



## CHAPTER

## 5

## The FSLETTER Procedure

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### Overview

The FSLETTER procedure enables you to create, edit, and print letters and other documents. When creating and editing documents in the FSLETTER window, you can use all the features of the SAS text editor, including the spelling checker.

Your FSLETTER documents can include named fields. When the document is printed, you can fill in these fields manually, or the procedure can fill the fields automatically using values from a SAS data set. This is convenient for creating and maintaining form letters, for example. You can print individual copies of the document, or you can automatically print a copy for every observation in a data set.

You can enter the FSLETTER procedure from the FSBROWSE and FSEDIT procedures. See “FSEDIT Window Commands” on page 28 for details about the LETTER, EDIT, and SEND commands that enable you to do this.

*Note:* You can also open the FSLETTER window by issuing an FSLETTER command from any SAS System command line.  $\Delta$

---

### FSLETTER Procedure Syntax

```
PROC FSLETTER LETTER=SAS-catalog<.catalog-entry>
    <DATA=data-set>
    <NOBORDER>
    <PRINTFILE=fileref | 'actual-filename'>;
```

**WHERE** *expression*;

The PROC FSLETTER statement is required. The WHERE statement is optional.

## PROC FSLETTER Statement

Initiates the FSLETTER procedure and specifies the SAS catalog in which documents that are created with the procedure are stored.

**Requirement:** You must specify a SAS catalog when you initiate the FSLETTER procedure. Documents that are created using the procedure are stored in this catalog.

**Tip:** Use the DATA= option to specify a data set that will be used to fill variable fields when the document is printed.

---

```
PROC FSLETTER LETTER=SAS-catalog<.catalog-entry>
```

```
<DATA=data-set>
```

```
<NOBORDER>
```

```
<PRINTFILE=fileref | 'actual-filename'>;
```

### Required Argument

You must use the LETTER= argument in the PROC FSLETTER statement. This argument identifies the catalog in which documents, forms, and editor parameters that are created using the FSLETTER procedure are stored. If the specified catalog does not exist, it is created. The argument can also be used to specify a particular entry to edit. The procedure terminates with an error message if this argument is omitted.

Valid forms of the LETTER= argument are

```
LETTER=SAS-catalog<.catalog-entry>
```

```
CATALOG=SAS-catalog<.catalog-entry>
```

```
CAT=SAS-catalog<.catalog-entry>
```

```
C=SAS-catalog<.catalog-entry>
```

The general form of the *SAS-catalog* value is

```
<libref.>catalog-name
```

If you specify a one-level name, it is treated as a catalog name in the default library, WORK. Remember that the contents of the WORK library are erased at the end of each SAS session. Use a two-level catalog name to permanently store your work. You must use a two-level catalog name if you want to specify a catalog entry name.

The general form of the *catalog-entry* value is

```
entry-name<.entry-type>
```

If you omit the catalog entry name, an Explorer window is opened showing the current contents of the specified catalog.

If you supply an entry name in addition to a catalog name, the procedure opens the appropriate window for editing the entry:

- If the entry type is LETTER, or if the entry type is omitted, an FSLETTER window is opened.
- If the entry type is FORM, a FORM window is opened.
- If the entry is FSLETTER.EDPARMS, an EDPARMS window is opened.

The procedure terminates with an error message if you specify an entry type that is not supported by the FSLETTER procedure.

## Options

The following options can be used in the PROC FSLETTER statement:

**DATA=*data-set*<(data-set-options)>**

names an existing SAS data set that will be used to fill fields in the document. The FSLETTER procedure terminates with an error message if the specified data set does not exist.

*Note:* This option is valid only if you also specify the name of an existing LETTER entry in the LETTER= argument.  $\Delta$

When you use this option, the procedure does not initiate an interactive FSLETTER session. A pause occurs while a copy of the document is printed for each observation in the data set; then the procedure ends.

You can follow the data set name with a list of data set options enclosed in parentheses. The following data set options are valid with the DATA= option:

DROP	RENAME
KEEP	WHERE

See *SAS Language Reference: Dictionary* for descriptions of these data set options.

**NOBORDER**

suppresses the sides and bottom of the FSLETTER window's border in a character-based display environment.

*Note:* This option is ignored in graphical windowing environments.  $\Delta$

When this option is used in a supported display environment, text can appear in the columns and row that the border normally occupies.

**PRINTFILE=*fileref* | '*actual-filename*'**

**PRTFILE=*fileref* | '*actual-filename*'**

**PRINT=*fileref* | '*actual-filename*'**

**DDNAME=*fileref* | '*actual-filename*'**

**DD=*fileref* | '*actual-filename*'**

specifies the fileref or the actual name of an external file to which procedure output is directed. By default, procedure output is sent to the destination that is specified in the associated FORM entry. When this option is used, output is sent to the specified file instead.

If you use a fileref, you must have previously assigned the fileref to an external file with the FILENAME statement. If you use an actual filename, enclose it in quotes.

---

## WHERE Statement

Specifies a condition or set of conditions that observations in an input data set must meet in order to be used for filling variable fields.

**Restriction:** The WHERE statement is valid only when the DATA= option is used in the PROC FSLETTER statement to identify the data set.

---

**WHERE** *expression*;

## Argument

*expression* is any valid WHERE expression that includes one or more of the variables in the input data set. Refer to the description of the WHERE statement in *SAS Language Reference: Dictionary* for details about the operators and operands that are valid in WHERE expressions.

## Using the WHERE Statement

By default, when you use the DATA= option in the PROC FSLETTER statement, the FSLETTER procedure generates a copy of the document for every observation in the data set. If you do not need a copy for every observation, you can use the WHERE statement to generate copies for only observations that meet a specified condition or list of conditions.

For example, to print form letters for only observations in which the value of the variable YEAR is less than 5, follow the PROC FSLETTER statement with this statement:

```
where year<5;
```

In this case, the FSLETTER procedure uses only observations that meet the specified condition. No documents are printed for observations that do not satisfy the condition.

---

## FSLETTER Command Syntax

**Tip:** The FSLETTER command provides an easy way to initiate an FSLETTER session from any SAS System command line.

---

```
FSLETTER <? | SAS-catalog<.catalog-entry>>
```

---

## FSLETTER Command

Initiates an FSLETTER session.

```
FSLETTER <? | SAS-catalog<.catalog-entry>>
```

## Arguments

The following arguments can be used with the FSLETTER command:

?

opens a selection window from which you can choose the catalog that is used by the FSLETTER procedure. You can select the catalog interactively by pointing and clicking in the selection lists, or you can specify the desired catalog explicitly in the **Member Name** field. Once you specify the catalog, an Explorer window opens showing the contents of the specified catalog. From the Explorer window, you can select an existing entry or create a new entry.

**SAS-catalog<.catalog-entry>**

specifies the catalog in which documents, forms, and editor parameters for the FSLETTER session are stored and, optionally, the specific entry. The complete form of the argument is

< libref.>catalog-name<.entry-name<.entry-type>>

You can specify a one-, two-, three-, or four-level name:

- If a one-level name is specified, it is treated as a catalog name in the default library, WORK. If the specified catalog does not already exist in the WORK library, it is created.
  - Remember that all catalogs in the WORK library are erased when you end your SAS session.
- If a two-level name is specified, it is treated as *libref.catalog-name*. If the specified catalog does not already exist in the specified library, it is created.
- If a three-level name is specified, it is treated as *libref.catalog-name.entry-name*. The entry type is assumed to be LETTER. If the specified catalog does not already exist in the specified library, it is created.
- If a four-level name is specified, the fourth level should be EDPARMS, FORM, or LETTER. Invalid catalog entry types are ignored; LETTER is used instead. If the specified catalog does not already exist in the specified library, it is created.

If you use a one- or two-level name, the procedure initially opens an Explorer window, from which you can select an existing entry or create a new entry in the specified catalog.

If you use a three- or four-level name, the procedure opens the appropriate window for creating or editing the specified entry:

- If the entry type is LETTER, or if the entry type is omitted, an FSLETTER window is opened.
- If the entry type is FORM, a FORM window is opened.
- If the entry is FSLETTER.EDPARMS, an EDPARMS window is opened.

The procedure terminates with an error message if you specify an entry type that is not supported by the FSLETTER procedure.

If you do not specify any of these arguments, the selection window that was described for the ? argument is opened.

**Using the FSLETTER Command**

The FSLETTER command is a convenient way to open the FSLETTER window because it can be issued in any SAS System window. When you end an FSLETTER session that was initiated with the FSLETTER command, you return to whatever window was active when the command was issued.



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