

[GrfA - Graphic]

[TitA - Agenda Title]

[DatA - Date]Date	:
[TimA - Time]Time	:
[OrtA - Place]Place	:

[EinA]Summoned by :
 [AnlA]Occasion :
 [LeiA]Presiding :
 [TeiA]Participants :
 [VorA]Please prepare :
 [MitA]Please bring :
 [ProA]Minutes :
 [NacA]Evaluation :

Agenda Points

[PktA]			
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Further Information

[GstA - Guests on the Agenda]Guests:

[FchA - Experts on the Agenda]Experts:

[RemA - Remarks on the Agenda]Remarks:

[DelA]

Special features of the Agenda wizard templates:

The tables for the minutes are copied as follows:

```
GotoBookmark("ThmP")
```

```
CursorUp()
```

```
CursorDownWithSelection()
```

//Now the entire table including the above-lying paragraph (as a separator) should be selected.

```
Cut()
```

```
FOR i:=nAnz DOWNTO 1 DO
```

```
  BEGIN
```

```
    Paste() // Insert table, including separator paragraph
```

```
    CursorUp() // Cursor back to separator paragraph above table
```

```
    CursorRight() // Cursor to beginning of table; the theme is placed
```

here!

```
    InsertString(Theme[i])
```

```
    GotoNextCell()
```

```
    InsertString(Speaker[i])
```

```
    GotoNextCell()
```

```
    InsertString(Time[i])
```

above the table

```
    CursorUp() //Cursor should now be back in the separator paragraph
```

```
  END;
```

[DeIE]

[Umbr - Here is the break]

[GrfP - Graphic]

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[VorP]Please prepare :

[MitP]Please bring :

[ProP]Minutes :

[NacP]Evaluation :

Agenda Points

[PDum - Absolutely necessary in this position]

[ThmP]		
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Further Information

[GstP - Guests in minutes]Guests:

[FchP - Experts in minutes]Experts:

[RemP - Remarks in minutes]Remarks: