If you have NOT added this macro to the Word for Windows NORMAL.DOT file, do the following:

The following macro is provided for use with Word for Windows. To add this macro to the W4W NORMAL.DOT file, do the following:

Edit the following code. Replace MYNAMES2.ADD with the name of the file for your address book. Select the following macro code and choose Edit/Copy from the main menu.

```
ChanNum = DDEInitiate("address", "mynames2.add")
Insert DDERequest$(ChanNum, "a " + Selection$())
DDETerminate(ChanNum)
```

Now select Macro/Edit... and type in a name for the macro, such as AddressInsert.   The window for your macro should now be active. Select Edit/Paste to insert the macro code. Now close the macro window. W4W will prompt you to save and you should select Yes. Now close W4W. You will be prompted to "Save global glossary and command changes?" Select yes, so you won't have to go through this again!

If you have added this macro to W4W, to run it it simply select Macro/Run and select the name of the macro that you gave it when you entered in the above procedure.