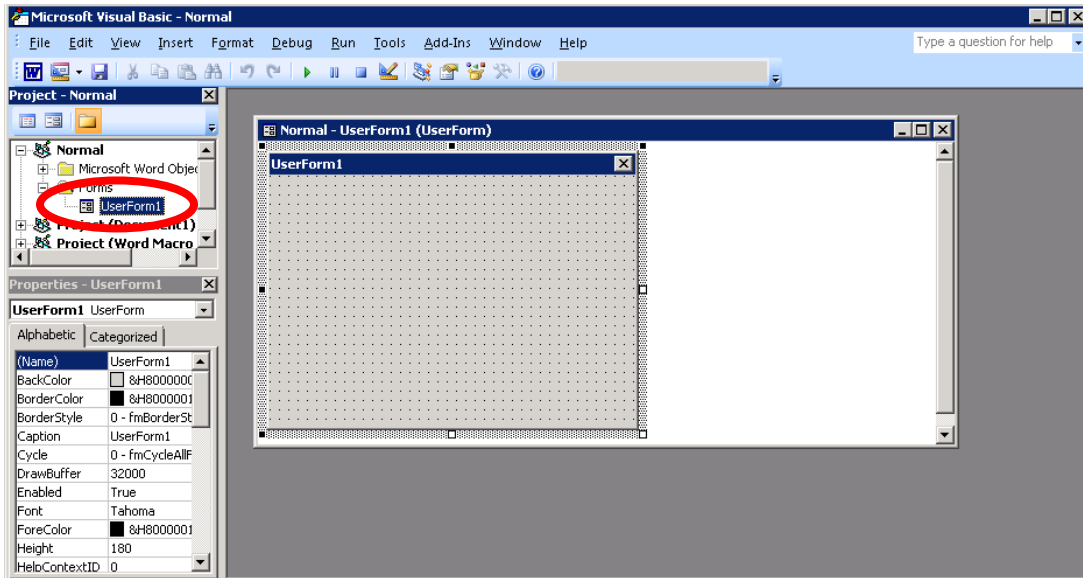
Step	Action
8	Within the Macro Editor, highlight <b>Normal</b> . See the screen shown below.

The following window displays:



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

The following window displays:

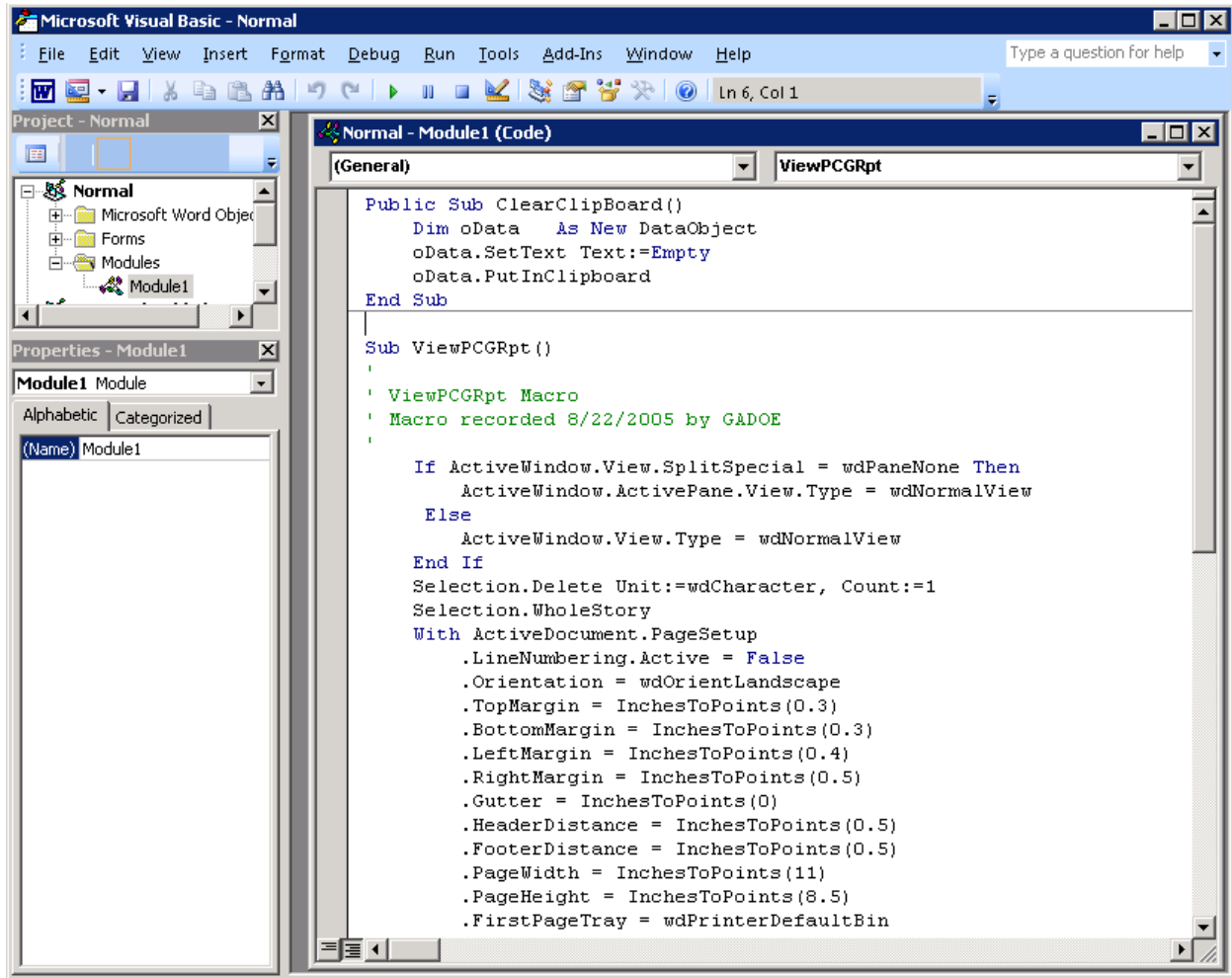


Step	Action
10	From the <i>Menu Bar</i> , select <b>Insert</b> → <b>Module</b> .
11	Select and copy the blue <b>Module</b> text below via <i>Edit</i> → <i>Copy</i> or by simultaneously selecting <i>CTRL+C</i> :  <pre>Public Sub ClearClipboard()     Dim oData As New DataObject     oData.SetText Text:=Empty     oData.PutInClipboard End Sub</pre>
12	Select the <b>Module 1</b> window and paste the text copied from <i>Step 11</i> .
13	From the <i>Menu Bar</i> , select <b>File</b> → <b>Save Normal</b> .
14	Close <b>UserForm1</b> .
15	Continue editing in the <b>Module1</b> window.
16	<b>Recommended:</b> Select and copy the blue <b>Macro</b> text on the following page.  <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>

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     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> , 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 <b>File</b> → <b>Save Normal</b> to save the changes.
20	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
9/22/2017	2.2	17.03.00 – Updated DOE logo.	D. Ochala
03/27/2012	2.1	12.01.00 – Updated to be compatible with Office WORD 2010.	D. Ochala