WordPerfect Booklet System 2.1

User Reference Guide
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Copyright 1992-93
Alex D. Ogden
3029 Chandler Court
Murfreesboro, TN 37129
(615) 890-4927

RIME: MEDCAT
FidoNet: 1:116/29.1
Internet: Alex.Ogden@F29.N116.Z1.fidonet.org

WordPerfect Booklet System 2.1

The **WP Booklet System** is a WordPerfect macro system which automates the process of creating booklets. These macros are for WordPerfect 5.1 (DOS) ONLY!

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You accept all risk with the use of this macro system. In no event will I, Alex D. Ogden, be held liable for ANY damages, whether consequential, incidental, or special, which may arise out of the use of or inability to use WP Booklet.

Distribution of the WP Booklet System is encouraged. Share copies of WP Booklet with your friends or associates. However, the WP Booklet System **MUST** be distributed complete and unaltered. That means ***every*** file contained in this package must be included in the archive or on the disk which is given to others. The file WPBKLT21.EXE **MUST** be distributed unaltered! It has been constructed in such a way as to verify the authenticity of the macros as they are unarchived.

Distribution by software vendors is permitted so long as only minimal copy fees are charged and a copy of the shareware catalog containing WP Booklet is sent to me at the address on the registration form.

If you intend to use the WP Booklet System beyond an initial trial period, you have the moral and ethical obligation to fill out the Registration Form provided with the package and send it in with the appropriate registration fees. The registration fee for a single user is $15 US (+S&H). Site Licenses are also available. All registration fees must be paid in U.S. funds. Foreign users are responsible for any additional fees necessary to send U.S. funds. International Postal Money orders should be available at most any post office. Also available are U.S. funds checks which can be obtained from the main branch of any business bank. For more information on registering refer to **Registration** on page or to the file **ORDER.FRM** provided.

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What Does The System Do?

Anyone who has tried to create a folded booklet (pamphlet, brochure, tract, bulletin, handbook, etc...) of any length at all will appreciate the WP Booklet System. The uninitiated may not understand the difficulty of printing a few pages and stapling them together. Those of us experienced in creating booklets, however, know the confusion of such a project. As Steve Wilcox put it, "*it's a bit like juggling billiard balls while trying to put them in order*!"

This macro system is designed to make the production of such booklets with WordPerfect much easier. The ultimate goal is to take a document, prepared as described under **Document Preparation** (page), and convert it into a booklet. It would be re-arranged so the appropriate pages would print side by side. The actual number of pages in the document is not important, though it does need to be a multiple of 4. The system itself will add blank pages when necessary to make it a multiple of 4.

To illustrate, with a document of 8 pages in length, the following is how the document would be printed:
On the outside of Sheet #1, pages 8 & 1.
On the inside of Sheet #1, pages 2 & 7.
On the outside of Sheet #2, pages 6 & 3.
On the inside of Sheet #2, pages 4 & 5.

The document would then be ready to take to the printer or office photo-copier. When copy work is done, they can be folded and bound together as needed. The end result is a booklet.

To accomplish this goal, I created the macros which make up the WP Booklet System and which are explained in this file.

Essential Steps In Using WP Booklet

Ideally you should take the time to thoroughly read every word of this documentation file before beginning use of WP Booklet. However, I know the excitement of a new software package and the eagerness with which I wanted to start using it. So let me give you the essential steps necessary to use WP Booklet in the production of booklets.

1) With WP Booklet, create a paper definition with the parameters you wish to use for your booklet. From the "Main Menu" press 1 to go to the

"Booklet Paper Definitions" screen. Press 1 again to add a new definition to the list. Follow the instructions given to define the definition. For a thorough explanation of how to create a booklet paper definition see **Add A New Definition** on page .

2) With WP Booklet, insert the booklet paper definition into the document you want to convert into a booklet or into a blank editing screen. From the "Booklet Paper Definitions" screen press 3. After you enter the number of the paper definition you want to use WP Booklet will insert it into Document Initial Codes of the current document. Placing it into Document Initial Codes not only prevents accidental erasure from the main editing screen, but also places it where it needs to be when the original is converted into a booklet. For a complete explanation on how to insert paper definitions see **Insert Definition** on page .

3) Now create your document. For tips on how to create your original document see **Document Preparation** on page .

4) With WP Booklet, rebuild your document into a booklet. From the "Main Menu" press 3 to start the rebuilding process. For more information on the rebuilding process see **Rebuilding Into A Booklet** on page .

Requirements For Using WP Booklet:

Following are the requirements to be able to use the WP Booklet System:

1. WordPerfect 5.1 (DOS) dated 6/29/90 or later. The WP Booklet System makes extensive use of macro commands not supported by WordPerfect 5.0 or WordPerfect 5.1 dated prior to 6/29/90.

2. Approximately 350,000 bytes free on your hard drive. If you wish, this documentation file may be deleted from your Hard Drive to save 110,000+ bytes. Do, of course, keep a backup.

3. A printer capable of either Landscape printing or wide carriage support. This requirement does not apply to the last two of the eight supported booklet sizes. Any printer should be able to print them. See later in this file for information on the various sizes supported.

4. The "Comments Display" setting (keystrokes=Shift-F1, D, E, C) must be set to "Yes." Comments are used in several places by the system. Make sure it is set properly.

5. The "Menu Bar Remains Visible" setting (keystrokes=Shift-F1, D, M, V) MUST be set to "No." The system WILL NOT operate properly if set to "Yes". Make sure it is set properly.

6. It is recomended, though not required, that the "Beep on Search Failure" setting (keystrokes=Shift-F1, E, E, S) be set to "No." If set to "Yes" you will hear your computer Beep during several of the operations of the system. If you choose to leave it set to "Yes," do not be alarmed by the Beeps. WP Booklet is designed to look for certain codes in your document and do one thing if they are found and do another if they are not.

Known Incompatibilities

As much as I would like to say version 2.1 of the WP Booklet System can handle everything WordPerfect users could throw at it, I can't. There are some features of WordPerfect which just cannot be easily dealt with in the world of booklets. Following are the only features I am aware of which are not supported by this version of the WP Booklet System:

Endnotes. To be able to rebuild your document into a booklet WP Booklet must be able to see and ultimately copy actual pages to their new location. But with Endnotes those pages aren't really there. Since Endnotes sort of float around in space until the document is printed I am unable to offer support for them.

Outline. The problem with the Outline feature is that WordPerfect does not supply a way to "anchor" the current level numbers of the Outline. Therefore, it is not possible to preserve the outline numbers in the converted document.

Tables. If the Booklet System senses there is a Table active across a page break it will refuse to proceed.

Although these features are not supported in this release of the WP Booklet System, the registered version provides registered users with another approach to printing booklets which will support these features.

Registration

The macros making up the WP Booklet System are NOT public domain or "freeware". If you intend to use the WP Booklet System, you must fill out the Registration Form and send it in with the appropriate registration fee(s).

The registration fee for a single user is $15 US (+S&H). This fee will permit you to use the WP Booklet System on any computer you may be using.

If your company or institution wishes to use the WP Booklet System in the course of its business, you must purchase a Site License. The cost for the Site License is determined by the number of computers the macros may be used on in the place of business. The first two will be $15 US each. Each additional copy will be $5 US each. Therefore, if your company needs a license for 12 computers, the fee would be $80 US (2 x $15 plus 10 x $5 = $80). Additional copies can be added later to an existing Site License for $5 US each.

Registered users are entitled to the following benefits:

1) The registered version of the WP Booklet System on disk.
Added features include the ability to produce Tri-folded brochures; automatic handling of codes which span page breaks and the ability to print your document as a booklet without having to go through the rebuilding process first (therefore, capable of supporting ALL features of WP).
2) Free technical support.
If you should experience a problem which you cannot correct, I am only a letter or phone call away. You would, however, have to bear the expense of postage and long distance charges.
3) Advance notice of upgrades.
Whenever a new release is nearly ready to send out, registered users will be notified and told how they can obtain the update directly from me. Currently I offer update disks to registered users for a fee of $2.50 US.
4) A clean conscience since you will have paid for software you use.

If you have registered an earlier version of the WP Booklet System, you are not obligated to send another registration fee.

For more information on registering the WP Booklet System please refer to ORDER.FRM supplied with this package. It will also explain how to register by phone with a credit card.

Files You Should Have:

The following files should be found in the package. The date and time stamp on each file should be the same (5/29/93 and 12:26pm).

INSTALL.BAT Batch file to place the files comprising the WP Booklet System in their own directory. The new subdirectory will be named \ WPBKLT21 and will be placed within the directory currently holding your WordPerfect macro files.
WHATS.NEW Text file containing a list of changes made to the system since the initial release of version 1.0.
READ.ME Text file containing a brief description of the WP Booklet System.
VENDOR.DOC File of interest to shareware distributors.
FILE_ID.DIZ Description of WP Booklet for use by bulletin board systems.
WPBKLT21.EXE This is a self-extracting ZIP file containing the rest of the files comprising the WP Booklet System. They are distributed in this form to prevent tampering by others. The authenticity of each file within WPBKLT21.EXE will be verified as they are unarchived. If the copy of WP Booklet you have received did not contain WPBKLT21.EXE, please report it to me at once. I will want to know the source from which you received WP Booklet.

The following files are distributed within WPBKLT21.EXE:

BOOKLET.WPM The heart of the WP Booklet System. It contains the Main Menu for the system and a small part of the code. This macro will chain to other macros as needed.
_ADDPR.WPM Takes care of adding support for additional printers.
_PNUMBRS.WPM Automates the process of defining a Page Numbering Style as well as the Page Numbering Position.
SETPATH.WPM Gets the path to the files comprising the WP Booklet System. SETPATH creates another macro, _BKLTSET, which stores the path as well as other items of information needed for the system to operate. If SETPATH is activated manually it also creates a macro to launch WP Booklet.
_UPGRADE.WPM Automates the process of upgrading from earlier releases of the WP Booklet System.
_MANAGE.WPM Displays the list of defined Booklet Paper Definitions for the currently active printer as stored in the appropriate .DEF file.
_CREATE.WPM Creates paper definitions suitable for producing booklets.
_MARGINS.WPM Macro to get the margin settings for the Booklet Paper Definition.

_SIZE.WPM Displays an illustration of how the Paper Definition will be laid out.

_CONVERT.WPM Converts (rebuilds) your document into a booklet.

_ACTVCDS.WPM Checks for active codes at the page breaks.

_SV_PNNS.WPM Saves current numbering scheme if a new page number code is found in your document.

_ANCHORS.WPM "Anchors" necessary codes at the start of each page.

_PGBREAK.WPM Makes certain all page breaks are caused by a reliable code (such as **[HPg]**).

_SPECIAL.WPM Checks for codes which are either not supported at all or which will need special handling.

_COMMENT.WPM Creates the comments placed at the top of the rebuilt document.

_CLEARVR.WPM Clears the memory of variables used by the WP Booklet System.

_BOOKLET.TMP WP file containing bare bones information needed to set up a .DEF file for your printer. The first time you attempt to go to the Booklet Paper Definitions screen with the printer currently active, a new .DEF file will be created for that printer.

_BOOKLET.WRK Work file for the Booklet System. Used primarily for storing your page numbering scheme when a New Page Number code has been found in your document during the rebuilding process.

ORDER.FRM Form for registering the WP Booklet System.

WPBKLT21.DOC This file.

WARNING!! Do NOT attempt to run any of these macros, except for BOOKLET.WPM and, as instructed, SETPATH.WPM! To do so endangers data you may have in the alternate document screen. These macros do not ask if you want to delete the text in the alternate document screen, they just delete any text found there. However, the main macro, BOOKLET, will check for text in the alternate document screen and if it finds any will report it and halt. Safeguards are built into each macro to prevent their being run separately. It is in YOUR best interest NOT to alter these macros so they will run by themselves. As a team they work beautifully without any harm to your files.

Getting Set Up

Where do I put the files?

All files comprising the WP Booklet System with a "_" (underscore) character in their filename as well as BOOKLET.WPM, SETPATH.WPM and ORDER.FRM ***MUST*** be copied into a special subdirectory, \WPBKLT21, within the subdirectory where you keep your WordPerfect macros. The INSTALL batch file has been supplied to take care of creating that directory, copying the files for you and creating a macro for you to activate the system with. To use INSTALL you will need to know the path to your WordPerfect macros. If you are unsure where your macros are kept, you can find out from within WordPerfect by going into Location of Files (keystrokes=Shift-F1, 6).

NOTE: It *may* be necessary for you to edit INSTALL.BAT so it will accurately reflect the path to your macros. Just type INSTALL at the DOS prompt and follow the instructions on the screen.

Do I have to customize the macros?

There is no need to edit any of the macros to customize them for your system. When you attempt to run the system for the first time you will be prompted for the path to your macros. WordPerfect's "Location of Files" screen will be displayed for you so there is no need to jot the information down ahead of time. So customization is done by WP Booklet.

How do I activate the system?

There are two items of business which need to be taken care of prior to activating WP Booklet. The macro _BKLTSET must be created to tell WP Booklet where the files in the system are. A macro to activate the system must also be created to avoid having to type a long pathname every time you want to run WP Booklet. If you installed WP Booklet using the INSTALL batch file then these macros should already have been created. All you would need to do, then, is to activate the macro you designated as the macro to activate WP Booklet. If you did not install the WP Booklet System using the INSTALL batch file, then you need to activate SETPATH. Assuming the path to the macros making up the system is C:\WP51\MACRO\WPBKLT21, to activate SETPATH press Alt-F10 and at the "**Macro:**" prompt type "**C:\WP51\MACRO\WPBKLT21\SETPATH**" and press enter. It will take you through the steps necessary to specify the path to the macros and to create the activation macro.

Can I delete previous versions of WP Booklet from my

***system*?**

For the most part, Yes. You actually need to leave BOOKLET.DEF in its place. WP Booklet 2.1 is designed to automatically upgrade the information in the BOOKLET.DEF file. It will not be done, however, until you attempt to go to the "Booklet Paper Definitions" screen for the first time with the currently active printer. At that time WP Booklet will look to see if there is a BOOKLET.DEF file on disk. If so, it will be examined to see if any of the definitions in that file are for the currently active printer. If so, those definitions will be placed in the DEF file for the currently active printer. Once all old definitions are upgraded to appropriate DEF files for 2.1, you will be asked for permission to delete the old BOOKLET.DEF.

Feel free to delete all other files from previous versions of WP Booklet. The documentation file for previous versions lists the files supplied with that version.

Guidelines To Follow In Preparing Your Document

Once you have defined a paper definition suitable for your booklet and inserted it into Document Initial Codes of your document, it is then a simple matter of creating your document as you normally would. All formatting features of WordPerfect are available to you.

There are a few guidelines which must be adhered to, however, for the final booklet to be properly formatted.

1. **Do not place "Paper Size/Type" codes in your document.**
   The code I am talking about looks something like this in Reveal Codes: **[Paper Sz/Typ:8.5" x 11",Standard]**. When you create a Booklet Paper Definition and insert it into your document, an appropriate Paper Size/Type code is inserted into Document Initial Codes. To place another such code in the document itself would only cause problems.

2. **Codes must not be permitted to span a page break**.
   All codes must be turned off BEFORE a page break and turned back on AFTER it. This is the only way to insure codes are not lost during the process of rebuilding into a booklet. If you should forget and allow a code to span a page break, don't worry. The system is designed to find such mistakes early in the conversion process and instruct you to correct them.

3. **Codes to affect the entire document must be placed in Document Initial Codes.**

You may be in the habit of placing various codes at the very beginning of the document which will remain active throughout the entire document. Examples would include Justification codes, Tab Settings, Columns Definitions and many more. If you place these codes at the start of the first page, the final booklet will probably not reflect those settings on every page. Particularly you will notice the last page in the booklet, actually the first page in the converted document, will not reflect these settings. It is imperative, therefore, that these codes be placed in Document Initial Codes. To do so, merely go to Document Initial Codes (keystrokes=Shift-F8, D, C) and enter the codes just as you normally would from the main document screen. Once finished, press Exit (F7) until you are back at the document screen.

NOTE: Some users have placed both the Columns Definition as well as the Columns On code in Document Initial Codes. The Columns On code must not be placed in Document Initial Codes even if you plan to use columns throughout the entire document. You will receive an error message every time. Each page which is going to use the Columns feature, as defined in Document Initial Codes, must have its own Columns On and Columns Off codes.

These comments may very well have application to other codes as well.

4. **If you use Headers or Footers in the document, some sort of a Header or Footer code must be placed on every page.**

A copy of the Header or Footer must be placed at the start of each page on which that Header or Footer is to appear. Simply block copy the code (which would look something like this: **[Header A:Every page;**WP Booklet System 2.1 **...]**) to the start of each page it is to be used. On pages where no Header or Footer is to appear, a Suppress code (such as **[Suppress:HA]**) must be inserted to insure the Header or Footer does not print on that page. Remember, the document will be completely re-arranged so it is imperative each page know what to do with Headers or Footers, if you are using them.

NOTE: Experience has taught me something about Suppress codes: there is only one permitted per page and it needs to be on the first line on the page. If there is more than one only the last one on the page will take affect. If it is not on the first line, it will not take affect until the next page. So if you need to enter a Suppress code for Headers or Footers, or anything else for that matter, be certain there is only one per page and make certain it is on the first line of the page.

5. **Tab settings should be RELATIVE to the left margin and not ABSOLUTE.**

6. **Use of Open Styles is permitted, but be careful.**
The use of Open Styles is permissible but do not place just any code in them. Certain codes could be masked from WP Booklet if they are activated via an Open Style. The following codes are permitted in Open Styles since these codes are anchored to the start of each page anyway: Top/Bottom Margins, Left/Right Margins, Line Spacing, Tab Settings and Font codes. Open Styles with any other codes ***MAY*** cause strange results. The key word here is ***MAY***. It is possible other codes would work just fine but it is also possible their presence, masked from WP Booklet, could make a mess of things. One such code which comes to mind are Justification codes.

As I prepare documents for booklets I constantly use WordPerfect's View Document option. The ability to view the document on screen is a great help in creating the original document. Don't forget to use this fabulous feature of WordPerfect.

As you create your original, just type in what you want to write from beginning to end. In other words, flow from page 1 to 2 to 3 and so on. The Booklet System will take care of putting them in the proper order later.

The "Main Menu"

BOOKLET.WPM is the main macro of the system. In fact, the others are designed to operate only if they have been called, directly or indirectly, from this macro.

When the macro is activated it takes a few seconds to evaluate a few things and to retrieve the setup information saved in _BKLTSET.WPM. It also checks to make certain the alternate document screen is empty. The alternate document screen will be needed for most everything WP Booklet does. If the alternate document screen contains text, a request to clear it is printed on the screen and the macro stops. Once it is clear, and you are back in the original document screen, start WP Booklet again.

NOTE: If you are running the system for the first time, you will be prompted to enter the path to your WordPerfect macros. Once the information has been properly entered, _BKLTSET.WPM is created. It will contain the path information you have entered and later information will be added to it pertaining to the printers you use with WP Booklet. The next time you activate the WP Booklet System it will obtain the vital information it needs by activating _BKLTSET.

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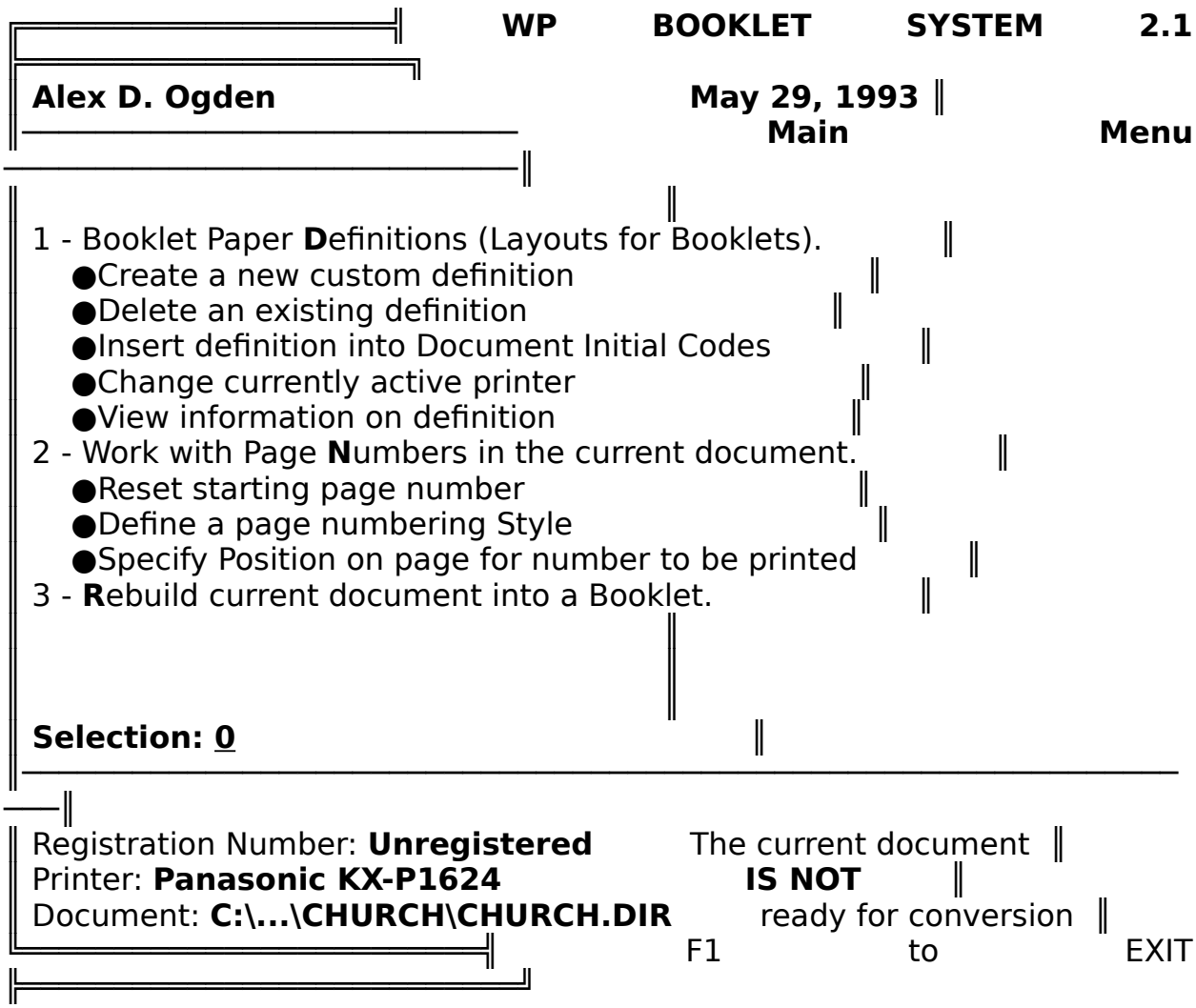
The Main Menu for the system should look something like this:



1 Booklet Paper **D**efinitions.
Pressing "**1**" or "**D**" will take you to the "Booklet Paper Definitions" screen. You can "**A**"dd new definitions, "**D**"elete existing ones, "**I**"nsert an existing definition into Document Initial Codes, "**C**"hange the currently active printer, or "**V**"iew information on an existing definition. See **The "Booklet Paper Definitions" Screen** on page for full details.

2 Work with Page **N**umbers in the current document.
Pressing "**2**" or "**N**" will take you to the "Page Numbering" screen. From there you will have the following options: "**R**"eset Starting Page Number; Page Numbering "**S**"tyle; and Page Number "**P**"osition. See **Working With Page Numbers** on page for full details.

3 Rebuild current document into a Booklet.

Pressing "**3**" or "**R**" will launch the macro _CONVERT which will actually re-arrange your document into a booklet. When done, you will be at the top of the newly formed booklet. See **Rebuilding Into A Booklet** on page for full details.

NOTE: Before you can convert a document into a booklet you must have defined a paper definition and inserted it into Document Initial Codes at some point. _CONVERT will refuse to work unless these steps have been done.

Pressing "**0**", "**Cancel**" (F1) or "**Enter**" from the "Main Menu" will exit back to the editing screen.

At the bottom of the "Main Menu" is placed information about your system. If you are a registered user of the WP Booklet System your registration number would be displayed. Otherwise the word "**Unregistered**" will flash. The currently active printer is shown along with the name of the document currently being edited. If the path to that document is very long, the path is shortened to reflect the drive letter and the name of the last subdirectory in the path. In the lower right hand corner will appear a brief message informing you as to the current state of the document you are working on. It will say either:

The current document **IS NOT** ready for conversion	The current document **MAY BE** ready for conversion

WP Booklet is merely saying, "Yes, I found the marker !!Booklet!! in Styles. Thus it MAY BE ready to convert." Or it is saying, "I didn't find the marker !! Booklet!! in Styles and thus I know it IS NOT ready to convert." There are two situations, however, where you may in fact think things are ready and yet you still get the "**IS NOT**" message. When you first Insert a paper definition suitable for booklets (refer to **Insert Definition** on page for details) the paper definition is placed in Document Initial Codes and the marker is created and placed in Styles. However, you *ARE NOT* ready to rebuild your document into a booklet. You must still return to your document and carefully format it with the new paper definition. Therefore, the "**IS NOT**" flag remains set to prevent you from trying to rebuild it before taking care of the necessary formatting work. The other exception is when you select "**2**" or Page "**N**"umbers from the "Main Menu" and define a Page Numbering Style or specify the Page Numbering Position. Since these codes may very well change the layout of the page it is imperative you go back and check the pagination of each page. Therefore, WP Booklet will set the "**IS**

NOT" flag to prevent you from proceeding with the rebuilding process.

The "Booklet Paper Definitions" Screen

When you select "**1**" or "**D**" from the "Main Menu" the file containing the list of Booklet Paper Definitions for the currently active printer is brought up in the alternate document screen. It may actually take a few seconds for the "Booklet Paper Definitions" screen to appear. This is due to the many functions the macro is performing at this point.

NOTE: The name of this file will depend upon the name of your printers .PRS file. The filename of your PRS file is used with and extension of .DEF. PAKXP162.PRS is the name of the .PRS file for my Panasonic KX-P1624. WP Booklet created a file named PAKXP162.DEF to store the Booklet Paper Definitions for this printer.

When there are no definitions found in the file, as will be the case the first time you go to the "Booklet Paper Definitions" screen, a message will be displayed saying:

No definitions found!
Select #1 below to create booklet paper definitions

Once you have created some definitions, the list will look something like this:

Booklet Paper Definitions

Panasonic KX-P1624

							Font Double	**....Label Margins....**		
##	**Definition Name**	**Beep**	**Loc**	**Type**	**Sided**		**Left**	**Right**	**Top**	**Bottom**
1•	Booklet Legal	B	Yes	C	Port	No	.5	.5	.5	.5
2•	Booklet Standard	B	No	M	Port	No	3/8	3/8	3/8	3/8

.
.

1 Add; **2 D**elete; **3 I**nsert; **4 C**hange Printer; **5 V**iew; **6 M**ain Menu: **6**

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All entries begin with the appropriate number followed by either a space or a dot (•) (the dot will appear once the definition has actually been used in a

document) followed by the name for the definition. All names begin with "Booklet" followed by the name for the paper size and ending with a B (standing for Bi-fold). The paper sizes supported are:

Name	**Paper Size**	**Measurement of final booklet**
Standard	11" x 8.5"	5.5" x 8.5"
Legal	14" x 8.5"	7" x 8.5"
A3	420mm x 297mm	210mm x 297mm
A4	297mm x 210mm	149mm x 210mm
A5	210mm x 148mm	105mm x 148mm
US Government	11" x 8"	5.5" x 8"
Half Standard	8.5" x 11"	4.25" x 5.5"
Half Legal	8.5" x 14"	4.25" x 7"

NOTE: These last two sizes will require sending the paper through the printer twice (once for the top end and again for the bottom end) and it will require cutting. See **Printing Your Booklet** on page for more details.

Following the number and name of the definition are the parameters you have assigned to that particular definition. You will note in the illustration above the margin settings for the two example definitions illustrate how these settings may be entered in either decimal or fraction format.

From this "Booklet Paper Definitions" screen you have six options available to you. By pressing "**6**", "**M**"ain Menu, "**Enter**" or "**Cancel**" (F1) you will be returned to the "Main Menu" of the system. See below for a full explanation of the other four options.

NOTE: Do not Add, Delete, or Insert these definitions except by means of the WP Booklet System itself. As they are Added or Deleted from your system they are also Added or Deleted from the .DEF file for the appropriate printer. Inconsistencies will arise between the .DEF file and your system if you Add or Delete definitions on your own. Inserting a definition into Document Initial Codes also creates a special marker for that file in Styles so when WP Booklet attempts to convert the document into a booklet it will know the file contains the proper Booklet Paper Definition. If you insert the definition yourself, the marker will not be created and an error will occur when attempting to rebuild the document into a booklet.

There is also the matter of a special log kept on all additions and insertions. If you manually Add or Insert the Booklet Paper Definition, then information on that definition will not be properly recorded. The Delete and View

options from the "Booklet Paper Definitions" screen would not, therefore, work as planned.

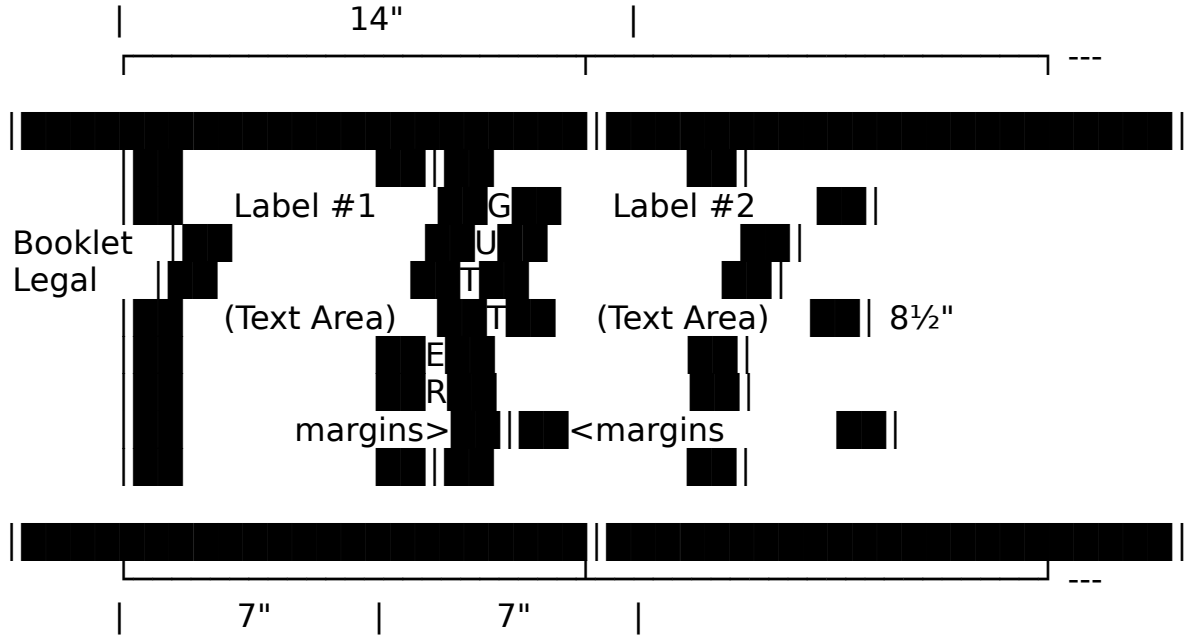
Always let WP Booklet do the work for you.

Add A New Definition

To Add a new paper definition suitable for producing booklets select "**1**" or "**A**"dd from the "Booklet Paper Definitions" screen.
You will first be taken to the "Adding Booklet Paper Definition: Booklet Size" screen from which you select the paper size you wish to use. You have the following sizes to choose from:

	Width	Height		Width	Height
1 - Standard	11"	x 8.5"	5 - A5	210mm	x 148mm
2 - Legal	14"	x 8.5"	6 - US Government	11"	x 8"
3 - A3	420mm	x 297mm	7 - Half Standard	8.5"	x 11"
4 - A4	297mm	x 210mm	8 - Half Legal	8.5"	x 14"

Once you have selected the size paper stock you will be using you are taken to the "Adding Booklet Paper Definition: Diagram" screen. A diagram will be displayed to help you understand how the paper definition will be laid out. The specific diagram displayed will depend upon the size booklet you are creating. The following diagram would be displayed should you select size #2:



As you can see, it is defined as two labels measuring, in this example, 7" x 8.5". The measurements for the Text Area are determined by the

margins which you set. If you set the margins to .5" on each side, then the Text Area would measure 6" x 7.5". This would also result in a "gutter" of 1".

Pressing any key will take you on to the "Adding Booklet Paper Definition: Definition Parameters" screen. It is on this screen you will enter the settings for the margins. All entries MUST be in inches. If you are currently using some other Units of Measure, don't worry. WordPerfect will automatically convert from inches to your Units of Measure. Entries may be in either fraction or decimal format. If you wish to set a margin to the default of .5", then simply press "**Enter**" at the prompt for that margin.

Once the margin settings have been entered, you will be asked whether your printer supports Double Sided printing. For most of us the answer will be No, but for those who have printers which support this feature answer Yes.
NOTE: A couple of users have reported problems trying to use Double Sided Printing. They report the back side of the sheet prints upside down. Our efforts to correct this problem have failed. If you are the first to provide the solution to the problem then the registration fee will be waived.

You will then be asked whether it is to be printed "**P**"ortrait or "**L**"andscape. For us dot matrix or daisy wheel users the answer will always be "**P**"ortrait. If you use a laser printer you would answer "**L**"andscape if you have chosen booklet size 1 thru 6. If you have selected booklet size 7 or 8, regardless as to the type of printer you use, the Font Type would automatically be set to "**P**"ortrait.
NOTE: If you are a dot matrix or daisy wheel user and you answer **L**andscape, you may end up with a mess since your printer doesn't support Landscape. Be sure you answer this question appropriately.

Specifying the Location of Paper comes next. The options are: "**C**"ontinuous, "**B**"in Number, "**M**"anual. If you select "**B**"in Number, you will be asked for the Bin number.

Finally, if you have not chosen booklet size 7 or 8 you will be asked:
"Prompt to load? **1 N**o; **2 Y**es: **1**"

This option is provided to allow you to be prompted at print time if you feel you need a moment between sheets. This option would particularly be of interest to those wishing a pause between sides of a sheet so they could re-insert the sheet for printing on the other side. Simply press "**Y**"es or "**N**"o in response.
NOTE: If you select booklet size 7 or 8 you will automatically be prompted to load each sheet at print time. This is done since you will want to send that same sheet through the printer again to print the lower half of the sheet. Read the section on **Printing Your Booklet** on page for more

information.

Once these questions have been answered, the following prompt line will appear at the bottom of the screen:
1 Re-enter above **P**arameters; **2 A**bort; **3** Pro**C**eed: **3**

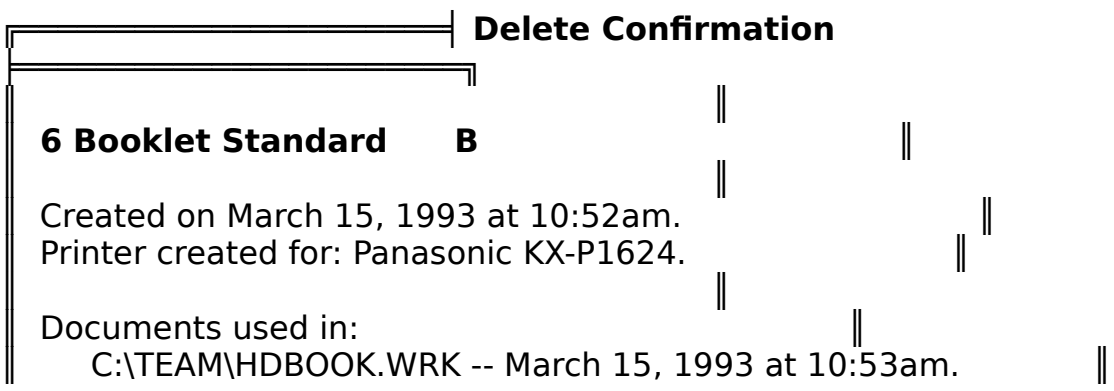
If you select "**P**"arameters, the "Adding Booklet Paper Definition: Definition Parameters" screen will be cleared, ready to accept your parameters as before. If you select "**A**"bort, you will be returned to the "Booklet Paper Definitions" screen without creating the definition. If you select Pro"**C**"eed, or simply press "**Enter**", an appropriate paper definition will be created for the currently active printer using the parameters you have entered. Your printers .DEF file will be updated to reflect the newly created definition and a log will be created reflecting the date and time the definition was created. If there were no paper definitions which you had previously deleted from the list, you will see your new definition at the end of the list. If a definition had been deleted, the next Booklet Paper Definition to be created will be placed in its slot in the list.

You are provided space for up to 16 different definitions suitable for producing booklets. This should be sufficient for most everyone.

Delete An Existing Definition

It is entirely possible you will create a paper definition which you later want to delete. In fact, I encourage you to go through the process of creating some definitions just so you will see how the system works. When it comes time to delete an unneeded definition, select "**2**" or "**D**"elete from the "Booklet Paper Definitions" screen.

You will be asked for the number of the definition you wish to delete from the list. Once a valid number has been entered, the "Delete Confirmation" screen will appear. It will look something like this:



Delete this definition? **1 N**o; **2 Y**es: **1**

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The information which has been stored for that definition is displayed on the screen for you. The date and time the definition was created as well as a list of the documents you have used the definition with, also with date and time, is included. This information is displayed to help you make an informed decision about deleting the definition. It may be you had forgotten you had used the definition in so many files. After seeing the list, you may change your mind about deleting it. Entering an "**N**"o or simply pressing "**Enter**" will go back to the "Booklet Paper Definitions" screen without deleting that definition. Entering "**Y**"es will proceed to delete the definition from both your currently active printer as well its .DEF file.

If you enter "**Y**"es to confirm the delete and then the WP Booklet System cannot find that definition in the currently active printer, an error message will be displayed with instructions on how to correct the problem.

If the definition you wish to delete was the last definition in the list, it will be completely gone from the list. If, however, you are deleting a definition prior to the last one in the list (say #3 in a list of 5), then you will see that definition in the list replaced by "D●E●L●E●T●E●D". The next time you "**A**"dd a new Booklet Paper Definition, it will be placed in the first slot in the list marked deleted.

NOTE: You must not succumb to the temptation to delete Booklet Paper Definitions as you might other paper definitions. That is, you must not go to the Paper Size/Type screen (keystrokes=Shift-F8, P, S) and manually delete Booklet Paper Definitions. This will cause inconsistencies between your computer and your printers .DEF file. WP Booklet is designed to not only delete that definition from your system but also make appropriate changes to the .DEF file for your printer.

Insert Definition

To create a booklet, the appropriate paper definition must be inserted into Document Initial Codes.

NOTE: It **MUST** be placed in Document Initial Codes, not at the start of the document itself. Why? Because if it is placed at the start of page 1 of your original your booklet will not come out right since the last page of the original document actually becomes the first page in the booklet version of the document. So it must be placed in Document Initial Codes, where it can be handled properly.

To Insert the appropriate paper definition into Document Initial Codes, select "**3**" or "**I**"nsert from the "Booklet Paper Definitions" screen. If no paper definitions have been created, you will be told to create one first. If definitions do exist, you will be asked for the number of the definition to insert.

After making a valid choice, the macro will try to find any Paper Size/Type codes (such as **[Paper Sz/Typ:8.5" x 11",Standard]**), which may already be in your document, and proceed to delete them. After searching the document itself it will go to the Initial Codes of the document. Paper Size/Type codes, Left/Right margin codes and Top/Bottom margin codes will be searched for and deleted. Margin codes will be removed since initial margin settings for the document are set in the Booklet Paper Definition itself.

Once these steps have been completed, the appropriate Paper Size/Type code will be searched for in the list of definitions for your current printer. If the definition you have specified is not found in the currently active printer, an error message will be displayed with instructions on how to correct the problem. If the definition is found, it is inserted into Document Initial Codes.

A special Style is created in your document to serve as a marker to WP Booklet indicating an appropriate paper definition was used to create the original document. This Style is called **!!Booklet!!**. **You must not delete or edit this Style!** The WP Booklet System will refuse to rebuild your original document into a booklet unless it finds this marker unedited.

A special log is kept on each definition you have in your list. As you "**I**"nsert the definition into your current document, the log for the definition being inserted is updated to reflect the insertion. The document path and name as well as the current date and time are all placed in the log. If you are working on a document which has not yet been named, you will be prompted for a filename. The prompt will look like this:

This document has no name.
What would you like to call it?
(This information will only be used in the log for this definition)

Enter the name you plan to call the document and press "**Enter**". (Actually, you can enter about anything here. For example, you might just respond with "**Test document #1**". Whatever you enter should not exceed 30 characters.)

An appropriate Comment will be created and placed at the top of the document. Without this comment, if the document screen was empty, any attempt to Retrieve an existing document would overwrite Document Initial Codes with the Initial Codes of the incoming document. Since we have placed a Paper Size/Type code suitable for booklets into Document Initial Codes of the blank document, we must not allow it to be overwritten. Once text is entered into the document, the comment may be removed.

Once these steps have been completed you will be informed the job is done.

At this point you would be ready to produce your document as described earlier under **Document Preparation** (page).

Change Printers

The Change Printer option allows you to actually change the currently active printer and thus the current .DEF file. This feature is useful if you use more than one printer, as I do. There are times when I think a particular printer is active and I know I have created a Booklet Paper Definition for that printer but when I go to the "Booklet Paper Definitions" screen I find that paper definition is not there. I then see the name of the currently active printer in the upper left hand corner and realize I have the wrong printer active and thus am looking at the wrong .DEF file. When you press "**4**" or "**C**"hange Printer you can quickly change to any other printer you have on your system. A list of printers you have setup on your system is displayed. All you have to do is cursor to the correct printer and press "**ENTER**".

View Information

The View option allows you at any time to take a look at the information being kept on a particular Booklet Paper Definition. Select "**5**" or "**V**"iew from the "Booklet Paper Definitions" screen to go to the "View Definition Information" screen. The information displayed on screen will look just like that displayed when at the "Delete Confirmation" screen. Pressing any key will return you to the "Booklet Paper Definitions" screen.

Working With Page Numbers

To work with Page Numbers, select "**2**" or Page "**N**"umbers from the "Main Menu" of the system. This will take you to the "Page Numbering" screen. To go back to the "Main Menu" of the system, enter "**0**" or simply press "**Enter**".
NOTE: If you are working on a long document, it may take a few seconds to return to the "Main Menu". To take you back where you were when you activated WP Booklet, a marker is placed in your document. To find and delete that marker may take a few seconds on long documents.

It should be noted page numbers will print in whatever font you have set in Document Initial Base Font (keystrokes=Shift-F8,D,F), or in Printer Initial Base Font (keystrokes=Shift-F7,S,E,F). (Document Initial Base Font overrides Printer Initial Base Font.) They will not be printed in the font the document itself is using, if that font has been inserted in the main document screen.

Reset Starting Page Number

If you select "**1**" or "**R**"eset from the "Page Numbering" screen, you will be prompted for the page number you wish to start your document with. This feature should be useful for those working on individual chapters of a book and need to start with something like "157". Once the new number has been entered, a New Page Number code (such as **[Pg Num:157]**) will be added to Document Initial Codes.
NOTE: The starting page number for your document should be an Odd number to insure the standard of Odd-numbered pages being on the right and Even-numbered pages being on the left is always followed. WP Booklet is designed to insure this standard is followed.

Page Numbering Style

When you select "**2**" or "**S**"tyle from the "Page Numbering" screen, you will be taken to the "Format: Page Numbering" screen provided by WordPerfect. The cursor will be positioned on the Page Numbering Style line. Enter the information as you normally would. A message will appear just below the line you are working on to aid you in designing the page numbering style. When you have completed work on the Style, press "**Enter**". The appropriate code will be placed in Document Initial Codes.

Page Number Position

When you select "**3**" or "**P**"osition from the "Page Numbering" screen, you will be taken to the "Format: Page Number Position" screen provided by WordPerfect. Enter your choice as to where the page number should be printed in your booklet. The appropriate code will be placed in Document Initial Codes.

New Page Number Codes In Your Document

With version 2.1 you are now permitted to have New Page Number codes (such as **[Pg Num:1]**) in the text of your document itself. Earlier versions would not permit this but with version 2.1 you are free to place New Page Number codes anywhere you like. The ability to handle these codes gives you the power to start off with two or three introductory pages before you actually come to page number one. If WP Booklet senses the presence of a New Page Number code in the text of your document during rebuilding into a booklet it will save the current page numbering scheme to the file _BOOKLET.WRK. Once the rebuilding process is complete it will then restore your page numbering scheme.

Using Roman Numerals As Page Numbers

WordPerfect allows you to use lower or uppercase Roman numbers (i or I) for page numbers. These would be most useful for the introductory pages of your document. To be able to use these with booklets, however, you must manually enter an appropriate New Page Number code for each page to have Roman numerals for the page numbers. The reason for this is because the macro command which returns the current page number is unable to distinguish between Roman and Arabic numbers. Thus if the cursor is on a page with a page number of "iii" the macro command to tell you what page you are on would simply return a "3". If you start the document with page number "i" and expect it to increment for the first four pages (that is: i, ii, iii, iv) and yet you only enter that one New Page Number code, the result returned by the macro would likely be i, 2, 3, 4. To avoid this problem manually enter a New Page Number code for each of the 4 pages. The keystrokes are Shift-F8, P, N, N. You then enter the Roman numeral for that page, manually incremented from the previous page. When WP Booklet saves the current page numbering scheme, it will actually save the New Page Number code and thus will be able to preserve the Roman numeral page numbers.

Rebuilding Into A Booklet

When your original is ready to be rebuilt into a booklet, select "**3**" or "**R**"ebuild from the "Main Menu".

If the document has been altered since it was last saved, you will be asked whether to save the document before proceeding. Just respond with either "**Y**"es or "**N**"o or press "**Enter**" for the default of Yes. If the document has not yet been named you will be required to name it and save it before proceeding. If you are using WordPerfect's "Long Document Name" feature, WP Booklet will bypass the "**Long Document Name:**" and "**Long Document Type:**" prompts and stop at the "**Document to be saved:**" prompt. Enter your filename as you normally would.

NOTE: Since changes are made to your document by WP Booklet, your original document will be retrieved back into its document screen when done. Any unsaved changes, therefore, which were made to the document, will seem to have disappeared from the original document screen. Those changes will, however, be found in the alternate document screen in the rebuilt document (booklet).

The "Rebuilding Document Into A Booklet" screen is then drawn. When the rebuilding process is complete the screen should look something like this:

Rebuilding Document Into A Booklet

The process of converting your document into a booklet is accomplished in several steps. The prompts below keep you informed as to which step is in progress.

File being processed: C:\WPDOCS\CHURCH.DIR.
Document is a Bi-fold booklet.
A total of 6 pages (1-5) were found.
No codes needing special attention were found.
No active codes found at the page breaks. Good job!
First page was an Odd number.
No blank page was added to the start of the document.
Added 2 blank page(s) to the end to make the total a multiple of 4.
New Page Number codes were found. Numbering scheme saved.
Page break codes taken care of.
Support codes taken care of.
The alternate screen is ready for the booklet.
All pages copied to alternate screen.

Page numbering scheme restored.

Done!

Press any key to continue

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During the actual rebuilding process each of the lines shown above would be updated to reflect what was going on. You will also see a message "**Working**" in the lower left corner of the screen. That line will be used to show some of the specifics which are going on.

One of the first steps in rebuilding your document into a booklet is to carefully check your document for any codes which need special attention. Some codes are not permitted at all while others are if certain rules are followed. Those codes not permitted at all include: Paper Size/Type, Endnotes and Outline. Headers, Footers and Open Styles are permitted if certain guidelines have been followed. Refer to **Guidelines To Follow In Preparing Your Document** on page for information on how to use these features.

The document will be carefully tested to see if there are any active codes at the page breaks. If no codes are found to be active, fine. If codes are active, a comment is created at that page break informing you which codes are active and the system will halt. It should then be a simple process of turning those codes off before the page break and back on after it. Once corrections have been made and the comment deleted, try again.

The number of the first page in your document will be tested to see if it is Odd or Even. If the first page number is Even, a brief message will appear explaining the commonly accepted rule of Odd-numbered pages always being on the right. You will have the option to proceed leaving things the way they are or insert a blank page at the start of the document to force the first page in your document to the right.

NOTE: If the total number of pages in your original document ***was*** a multiple of 4 and you choose to add the blank page, then additional blank pages will be needed to again make the total number of pages a multiple of 4.

Blank pages, as needed, will be added to the end of the document to make the total number of pages a multiple of 4. Comments will be added to these blank pages to help identify why they are there and to identify their proper location in the document.

The document is checked for New Page Number codes (such as

[Pg Num:1]). If one or more are found, the current page numbering scheme is saved to the file _BOOKLET.WRK. The page numbering codes are then removed and replaced by sequential page number codes to be used throughout the remainder of the rebuilding process. When the rebuilding process is completed, the page numbering scheme is retrieved and the page numbering codes are restored to their proper positions.

Page breaks codes are taken care of next. If there are Indent codes (such as **[→Indent]** or **[→Indent←]**) spanning a page break, they are automatically turned off before the break and back on after it. All pages are confirmed to end with a secure page break code. **[HPg]** is, of course, the code of choice at the page breaks.

The next step is to place "support" codes at the start of each page to insure proper formatting of the booklet version of your document.
NOTE: If you discover any other settings which tend to get lost during conversion, please report them to me at the address printed on the order form. We may be able to incorporate them in a future release.

Justification codes are taken care of first. A code reflecting the currently active justification setting (such as **[Just:Left]**) will be placed at the start of every page. Please refer to **Guidelines To Follow In Preparing Your Document** on page for a warning against using such in Open Styles.

All types of graphics boxes are taken care of next. If they are found in your document an appropriate Option code (such as **[Fig Opt]**) will be placed at the start of each page as well as a New Number code (such as **[New Fig Num:14]**) for the box. These steps insure proper numbering and options of graphic boxes in the rebuilt document.

If Footnotes are found in your document an appropriate New Number code (such as **[New Ftn Num:3]**) will be placed at the start of each page. Footnotes should thus maintain their proper numbers.

A New Page Number code (such as **[Pg Num:23]**) will be placed as the first character on each page, if one is not already there from previous operations. These numbers will be used by WP Booklet during the rebuilding process.

A Top/Bottom Margin code (such as **[T/B Mar:0.5",0.5"]**) for the setting currently in force will be inserted next.

A code for the Line Spacing in use at that point (such as **[Ln Spacing:1.5]**) will be inserted.

A code for the Tab Settings currently in force (such as **[Tab Set:Rel;**

+0.25",+0.5",+0.75"]) will be inserted.

A Left/Right Margin code (such as **[L/R Mar:1",1"]**) for the setting currently in use will be inserted.

Finally, the code for the Font active at that point (such as **[Font:Courier 12cpi]**) is inserted.

Next, the currently active printer is selected for the alternate document screen and the contents of your original document's Initial Codes will be copied to the Initial Codes area of the alternate document screen. The Initial Base Font setting is also copied.

Then, each page, in proper order, is block copied to the alternate document screen.

Once all pages have been copied into the alternate document screen, a Comment will be created containing information on the printing order of the booklet version of your document. For example, with a booklet of 8 pages in length in which you placed no New Page Number codes, the following 2 lines, along with explanation, would be placed in a Comment:

8,1 -- 2,7
6,3 -- 4,5

If you had placed New Page Number codes in your document then the page numbers would also have section numbers. For example, suppose you had placed a New Page Number code on the third page to make it page number one. Assuming all pages are Arabic numbers (1,2,3...) then the following 2 lines would be placed in the comment:

1:6, 2:1 -- 3:2, 4:5
5:4, 6:1 -- 7:2, 8:3

If the first two pages were Roman numerals (i,ii,iii...), then the 2 lines would look like this:

1:6, 1:i -- 2:ii, 2:5
3:4, 4:1 -- 5:2, 6:3

The Comment will explain that the numbers separated by the comma (,) are the page numbers printed on the same side of the same sheet of paper. The pair of numbers on the other side of the dashes (--) are the pages which are to be printed side by side on the other side of that same sheet of paper.

This Comment is created so you will know which pages will be printed side by side and also which sheets of paper are to be paired up at the copier. See **Printing Your Booklet** on page for more information. Particularly note the

section on **When New Page Number Codes Were Present** (page).

Once all these steps have been completed, the original document will be retrieved back into its original document screen. A Comment will then be added to the start of the new document suggesting a filename to save the booklet version of your document under and to advise you to view the document to make certain everything worked properly. If it didn't, make whatever changes are necessary and try again. If it looks fine, proceed to save the booklet version of your document.

Printing Your Booklet

Some users of the WP Booklet System have asked questions about the printing of the booklet version of their document. This section is intended to answer those questions as well as address the printing of booklet sizes 7 and 8.

NOTE: Throughout this section I will use a booklet of 8 pages in length as my example. Similar procedures would be used for longer or shorter booklets.

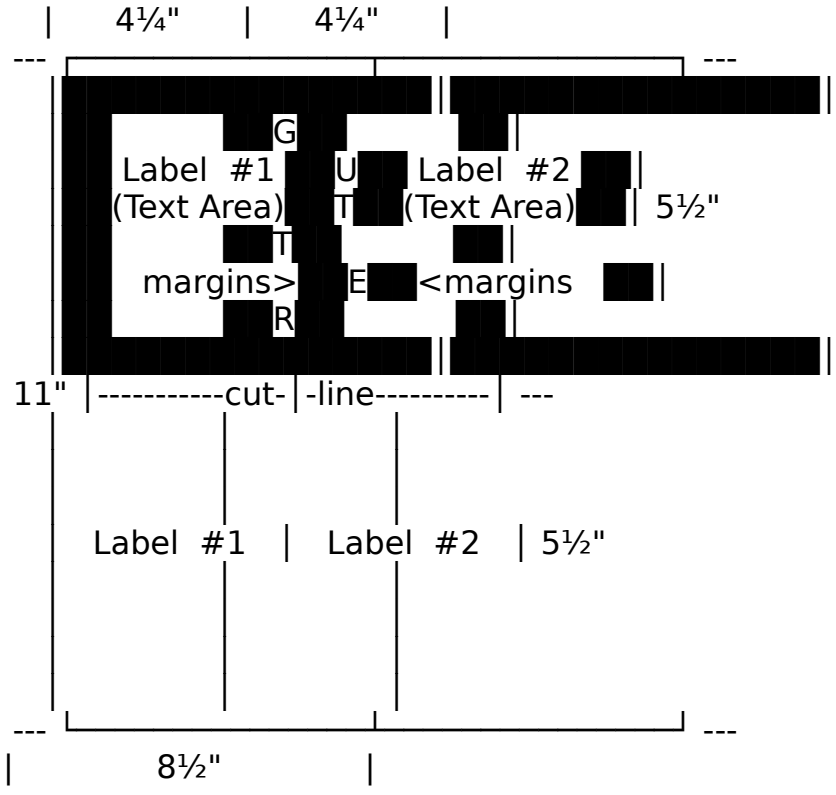
Printing The Entire Booklet

Sizes 1 thru 6

Printing the entire booklet is quite simple, assuming the conversion process worked properly. Go to WordPerfect's "Print" screen (keystrokes=Shift-F7) and select "**1**" or "**F**"ull to print the Full Document. If you selected "**M**"anual as the Location of Paper, when creating the Booklet Paper Definition, then you will be prompted with a Beep when WordPerfect is ready to print a pair of pages. WordPerfect will wait until you give the "**G**"o command (Keystrokes=Shift-F7, C, G). Other than putting in more paper and giving "**G**"o commands, if your setup calls for such, that's about all there is to printing the entire booklet.

Sizes 7 & 8

Booklet sizes 7 & 8 are considered separately because of the unique way in which they are laid out and printed. The following diagram appears on screen when you select booklet size #7 (Half Standard). A similar diagram would appear for booklet size #8.



As you can see, it will consist of two labels measuring 4¼" x 11" each. The margins you set determine the size of the Text Area. If you set them on each

side to ½", then the Text Area would be 3¼" x 4½" and the "gutter" would be 1".

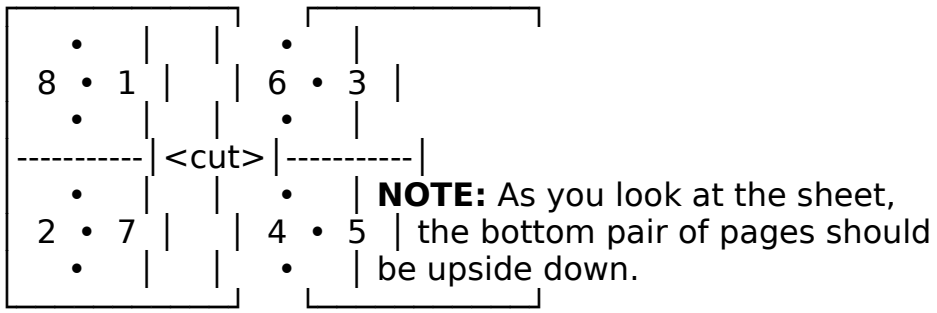
The idea of this layout is not at all to waste the bottom end of the sheet. Rather, after printing the top half of the sheet, send the paper through the printer a second time. This time, however, we want to turn the paper around so the next pair of pages will print on the blank end of the same side of the sheet.

To make it clear how all this works, let me walk you through the printing of an example booklet. Our example will again be 8 pages in length formatted for booklet size #7 (Half Standard).

NOTE: The descriptions which follow are accurate for the Panasonic KX-P1624 (wide carriage dot matrix) printer which I use. If you use some other type of printer, adjustments in the procedure will probably be needed. Hopefully, however, this information will prove helpful in making those adjustments.

With the booklet version of my document in the main editing screen, I go to WordPerfect's "Print" screen (keystrokes=Shift-F7) and select "**1**" or "**F**"ull to print the full document. Since we are working with booklet size 7 or 8, I will be prompted with a Beep when WordPerfect is ready to print the first pair of pages. I carefully position my 8.5" x 11" paper in the printer. When all is ready, I give the "**G**"o command to WordPerfect (Keystrokes=Shift-F7, C, G). Pages 8 & 1 are printed at the top end of the sheet. I hear another Beep. I carefully turn the paper around and insert the blank end first so that the next pair of pages will print on the blank end of the same side of the paper. When ready, I give another "**G**"o command. Pages 2 & 7 are printed on the new top end of the sheet. I follow the same procedure for printing the final 4 pages.

The result will be 2 sheets of paper like this:



Once you have all the pages of the booklet printed as we have just described, you are ready to go to the printer or office photo-copier. We will use the "Work & Turn" method used by professional printers. With the

master in the copier, or the printing plate on the press, we will print the first side of the paper stock. Without moving the master or changing plates, we will simply turn the paper ***stock*** over and around so we can now print the back side. The exact same thing is printed on the back side as is on the front side, but the paper is turned so that we end up with pages 2 & 7 being printed on the back of pages 8 & 1. This produces two copies of your booklet per sheet of paper.

Once the copy work is done, the paper stock can be cut in half, as indicated above. It would then be a matter of folding, collating, and stapling, as needed.

Printing An Individual Sheet From The Booklet

Sizes 1 thru 6

From time to time you will need to reprint a sheet for the booklet. Obviously, you don't want to reprint the entire document. Reprinting just the sheet in question is the answer.

For example, if, after printing the entire booklet, you find a terrible spelling mistake on page #3 which simply must not go uncorrected (you misspelt the name of your boss's wife!), then you will want to reprint the sheet containing page #3. To do so you first need to know the number of the other page printed on the same sheet. At the beginning of the booklet version of your document you should find a Comment containing the information you need. In our example booklet, these lines are found toward the bottom of the Comment:

8,1 -- 2,7
6,3 -- 4,5

Page #6 is the companion page number for page #3.

NOTE: If you inserted a New Page Number code in your original document refer to **When New Page Number Codes Were Present** (page) once you have read this section thoroughly.

To print the necessary sheet, go to WordPerfect's "Print" screen (keystrokes=Shift-F7) and select "**5**" or "**M**"ultiple Pages. At the "**Page(s):**" prompt you would enter "**6,3**" and then press "**Enter**". If you selected "**M**"anual as the Location of Paper, when creating the Booklet Paper Definition, then you will be prompted with a Beep when WordPerfect is ready to print. WordPerfect will wait until you give the "**G**"o command (Keystrokes=Shift-F7, C, G). Since you are telling WordPerfect to print two

separate pages, you will receive an additional Beep. Entering another "**G**"o should cause the printing to actually begin.

NOTE: As you can see, the numbers, separated by commas, are the numbers to enter at the "**Page(s):**" prompt in order to print just that sheet. Be careful, however, not enter the numbers in reverse order (such as "**3,6**"). This will cause only page #3 to print and it will be on the wrong side of the sheet. Enter the numbers as they appear in the Comment and they should print just fine.

Sizes 7 & 8

Printing an individual sheet from the booklet version of your document, when it has been prepared using booklet size 7 or 8, is quite similar in procedure to that of booklet sizes 1 thru 6.

You will first need to know the numbers for the other three pages which are printed on the sheet. The Comment at the start of the booklet version of the document has the information we need. In our example booklet, these lines are found toward the bottom of the Comment:

8,1 -- 2,7
6,3 -- 4,5

If page #3 is the page which needs reprinting, we will be reprinting all the page numbers on the same line with page #3. Therefore, pages 6 & 3 and pages 4 & 5 are the pages which need to be reprinted.

NOTE: If you inserted a New Page Number code in your original document refer to **When New Page Number Codes Were Present** (page) once you have read this section thoroughly.

To reprint this sheet, go to WordPerfect's "Print" screen (keystrokes=Shift-F7) and select "**5**" or "**M**"ultiple Pages. At the "**Page(s):**" prompt enter the numbers of the pages to be printed. You enter the numbers just as they appear in the Comment WITH the commas but without the dashes (--) and with 1 space between the two pairs of numbers. In this example, you would enter "**6,3 4,5**". When WordPerfect is ready to print, it will prompt you with a Beep. When ready, give the "**G**"o command (keystrokes=Shift-F7, C, G). Since you are printing more than one page, you will receive another Beep. Give the "**G**"o command again and the printing will actually begin. Once the top pair of pages has finished printing, re-insert the paper as described above under **Printing The Entire Booklet**, **Sizes 7 & 8** (page).

NOTE: Be careful not to enter the numbers in any order other than that found in the Comment (such as "**5,4 6,3**"). This will make a complete mess of things. Enter the numbers as instructed and they should print just fine.

When New Page Number Codes Were Present

If you inserted a New Page Number code (such as **[Pg Num:1]**) in your original document then a slightly different approach must be used when printing only a portion of your booklet. When you want to reprint a particular page in your booklet you follow most of the instructions described above except the number you would enter will also include a section number. My copy of the WordPerfect Manual contains information about section numbers under *Selected Pages* under *Print, Document on Disk* in *Reference.* It explains that each New Page Number code entered in essence begins a new section. WordPerfect keeps track of the two styles of page numbering (Roman and Arabic) separately. In a document with eight pages and a New Page Number code on page three to make it page number one with Roman numerals, the following 2 lines would be placed in the comment at the start of the rebuilt document:

1:6, 1:i -- 2:ii, 2:5
3:4, 4:1 -- 5:2, 6:3

The numbers before the colons are the section numbers. The numbers after the colons are the page numbers in your document. If you created the booklet with size 1 thru 6 and you wanted to reprint page 3, you would need to enter "**5:2,6:3**" at the "**Page(s):**" prompt you get when printing multiple pages. Pages 2 and 3 would then be printed just as they had been when you printed the full document. If you were using size 7 or 8 you would need to enter that entire line of information. You would thus enter "**3:4,4:1,5:2,6:3**". Pages 4 and 1 would be printed on one end of the paper and 2 and 3 would be printed on the other end.

Printing On Both Sides Of The Sheet

One user wanted to know how to print from her laser printer onto both sides of the paper so you basically ended up with all the parts to the booklet ready to be put together. All she really needed was a short pause after printing a pair of pages so she would have opportunity to put the paper back through the printer again.

The solution is to make certain you will be prompted by WordPerfect before printing. Whether you are prompted or not depends upon the parameters you entered at the "Adding Booklet Paper Definition: Definition Parameters" screen. Refer to **Adding A New Definition** on page for details on how to be prompted at print time.

If you have a printer capable of printing on both sides of the sheet then you may experience problems trying to use the Duplex feature with booklets. A couple of users have reported that the back side of the sheet prints upside

down. Attempts have been made to correct the problem but thus far we have been unsuccessful. One person at WordPerfect's tech support line told me that duplex printing was not possible when using labels, which is how booklets are laid out. Yet another of their tech support specialist told me that wasn't true. Nevertheless, we have been unable to correct the problem to date. If you are the first to figure out how to use the duplexing feature of some laser printers with booklets, then I will wave the registration fee. Any suggested fixes will first be confirmed with those users who have reported the problem. If they say your fix works, and you are the first to suggest it, then you are registered for free. Would ***YOU*** be up to the challenge?

Printing Your Booklet On A Remote Printer

How can you create a booklet on one computer and carry that WordPerfect file to another computer to be printed on a laser printer you don't have? What's the problem, you say. The problem is that the specifics of the paper definition are stored only with the printer driver and not with your document. On occasion I have run into this problem myself. I have prepared a document on my computer using a printer driver for a printer a friend has access to at work. For him to be able to print the booklet out on his computer requires one of two approaches. First, he could define a paper definition on his computer with the exact same parameters as I use on my computer. But what if he doesn't get it just right? All I want him to do is print the booklet out. I don't want him to have to go into the document and try to figure out why something isn't quite right. Another approach is to print the document to a file. To do this press Shft-F7, S, E, P. Make a note of the current Port setting so it can be restored later. Then press O. At the "**Device or Filename:**" prompt enter the filename to print the file to. When ready issue the commands to print the document. Instead of going directly to a printer all the printer commands to print your file are saved in the filename you entered. Once you have finished printing to the file you can go back and restore the Port setting for your printer. You can then put that file on a floppy, carry it to your friend's computer, and at the DOS prompt they would enter: "**COPY *filename* LPT1:**". The *filename* would be the name of the file you printed to and LPT1: might actually need to be LPT2: or something similar. They should know what to enter. What comes out of the printer should be what you designed on your computer with their printer driver.

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I suppose no project as complicated as this could be accomplished without the help of others. I feel indebted to the many macro programmers out there whose macros I have studied and learned from. Gordon McComb's book, ***WordPerfect 5.1 Macros And Templates***, was a tremendous help. If you have an interest in learning WordPerfect's macro language, I would highly recommend McComb's book. Thanks also go to Michael H. Shacter and his ***Macro Programming Environment 4 WordPerfect*** (MPE4WP). Being able to program in the main document screen, instead of the macro editor supplied with WordPerfect, made the job *much* easier. And the bells and whistles he has built in took all the work out of it. If you are interested in Michael's program contact him at 7825 Marion Lane, Bethesda, Maryland 20814. Thanks also go to Dale Fenimore. Dale is the author of ***Fenimore's Macro Suite***, a large collection of excellent macros to automate just about everything for WordPerfect. Dale has graciously permitted me to use part of his installation procedure. A word of thanks also go to the participants of the WordPerfect echos on both RIME and FIDONET.

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About The Author

Alex Ogden is a full time minister of the gospel. He has preached in 9 states and has made 2 preaching trips to Jamaica. He currently works with the Southside Church of Christ in Smyrna, Tennessee.

He purchased his first computer in 1987 (an AMSTRAD PCW-8256). He taught himself how to write programs on the computer which would be useful to him in his work. In 1990 he acquired his first IBM compatible computer (an XT!). He currently uses a 16MHZ 286 based computer with a Panasonic KX-P1624 printer (wide carriage dot matrix) and WordPerfect 5.1 (DOS) dated 5/31/91. Through study of macros others have written for WordPerfect 5.1 and study of the WordPerfect manual itself, he has taught himself how to write macro programs for WordPerfect.

The WP Booklet System had its beginning with the bulletin Mr. Ogden prepares each month for the Southside Church of Christ. It is printed on 2

sheets of 14" x 8.5" paper folded and stapled. He slowly made the system more and more powerful for his own uses. It soon became clear it would be of interest to others.