

Word Comment and Template Builder Command Differences in Word 2000 and 2002

The document is intended primarily for Word 2002 users, whether they are using Template Builder for the first time or migrating from Word 2000. This document contains this information:

- Comparison of the comment feature in Word 2000 and Word 2002
- Explanation of how to delete Word comments using the Template Builder interface
- Procedure for deleting Word 2000 comments from a Word document
- Description of what you do to delete a Word 2002 comment *marker* (given that Word 2002 is not designed for doing this)

Template Builder uses the Word comment feature to store the arguments it needs to extract and display information.


- A Word comment represents a Template Builder command.
- A Template Builder command is the logic that Template Builder uses to extract information.

NOTE: Whichever Word version you use, you should **never** alter the “contents” of a Word comment in a Template Builder template.

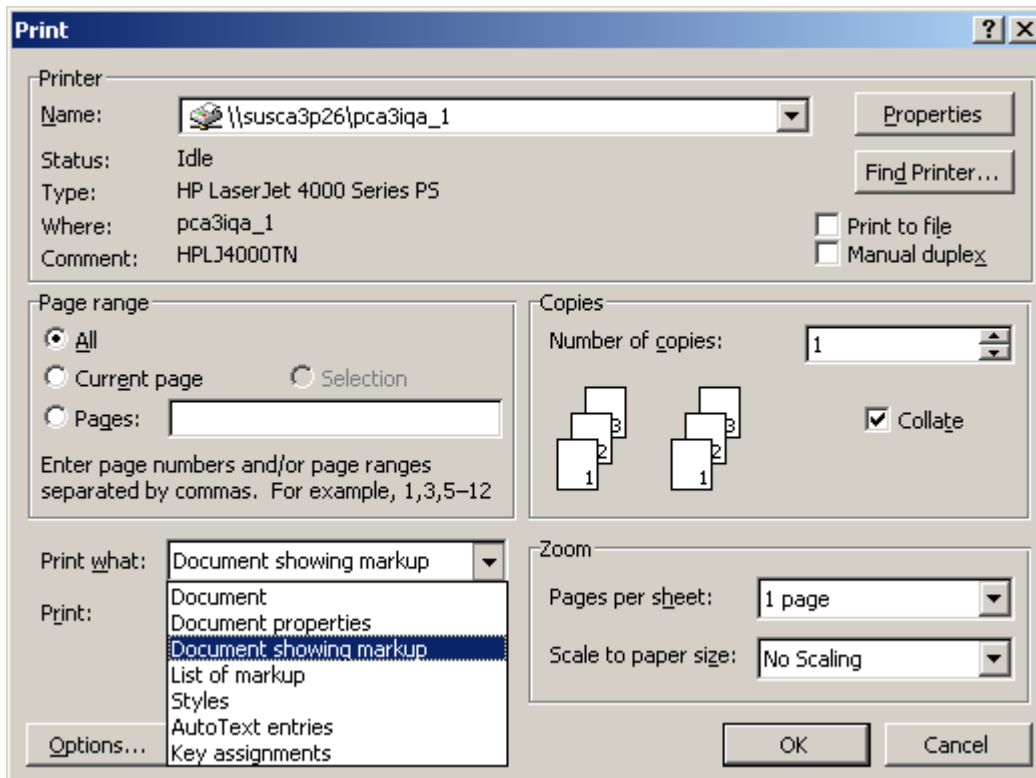
Because comments have a different appearance and different behavior in the two versions of Word, you interact with the comment feature differently in the two versions of Word. The table below illustrates these differences.

NOTE: Template Builder Help uses the Word 2000 model to describe Template Builder commands. For example, Help describes the Word 2000 (hidden) comment text, not the Word 2002 comment marker. This document describes the Word 2002 model.

Word 2000	Word 2002
The comment indicator, called <i>comment text</i> , is represented like this: [DISPLAY12]<Package2.Name>[ENDDISP13]	The comment indicator, called the <i>comment marker</i> , is represented by a vertical bar: [<Package2.Name>]

Word 2000	Word 2002
<p>Comment text indicates:</p> <ul style="list-style-type: none"> • The presence of a comment • The type of Template Builder command the comment contains, such as OPEN, DISPLAY, or REPEAT. 	<p>A comment marker indicates:</p> <ul style="list-style-type: none"> • The presence of a comment <p>There is no indication of what type of Template Builder command a marker represents.</p> <p>However, Template Builder provides a representation of a native Word 2000 comment that you toggle from the ProjectConsole menu.</p> <p>[DISPLAY12]<Package2.Name>[ENDDISP13]</p> <p>The Template Builder command name has no programmatic function; it is simply a display-only convenience to help you recognize the command logic when you build and format the template in Word 2002.</p> <p>Note that when the Template Builder command is shown, the Word comment marker is difficult to see unless you use the Word Zoom feature to enlarge the view:</p> 
<p>Word formats comment text as hidden text.</p>	<p>Word 2002 does <i>not</i> treat comment markers as text. These markers have no text properties such as hidden text.</p>
<p>You control the display of comment text by toggling either:</p> <ul style="list-style-type: none"> • hidden text • the comment/comment text display (with View > Comment) 	<p>A comment marker and a Template Builder command representation are <i>independent</i> elements. Neither is formatted as hidden text or controlled by the display of hidden text.</p> <ul style="list-style-type: none"> • To toggle the display of the Template Builder command, click ProjectConsole > Show/Hide Commands (a ProjectConsole command). • To toggle the display of the vertical bar that is the comment marker, click View > Markup (a Word command).
<p>Word treats comment text as a single element that you can easily select for deletion.</p>	<p>Word 2002 does <i>not</i> allow you to select individual comment markers.</p> <p>The Word 2002 usage model is to delete comments from a comment display, not by deleting comment markers.</p>

NOTE: You can include or exclude Word 2002 comment markers from a printed document or generated report, independent of the state of the markers in the screen display by selecting either the **Document showing markup** or **Document** print options.



Deleting Word Comments / Template Builder Commands

Template Builder Mechanism

As documented in Help, Template Builder provides two ways for you to delete commands:

- From Template View
- By positioning the cursor and clicking **ProjectConsole > Delete Command**.

These recommended methods ensure that the deletion includes the related beginning and ending comments.

Word Mechanism

Some experienced users delete Template Builder commands directly in the Word document. Users who do this are responsible for deleting the corresponding beginning and ending comment pairs (except for the single OPEN command). If you do this incorrectly you will create logic problems.

Both Word 2000 and Word 2002 provide a **Delete Comment** function. However, because this function deletes only one comment at a time (and Template Builder commands come in pairs with information between them), **we recommend against using this function**.

In Word 2000, you delete Template Builder commands by selecting and deleting the comment text.

To delete a command pair in a Word 2000 document:

1. Select the entire comment section as in these examples:

```
[DISPLAYn]<Class.Documentation>[ENDDISPn]
```

```
[MASTERn][REPEATn]...intervening text and commands...[ENDREPn][ENDMASTn]
```

2. Press **Delete**.

NOTE: For a REPEAT command, you must include the MASTER commands that encompass it.

Tips for Deleting Word 2002 Comment Markers

NOTE: Deleting Word 2002 comment markers from a Word document requires close attention.

Display Recommendations

Following these general recommendations will make it easier to delete Word 2002 comment markers.

- Work with the Template Builder commands visible. This helps you identify the marker you want to work with.
- Work with a zoom setting that allows you to clearly distinguish comment markers from surrounding elements. This will enable you to select all, and only, the elements you want to manipulate.
- Work with comment markers visible.

Word 2002 represents multiple comments in one location (that is, contiguous Template Builder commands) with a *single* comment marker. If you do not have Template Builder commands visible when you attempt to delete a command or command pair, you can inadvertently delete something other than what you intended.

EXAMPLE:

Template Builder commands showing:

[MASTER32] [REPEAT33] [DISPLAY34] <Class.Name> [ENDDISP35] [ENDREP36] [ENDMAST37]

Template Builder commands hidden:

<Class.Name>

If you select a marker when Template Builder commands are hidden (by “surrounding” it with your selection—described below), *all* the commands the marker represents will be deleted.

If you position the cursor in “Class.Name” when Template Builder commands are hidden and Click **ProjectConsole > Delete Command**, it is possible that the delete will operate on the REPEAT, not on the DISPLAY. However, if you have Template Builder commands showing and you position the cursor relative to the command as the Template Builder Help describes, you can be sure which command Template Builder will operate on.

Selection Techniques

Because Word 2002 is **not** designed to let you select a comment marker, the only way you can select one is to select at least one character on either side of it so that the marker is surrounded by the selection.

Although you can select adjacent characters that are already present, doing so could damage your formatting, logic, or both. Instead, you can add spaces as necessary so that you can select and delete them along with the comment markers.

EXAMPLE:

Here is a DISPLAY command pair on a single line:

[DISPLAY8] <ClassDiagram.ParentPackage.Documentation> [ENDDISP9]

Here is an enlarged view of the beginning marker, which is flush with the left margin:

[DISPLAY8]

Position the cursor at the beginning of the line and type a space:

[DISPLAY8]

Select the space you just added through the closing Template Builder command (whether or not you keep the paragraph marker depends on your intent) and press **Delete**:

[DISPLAY8]<ClassDiagram.ParentPackage.Documentation>[ENDDISP9]

To delete a REPEAT command, you must include the MASTER commands that encompass it:

[MASTER32].[REPEAT33].[DISPLAY34]<Class.Name>[ENDDISP35].[ENDREP36].[ENDMAST37]

For an OPEN command at the beginning of a document, use the Template Builder Delete Command function.