

## Office Assistant

**Properties:**

**Methods:**

**DocumentPath**

Can be used to establish the full path to a document when using the Assistant1.OpenWordDocument method.

**MailTo**

Used to pass a string to the To line on a newly created Outlook mail item.

*Assistant1.MailTo = "here@there.com"*

**MailCC**

Used to pass a string to the CC line on a newly created Outlook mail item.

*Assistant1.MailCC = " here@there.com "*

**Body**

This can be used to pass a string to the body of either a NewMail, NewJournalEntry, NewTask, NewPostItem or NewAppointmentnet.

*Assistant1.Body = "body text here"*

**Subject**

This can be used to pass a string to the Subject line of either a NewMail, NewJournalEntry, NewTask, NewNote, NewPostItem or NewAppointmentnet.

*Assistant1.Subject = "test subject"*

**InDoc**

This can be used to pass a string to the newly created document. It is a way to send the output from your app to word. This property must be set BEFORE the instance of Word is created as this property is read during the creation.

*Assistant1.InDoc = "something"*

**Encrypted**

This is the return value of the encrypted string.

**NewMail**

This will generate a new email message using Microsoft Outlook 97/98.

**NewAppointment**

This will generate a new calendar appointment message using Microsoft Outlook 97/98.

**NewContact**

This will open the form to add a new Contact to Outlook's contact list.

**NewTask**

This will add a new task to Outlook's To-do list.

**NewJournalEntry**

This will manually make an entry to the outlook journal.

**NewNote**

This will add a new note to the Outlook note container.

**NewPostItem**

This will post a new item to your Outlook inbox.

**NewWordDocument**

This will create a new default document in Microsoft Word 8.0. If word is not installed it will return a message box informing the user of same.

**OpenWordDocument**

Use this in conjunction with the assistant1.documetpath to open a specific document.

**PrintAccessReport**

Set the AccessDatabase and AccessReport properties and this method will send the identified report to the default printer.

*Text1.text = Assistant1.Encrypted*

### **Decrypted**

This is the returned value from a decrypted string.

*Text1.text = Assistant1.Decrypted*

### **AccessDatabase**

Set this property for use with the PrintAccessreport methods

### **AccessReport**

Set this property for use with the PrintAccessreport method.

## **Miscellaneous Methods:**

### **GetComputer**

This will return the Name of the computer on which it is running.

### **Encrypt**

Pass this method a string and it will encrypt a string using an 8-bit encryption process.

### **Decrypt**

It will decrypt a string encrypted using the above encryption.

**NOTE:** This OCX is intended to make developing to Microsoft® Office 97™ easier and quicker. It does not add to or extend any functionality beyond that which Microsoft provides in its object model.