

Last Modified on 18/12/2023 4:50 pm AEST

MaxSelect allows you to import addresses from within a building into Microsoft Word or Excel. This will save you time when writing a letter to an owner/committee member or creditor.

MaxSelect Video

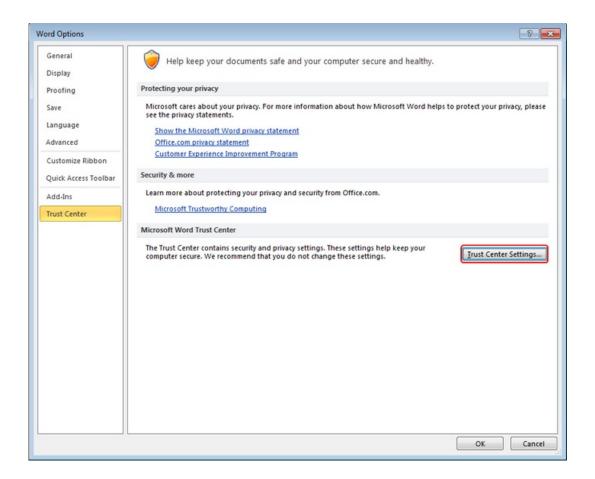
Set Up MaxSelect

For **all** versions, you must remember to return the Security Settings back to their original settings. Untick 'Trust access to Visual Basic Project', and reset the security level as desired.

Word Macro Security

You need to ensure that the PC running this function is able to run / recognise Visual Basic Project, as well as have appropriate Macro Security (All Macros Enabled) in order for the MaxSelect functions to work.

- 1. Open Word.
- 2. Click the File menu, then Options.
- 3. Open the Trust Center options, and then click the Trust Center Settings button.



 In *Trust Center Settings* ensure that Trust access to the VBA project object model is ticked as well as Enable all macros. This can be set back to *Disable all macros* after the installation is complete (step 8. below). Click *OK*, then close the Word *Options* menu.

Trust Center		? 🗙
Trusted Publishers	Macro Settings	
	Macro Settings Oisable all macros without notification Disable all macros with notification Disable all macros with notification Enable all macros except digitally signed macros Enable all macros (not recommended; potentially dangerous code can run) Developer Macro Settings Image: Trust access to the VBA project object model	
		OK Cancel

MaxSelect Installation

1. Open MaxSelectInstall.doc, which should be located in network *Drive/BCM/Setup/MaxSelectInstall.doc*, or it may have the extension .docm, depending on which version of MS Office you have installed. You will then see the following:

Install the MaxSoft Pty Ltd Select Building Document & Address Insertion Button onto your toolbar. Please wait for the closing message before closing this document.



2. Click the button 'Install The Select Building Document Button', and the installation will begin, and add MaxSelect to the 'Add-Ins' menu in Word.

W 🔒 🗉	າ-ປ∣∓								Microsoft Word
File	Home	Insert	Page Layout	References	Mailings	Review	View	Add-Ins	
and and									
Toolbar Co	mmands								

Add MaxSelect to the Word Ribbon

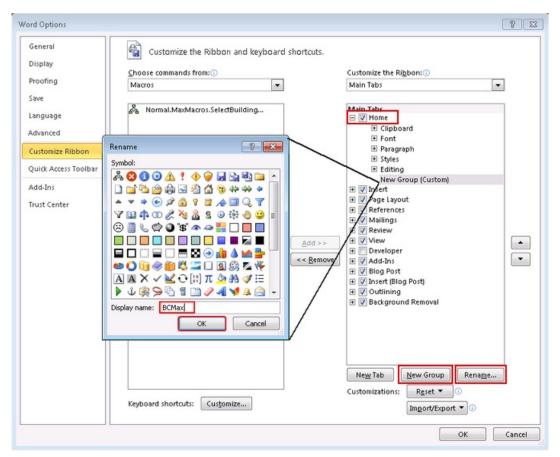
- 1. Open Word
- 2. Click the File menu, then Options.
- 3. In the Word Options menu, select Customise the Ribbon.

ord Options	- 2- - - - 2-
General Display	General options for working with Word.
Proofing	User Interface options
Save	Show Mini Toolbar on selection 🕕
Language Advanced	Enable Live Preview Color scheme: Silver Styre Styre Styre
Customize Ribbon	
Quick Access Toolbar	Personalize your copy of Microsoft Office
Add-Ins Trust Center	User name: Veanne Willson Initials: VW
Irust Center	Start up options
	Open e-mail attachments in <u>F</u> ull Screen Reading view ①
	OK Cancel

4. Click the Choose Commands from drop-down list on the left and select Macros.

General	Customize the Ribbon and keyboard sho	rtcuts.
Display	Choose commands from: (1)	Customize the Ribbon: ①
Proofing	Popular Commands	Main Tabs
Save	Popular Commands	
Language	Commands Not in the Ribbon All Commands	Main Tabs
Advanced	Macros	
Customize Ribbon	File Tab All Tabs	Vage Layout V V References V Mallings
Quick Access Toolbar	Tool Tabs	dd >> ● ♥ Review Remove ● ♥ View
Add-Ins	Custom Tabs and Groups Derine New Number Format	Developer
Trust Center	Delete	E 🗸 Add-Ins
	Draw Table Draw Vertical Text Box	New Tab New Group Rena
	Keyboard shortcuts: Customize	Customizations: Reset • () Import/Export • ()

- 5. In the list on the right, select the Home menu and click the New Group button at the bottom.
- 6. The new group will appears in the list, so whilst highlighted, click the Rename button at the bottom, name the group and click the OK button.



7. Select the new group you just created in the list on the right, and then select

'Normal.MaxMacros.SelectBuilding....' in the list on the left, and click the Add >> button in the center.

• This will added the MaxSelect add-on to the list on the right, under your new group.

eneral	Gustomize the Ribbo	n and keyboard shortcuts		
isplay	Choose commands from:		Customize the Ribbon: ()	
roofing	Macros	•	Main Tabs	-
ave				
anguage	🔏 Normal.MaxMacros.Selec	tBuilding	Main Tabs	
dvanced			E Clipboard	
avanceu			1 Font	
ustomize Ribbon			Paragraph Styles	
uick Access Toolbar			⊞ signes	
			BCMax (Custom)	
dd-Ins			ی Normal.MaxMacros.Select € ♥ Insert	:Buil
ust Center			V Page Layout	
			E 🖉 References	
			E V Mailings	
		<u>A</u> dd >	> View	-
		<< <u>R</u> em		-
			E 🗸 Add-Ins	
			🗄 📝 Blog Post	
			V Insert (Blog Post) V Outlining	
			Sackground Removal	
			<	+
			New Tab New Group Rename	lasa -
	8		Customizations: Reset 🔻 🕕	
	Keyboard shortcuts: Custo	mize	Import/Export -	

8. Now select the 'Normal.MaxMacros.SelectBuilding...' and click the *Rename* button, then choose a *Symbol* and enter the *Display Name* and click OK, then click OK again to close the *Word Options* window.

/ord Options	8 2
General Customize the Ribbon Display Choose commands from: ① Proofing Macros Save Macros Language Mormal.MaxMacros.SelectE Adva Rename Proofing Symbol: Image Image Adva Symbol: Image Adva Image Image Image Image Image Adva Image Image Image Image Image Image </td <td>and keyboard shortcuts. Customize the Rigbon: ① Main Tabs Ulding Main Tabs U Home Cipboard Font Paragraph Styles E diting BCMax (Custom) Paragraph Styles E diting BCMax (Custom) V Ipert Paragraph Styles Customil.MaxMacros.SelectBuil V References V Mainings V New Set Review Developer V Add-Ins V View Set Bockground Removal V Outlining V Doutlining V Background Removal</td>	and keyboard shortcuts. Customize the Rigbon: ① Main Tabs Ulding Main Tabs U Home Cipboard Font Paragraph Styles E diting BCMax (Custom) Paragraph Styles E diting BCMax (Custom) V Ipert Paragraph Styles Customil.MaxMacros.SelectBuil V References V Mainings V New Set Review Developer V Add-Ins V View Set Bockground Removal V Outlining V Doutlining V Background Removal
Keyboard shortcuts: Customi	✓ III → New Tab New Group Rename Customizations: Reset ▼ ③ Import/Export ▼ ③

Using MaxSelect

Once installed and set up in Word, you can use the add-in to save or open documents. The default for saving the documents is to the building, doc folder.

- 1. Open Word and click on the MaxSelect icon under the Add-Ins tab in the ribbon.
 - The name and appearance of this icon will depend on what was selected during the setup of the MaxSelect add-in (see step 8. above).
- 2. The list of buildings will appear in the MaxSoft Building Document Selection window.

Insert Address Open Document	Save As Refresh	Use Excel
Building Name	Building Number	
THE REPORT OF TH		
100 mm	(98)	
laneal contract of the second s	1270	
ALC: NO REAL PROPERTY AND	1978	
NAMES OF BRIDE	394	
100 C 100		1
Comparison (second second	2748	1
Name of Street	testing -	
Contraction of the second second	NAME:	
New York Control of Co	35.85	1

- 3. Select the building and click the Insert Address or Open Document buttons.
 - You can click in the top cell of either column, and then start typing to jump to that building.
- 4. Now you can select an owner's name from the list or select the required radio button under the *Select Option* section in the top right (Creditors, Committee, etc.).
 - If an owner has more than one address you can then use the drop-down list in the bottom right to select from the three different addresses from within the *Roll* menu.

CCOUNT Number	02100002	Account Nar	ne DEV	ELOPER MAXSOFT	Select option Owners
Account	Name	Lot No	Unit No	Plan No	 Creditors (This Building) Creditors (Master Chart)
02100001	WILLSON VEANNE	00001	1		Committee
02100002	DEVELOPER MAXSOFT	00002			
02100003	NEW OWNER	00003	3		Maxsoft Developer MAXSOFT REALTY
02100004	DEVELOPER MAXSOFT	00004	4		1/175 VARSITY PDE VARSITY QLD 4221
02100005	DEVELOPER MAXSOFT	00005	5		TRAIGHT GED TEET

Max Select in Excel

- 1. Open Word and click on the MaxSelect icon under the Add-Ins tab in the ribbon.
- 2. Open MS Excel, and minimize it.
- 3. Back in the MaxSelect add-in window, a Use Excel box will now be visible.

Insert Address Open Document	Save As Refresh	Use Excel
Building Name	Building Number	
TRANSPORT DATE:	100	
Tel social	100	1
To make a	100	
THE R. LEWIS CO., LANSING MICH.	NEW	
Rectified Station.	(1178)	1
1000 A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.	2010	1
Name, and October and Indones-	22.4	1
Patenti Indita.	Provide Contract of Contract o	1
The second s	Name .	
Terrar Divis	12.00	1
TRAINING MANUALS	77889	

4. Simply tick the box, then bring Excel back on screen, and you can add names and addresses into Excel.