

## INSTRUCTIONS FOR APRIL 1992 DISK OF THE MONTH

This disk contains applications described in the April 1992 issue of *WordPerfect Magazine*. A description of each application is given below. Each description contains the information necessary to use the application and should be used in conjunction with the appropriate article. We suggest you first read the article referenced at the end of each description to better understand the application.

### Location of Files

Once you have determined which files on this disk you're interested in, we recommend you copy them to your hard drive or another diskette. Before copying the files, find out where WordPerfect stores your macros, styles and other files. Do this by pressing Setup (Shift-F1) and (6) Location of Files. In 5.0, (7) Location of Auxiliary Files. Write down the path next to each option. These are the directories to which the files on this disk should be copied.

### Copying Files

To copy a file, from your document screen press List (F5), type *a:* or *b:*, depending on the drive in which Disk of the Month has been inserted, and press (Enter). Highlight the desired file, press (8) Copy, type the desired path and press (Enter). Because your macros might have the same name as a macro on this disk, you may need to rename files on this disk. To do this, highlight the desired file to rename and press (3) Move/Rename. At the **New Name:** prompt, type the new name and press (Enter). Repeat as necessary. When finished, press Exit (F7) to return to your document screen.

- Macros (files that end with the extension .WPM) should be copied to your default macros directory. Note: If you already have macros with the same name, rename those found on this disk before they are copied. Otherwise, your original macros will be overwritten.
- Graphics (files that end with the extension .WPG) should be copied to your default graphics directory. Note: If you already have graphics with the same name, rename those found on this disk before they are copied. Otherwise, you'll be prompted to replace the graphics on your hard drive with the ones on this disk.
- Styles (files with the extension .STY) should be copied into your default Styles directory. In 5.1, copy them into the directory specified in Setup (Shift-F1), (6) Location of Files, (5) Style Files. In 5.0, copy them into your default List (F5) directory.

- WordPerfect document files, such as primary and secondary merge files and form files, should be copied to your default List (F5) directory.

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Applications on this disk:

**FCP.WPM** (5.1 macro) - This macro temporarily changes your font, then pauses for you to type some text. As soon as you press (Enter), the font is changed back to your most used font. You will need to edit this macro to suit your own needs. To do so, press Macro Define (Ctrl-F10), type *fcf* and press (Enter), then (2) Edit. At the macro editing screen, change the "Univers" on line 2 and 4 with the name of the font you want to insert. If you aren't using a printer with scalable fonts, delete the "12{Enter}" on line 3 and 6. (*However, be sure to leave the first "1" on each of these lines.*) Then replace the "CG Times" on line 5 with the font you use for your main text. When finished, press Exit (F7) to save the changes and replace the macro. To use the macro, place the cursor where you want the font change, press Macro (Alt-F10), type *fcf* and press (Enter). The macro pauses at your document screen with a prompt indicating the current font. After you press (Enter), the font will change to the second font specified in the macro, which should be your original font. *Note:* When you press (Enter), only the font will change; this will not insert a Hard Return [HRt] code into your document. (See "A Look at Programming Commands," April '92 p21.)

**RESUME.PRI** (5.1 table and keyboard merge) - This file is a generic keyboard merge document using a table. While merging, it prompts you to enter certain information at the appropriate place, creating an individualized resume. All formatting codes have already been inserted for you. To merge, start at a blank document screen and press Merge/Sort (Ctrl-F9), (1) Merge. At the **Primary file:** prompt, type *resume.pri* and press (Enter). At the **Secondary file:** prompt, press (Enter) since you will be merging information from text typed at the keyboard, not from a secondary file. Following the prompts at the bottom of your screen, type the appropriate information. Press End Field (F9) to move to the next prompt. Before printing, press End Field (F9) to end the merge.

(See "Get A Job!," Apr '92 p36.)

**CALCTBL.WPM** (5.1 macro) - This macro is used with 5.1 Tables that need to be calculated. Although it's designed to calculate multiple tables, it also works on documents with one table. To use, with your document on the screen, press **Macro** (Alt-F10), type *calctbl* and press (Enter). All tables in the document will be calculated automatically. (See "Q&A," April '92 p16.)

**MASTER.SF** (5.1 secondary file) - This is a sample secondary file to be used with ENV.PF and SORTSEC.WPM below. To customize the file, press Retrieve (Shift-F10), type *master.sf* and press (Enter). You may make changes to the existing records—leaving the {END FIELD} and {END RECORD} commands—and add additional records. Also, change the key words in the fourth field to those that would be applicable to you. The SORTSEC.WPM macro uses these keywords to select certain records for merging with ENV.PF. If these keywords are placed in a field other than the fourth, the macro must be changed as instructed below. When finished customizing the file, press Exit (F7) and answer (Y) Yes to both the save and replace prompts. Then answer (N) No to exit WP. (See "Put your Money where your Merge is," April '92 p50.)

**ENV.PF** (5.1 primary file) - This primary file is to be used with MASTER.SF and SORTSEC.WPM. It contains formatting codes and merge commands to merge addresses from your secondary file to an envelope. Since no text is contained in this file, no customizing is necessary. **You must, however, have an Envelope paper size defined in Format (Shift-F8), (2) Page, (7) Paper Size and Type, for this primary file to work properly.**

In order to merge this file with your secondary file, you must invoke the SORTSEC.WPM macro as described below. (See "Put your Money where your Merge is," April '92 p50.)

**SORTSEC.WPM** (5.1 macro) - This macro is to be used with ENV.PF and MASTER.SF. If the secondary file to be sorted is named something other than *master.sf*, edit the macro by pressing (Home), Macro Define (Ctrl-F10), typing *sortsec* and pressing (Enter) twice. Change the name of the file on line 2, and if this and ENV.PF (line 10) aren't found in your default directory, type the entire path as well. Also, if the keyword isn't found in field four, change the "4" before the {Enter} on line 7 to the appropriate field number. Press Exit (F7) when finished. To use the macro, at a clear screen press Macro (Alt-F10), type *sortsec* and press (Enter). Your master secondary file will then appear on-

screen and you'll be prompted to enter the keyword to be sorted. Once this is done, your secondary file will be sorted, the sorted file saved, and your screen cleared. Next, the sorted secondary file and the envelope primary file will be sorted, and the names of those people who fit the criteria of the select statement will appear on-screen in an envelope format. You now can print the names and addresses on envelopes. (See "Put your Money where your Merge is," April '92 p50.)

**MILEAGE.FRM** (5.1 form) - This form will help you keep accurate records of your mileage and automobile expenses. It was created using 5.1 tables. To use, press Retrieve (Shift-F10), type *mileage.frm* and press (Enter). You can make any changes to the form if you want. Then press Print (Shift-F7), (1) Full Document to print the form, then save and replace the original. Keep this form in your car and fill it in daily with starting and ending mileage, and any auto-related expenses incurred. At the end of the month, retrieve MILEAGE.FRM again and transfer the handwritten information to the form. Once this information is in place, calculate the total mileage and dollars spent on your car for that month by first placing your cursor anywhere in the table, then pressing Columns/Table (Alt F7), (5) Math, (1) Calculate. The table will be updated, automatically calculating the totals in Column D and in the last row.

After all the data is entered and the calculations are performed, save the table again with a different name to avoid overwriting the original "template" document. Also, be sure to retrieve the original "template" document, change the month and print it so you have another copy starting a new month. (See "Tracking Vehicle Mileage," April '92 p65.)

**CAR.WPG** (5.1/5.0 graphic) - This graphic is used in the above mileage form. It was included on this disk so you can use it in other documents. Access the graphic by pressing Graphics (Alt-F9), selecting the type of graphic box you want to create, such as (1) Figure, and pressing (1) Create. Press (1) Filename, type the desired graphic, such as *CAR.WPG*, and press (Enter). Make any graphics box changes you want, such as size or horizontal position in this Definition:Figure menu, then press Exit (F7) to return to the document screen. To see how the graphic will look when printed, press Print (Shift-F7), (6) View Document, (3) Full Page. Press Exit (F7) when finished. This graphic is located in DrawPerfect's Figure Library. To order the full library package with approximately 500 ready-to-use clip-art images, call WordPerfect Orders at 800/321-4566. (See "Tracking Vehicle Mileage," April '92 p50.)

**BARCODE.SEC** (5.1 secondary file) - This secondary file is to be used in conjunction with BARCODE.PRI and BARCODE.# (the # represents numerals 0-9) to place barcodes on envelopes. To customize this file, at a blank screen, press Retrieve (Shift-F10), type *barcode.sec* and press (Enter). Change the names and addresses, leaving the zip codes in a field separate from the rest of the address. Also, delete only text, not codes. You may also add more records. Once you make changes, press Save (F10), (Enter), then (Y) Yes to replace the document. To use this application, see the instructions under BARCODE.PRI. (See "Creating Barcodes with Macros and Merge," April '92 p27.)

**BARCODE.PRI** (5.1 primary file) - This primary file contains advanced merge commands to print barcodes, names and addresses on envelopes. It is to be used with BARCODE.SEC and BARCODE.# and will work with both 5 and 9 digit zip codes.

To merge, press Merge/Sort (Ctrl-F9), (1) Merge. At the **Primary file:** prompt, type *barcode.pri* and press (Enter). At the **Secondary file:** prompt, type *barcode.sec*, or the name of your secondary file, and press (Enter) to begin the merge. Once the final list of addresses is on-screen, you may proceed to print them on envelopes. (See "Creating Barcodes with Macros and Merge," April '92 p27.)

**BARCODE.0, BARCODE.1, BARCODE.2, BARCODE.3, BARCODE.4, BARCODE.5, BARCODE.6, BARCODE.7, BARCODE.8, BARCODE.9** (5.1 files) - These ten files are to be used in conjunction with BARCODE.PRI and BARCODE.SEC. They contain information for the lines of the barcode and must be located in your default List (F5) directory. These files do not need any editing, they are simply used in the above merge process. (See "Creating Barcodes with Macros and Merge," April '92 p27.)

**RABBIT.WPG, CHICK.WPG and ROADTRIP.WPG** (5.1/5.0 Bonus Graphics)

- These files are *bonus* graphics which have been added to this month's disk. RABBIT.WPG is a bunny holding an Easter egg. A spring chick breaking out of its shell is represented in CHICK.WPG.

ROADTRIP.WPG is a vehicle made from the words ROAD and TRIP.

You may wish to use ROADTRIP.WPG in conjunction with the form to track vehicle mileage described above, see **MILEAGE.FRM** and

**CAR.WPG.**

Each graphic can be accessed by creating a graphic box. Do this by pressing Graphics (Alt-F9), selecting the type of graphic box you want to create, such as (1) Figure, and pressing (1) Create. Press (1)

Filename, type the desired graphic, such as *RABBIT.WPG*, and press (Enter). Make any other changes in this menu, such as size or

horizontal position, then press Exit (F7) to return to the document screen. To see how the graphic will look when printed, press Print (Shift-F7), (6) View Document. Press Exit (F7) when finished.

**A cumulative index for *WordPerfect Magazine* articles, tips and Q&A published in 1992 will now be included on Disk of the Month. The index is contained in the following two files and will be updated monthly:**

- MAGINDX.92** - An index of articles published in the January, February, March and April '92 issues of *WordPerfect Magazine*. To retrieve the file, press Retrieve (Shift-F10), type **-MAGINDX.92** and press (Enter). To search for a word or title, press Search (F2), type the title or word, such as *macro*, and press Search (F2) again. The cursor will highlight the first occurrence of the title or word you entered. Make a note of the page number if desired. To search for other occurrences of the word or title, continue pressing Search (F2) until a **Not Found** message appears in the lower left of your screen. To print the index, press Print (Shift-F7), (1) Full Document.
  
- INDXTIP.Q&A** - An index of tips and Q&A published in the January, February, March and April '92 issues of *WordPerfect Magazine*. To retrieve the file, press Retrieve (Shift-F10), type **-INDXTIP.Q&A** and press (Enter). To search for a word or title, press Search (F2), type the title or word, such as *macro*, and press Search (F2) again. The cursor will highlight the first occurrence of the title or word you entered. Make a note of the page number if desired. To search for other occurrences of the word or title, continue pressing Search (F2) until a **Not Found** message appears in the lower left of your screen. To print the index, press Print (Shift-F7), (1) Full Document.