**A Book Proposal for**

# WordBasic for Writers

SAMPLE

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# About This Proposal

The purpose of this proposal is to present the background and concepts in *WordBasic for Writers.* It establishes the author's credentials for writing this book, and provides an outline for the book itself. The proposal contains the following sections:

## About This Book

This section presents a brief overview of the book and the reasons for writing it. It describes the need in the marketplace for a book like *WordBasic for Writers* and how this book fulfills those needs.

## About the Author

This section gives a brief biography of the author. It describes his professional experience in the field of technical communication and online documentation, especially where related to WordBasic.

## Chapter Outline

This section provides a brief synopsis of each of the chapters that comprise *WordBasic for Writers.* It presents the main ideas for each chapter and section.

# About This Book

This section of the proposal provides a brief summary of the book, describes the need for this book, tells why *WordBasic for Writers* is different from other books on the same subject that are currently on the market, and presents some of the publishing details for this book.

## Summary

WordBasic (and its companion, Visual Basic for Applications) can ease the pain of many of the repetitive tasks that most writers deal with everyday. *WordBasic for Writers* is intended as a quick reference-like pocket manual that writers can refer to whenever they want to automate a task in *Word for Windows*. Learning how to write macros (which sounds like learning to program to most people) can seem like a daunting task, even if it means that could save a writer hours of reptitious drudgery. *WordBasic for Writers* is intended to ease that fear and provide some simple and easy-to-follow steps for creating macros for tasks that most writers deal with all the time.

## What Makes This Book Different

To find information on writing WordBasic macros, writers need to look in the online help provided with Word for Windows, order the separate WordBasic Reference from Microsoft, or find a mass-market book on Word for Windows that includes information on WordBasic.

*WordBasic for Writers* provides a single source for creating WordBasic macros. It is not designed as a reference guide, nor it is planned that it will include a comprehensive reference guide to all of the WordBasic statements and functions. It's purpose is to provide writers with information on using WordBasic to perform specific tasks, and show them how to alter the macros provided with *WordBasic for Writers* to serve their needs.

## Why This Book is Needed

There is currently no mass-market book on devoted solely to writing macros for *Word for Windows*. Some of the books written for *Word for Windows* include a section on macros, but their coverage of the topic is often superficial and incomplete. *WordBasic for Writers* would serve as an easy reference to only this feature of *Word for Windows*. With the examples provided in the book, writers can easily automate whatever task they are currently working on without searching through an entire volume on *Word for Windows*.

## Publishing Details

*WordBasic for Writers* can be completed in approximately one to two months. It will contain between 100 and 150 pages.  Black-and-white diagrams, charts, and screen shots comprise the artwork in this book. There are currently no plans to include photographs. All of the example code provided with the book will be originally produced for this book and will not have to be licensed from another source. A diskette that contains these examples could be packaged with the book.

# About the Author

The author of this book possesses a varied scope of experience in technical communications in general, and developing online documentation systems using WordBasic, specifically.

## Steven Radecki

*WordBasic for Writers* is Steven's second book. His first book, *Multimedia with QuickTime*, was published in October 1993 by Academic Press Professional (a division of Harcourt Brace & Co.).

Steven Radecki currently works as a Senior Technical Writer developing online help for Borland International in Scotts Valley, California. He developed two of the online help systems that shipped with *Borland C++ for OS/2* and served as the Online Help Project Lead for *Borland C++ 4.0.* For both of these projects, developed a large number of WordBasic macros to aid in the conversion and formatting of online help topics.

Steven has been in the technical communications field for more than six years. During that time he has also worked for PDR Information Services in Santa Clara, California, and for Kirk Paper Corporation in Los Angeles, California.

Steven, along with colleagues, has presented several talks on hypertext and hypermedia at colleges, universities, corporations, user groups, and professional associations. His most recent publications include:

- "A Recipe for Creating 'Best of Breed' Online Help Systems" (*Proceedings*, Society for Technical Communication Region 8 Conference, November 1993)

- "Practical Hypermedia: Using Hypertext and Multimedia in the Real World" (*Proceedings*, 40th Society for Technical Communication Conference, 1993)

While at PDR Information Services, Steven contributed to their report, *No Hype, Just Media: An Independent Evaluation of PC Hypermedia Software*. He also served as an assistant instructor at the 1990 International Technical Communications Conference post-conference session, "Making the Hypertext Decision." At the 1991 International Technical Communications Conference, he served on the panel, "The Twists and Turns of the Hypertext Learning Curve."

Steven has a Bachelor of Science in Information and Computer Science from the University of California at Irvine, and an Associate in Science degree in Data Processing from Mount San Antonio College. His

background also includes film, creative writing, and speech communications.

# Chapter Outline

*WordBasic for Writers* contains the following chapters:

## Understanding the Basics of WordBasic

This chapter discusses the fundamentals of the BASIC programming language and how WordBasic relates directly to the *Word for Windows* environment.

## Using the Macro Recorder

One of the best ways to get started creating WordBasic macros is by using *Word for Windows'* macro recording capability. This chapter describes how to use the built-in macro recorder to create simple macros.

## Automating Repetitive Tasks

Although the Macro Recorder can capture the steps required to perform a simple task, it cannot provide a means by which you can repeat that task as needed. This chapter describes how to use WordBasic macros to automate reptetitous tasks, especially those that require conditional testing or loops.

## Using the Macro Dialog Editor

The Dialog Editor is one of the best-kept secrets when creating WordBasic macros. This chapter discusses how to use the Dialog Editor to create dialog boxes that your macros can use to gather information from users or set conditions.

## Customizing Your *Word for Windows* Environment

This chapter discusses how to use macros to customize the *Word for Windows* environment. It also describes how to add your macros to the toolbar, menus, and keyboard so you can easily access them whenever you need them.