Configuration: install a button in MS Word that offers an improved view of downloaded MCP backupfiles

Using the SURE browser, it is very easy to download MCP printer backup files from the mainframe to your PC. After the backup file is copied to the PC, it is loaded in MS-Word. We have chosen to load the backup-file in Word, because Word correctly handles the page-skips in the backup-file.

The problem that now arises is that the default font and font size of Word are not appropriate for the downloaded backup file: MCP printer backup files are created with a non-proportional font and up to 132 characters on a line, and Word's default font and font size are mostly not set like that. This problem is fixed with a macro: BackupFile.

Macro 'BackupFile' (in Word) sets the font to 'Courier New' (not proportional), and changes the font-size to ensure that each line can have 132 characters and each page 132 lines. A print of the file gives now correct output: no lines are wrapped or truncated, and there are no unexpected page skips.

The layout of the report can be checked online via the 'Print Preview' option.

Installation instruction for macro 'BackupFile' in MS-Word (Office 10)

The macro is available via Word template BackupFile.dot.

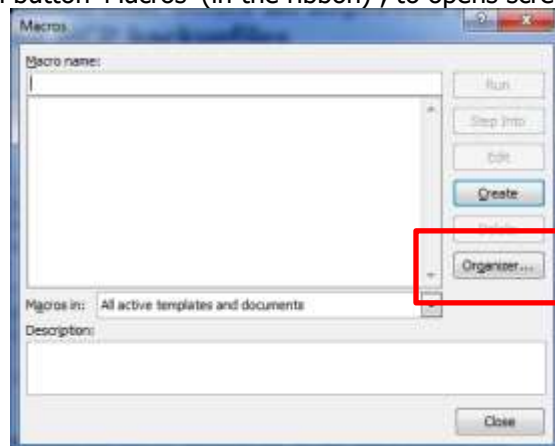Backupfile.dot is delivered with the SUREforWindows GUI as
<installation directory>\RIS\HELP\Backupfile.dot

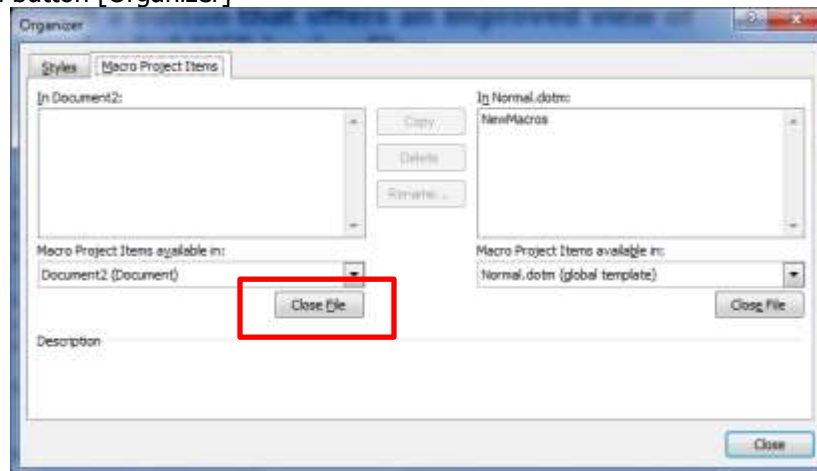**Step 1**: import macro 'Backupfile':

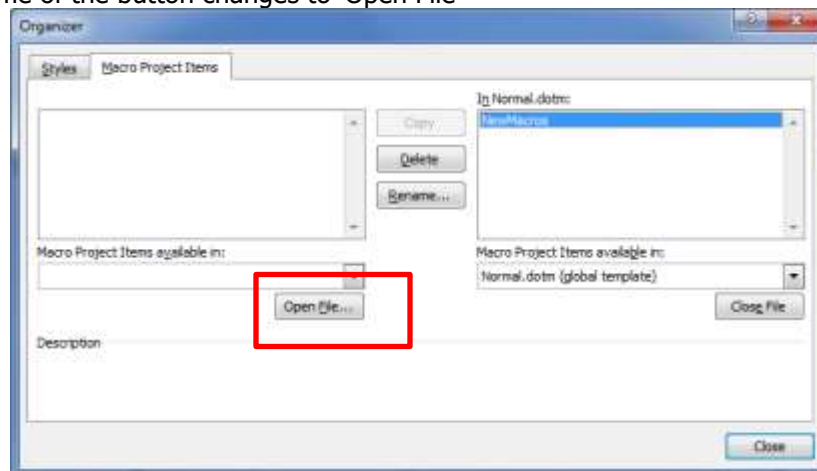- Open MS-Word (Office 10)

- Click on tab 'View'

- Click on button 'Macros' (in the ribbon) , to opens screen Macros:
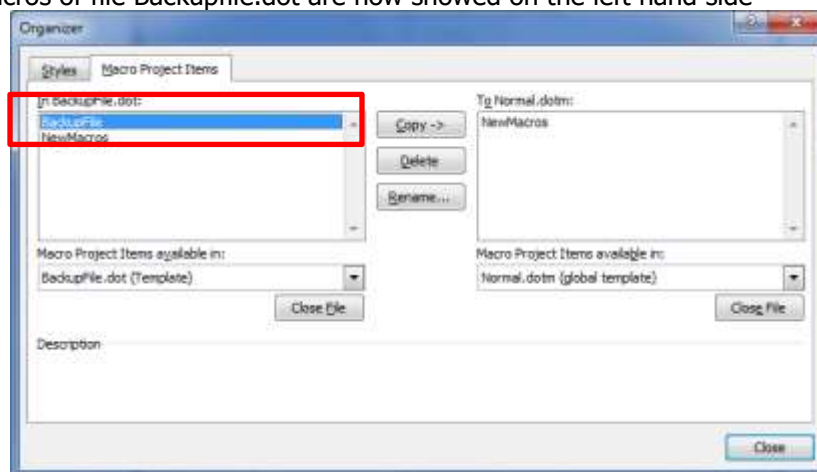
- Click on button [Organizer]

- Click on button [Close File] (on the left hand side)
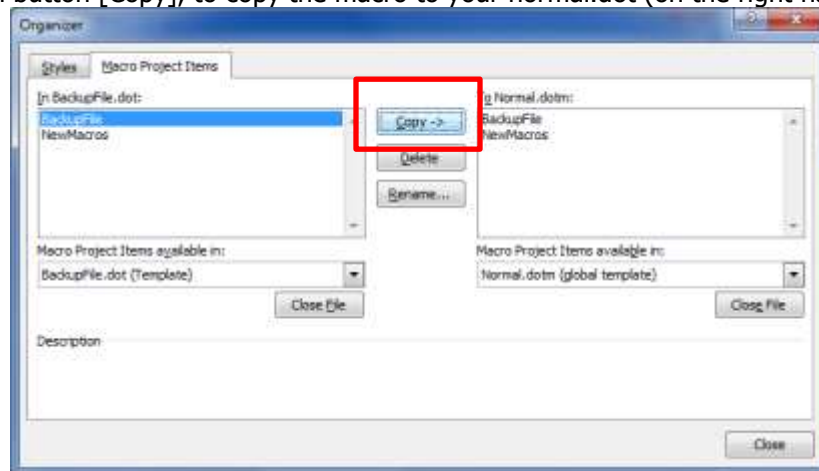- The name of the button changes to 'Open File'

- Click on button [Open File] , this opens a Windows-Explorer screen

- Select file 'Backupfile.dot', which is located in directory <Sure-install-directory>\Ris\Help

- The macros of file Backupfile.dot are now showed on the left hand side

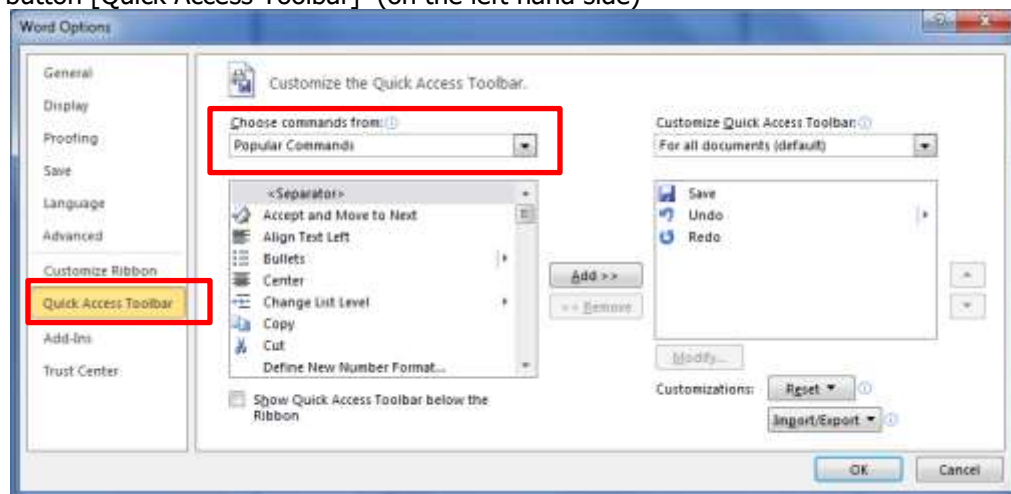
- Select macro 'Backupfile' on the left hand side

- Click on button [Copy], to copy the macro to your normal.dot (on the right hand side)
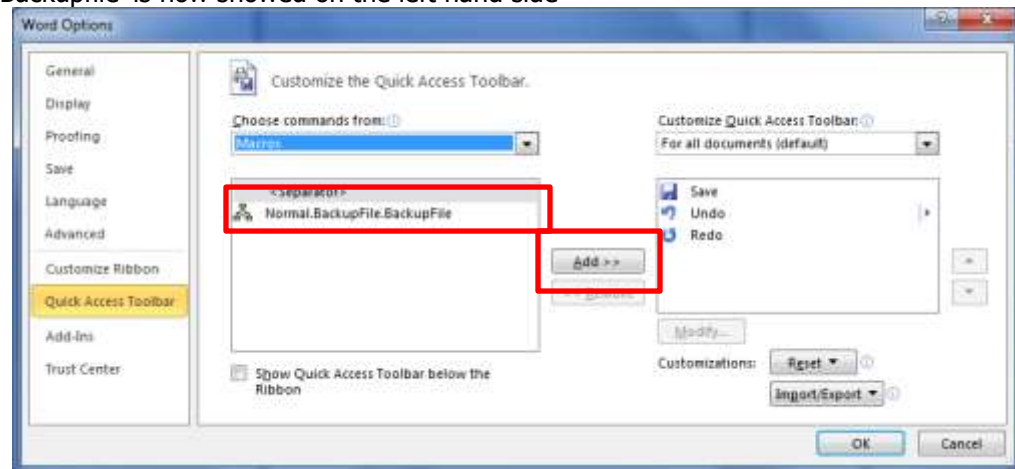

- Click on button [Close]

Step 2: Create a button for macro 'Backupfile' in the Quick Access Toolbar

- Click on tab 'File'
- Click on button [Options]
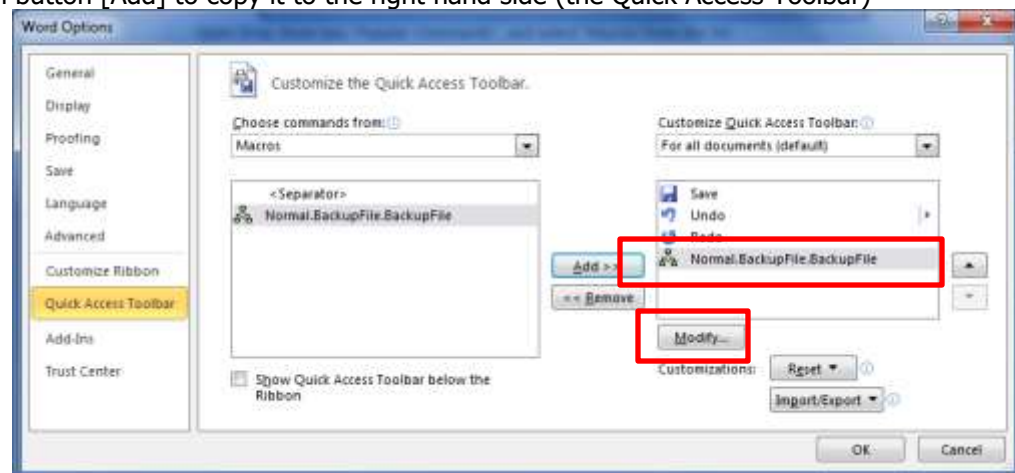- Click on button [Quick Access Toolbar] (on the left hand side)

- Open Drop down box 'Popular Commands', and select 'Macros' from the list

- Macro 'Backupfile' is now showed on the left hand side

- Select macro 'Backupfiles' on the left hand side
- Click on button [Add] to copy it to the right hand side (the Quick Access Toolbar)

- Select macro 'Backupfile' on the right hand side, and click on button [Modify], to assign a proper icon to the macro
- Click on [OK]

- The new button (with macro 'Backupfile') is now available in the Quick Access Bar of MS-Word

The button + macro is from now on always available in Quick Access Bar of MS-Word. When you click on it the font and font-size of the current document are changed.