

WORDPERFECT 5.1 MACROS ON THIS DISK

Installation:

All of these macros have been tested on WordPerfect 5.1. They should be OK with any monitor or with any dot-matrix or laser printer. A hard drive is not strictly necessary, but if you don't have one, you will have to do some extensive tinkering with the Macro Editor to make some work properly.

On the author's system, they are stored in a subdirectory named C:\WP51\MACRO. All of these macros, unless otherwise noted, should be stored in a similarly-named subdirectory on your hard drive. If you want to use a different subdirectory, again, you'll have to do some tinkering. Since this is the WP-recommended procedure anyway, you've probably set up your system along these lines already.

If you haven't done so already, you will have to tell WordPerfect where to look for the macros and their supporting files. Press Shift-F1 (Setup), then 6 for Location of Files. In the Location of Files menu, press 2 for Keyboard/Macro Files, and enter C:\WP51\MACRO. (This assumes you've copied the macros on this disk into that directory, of course, and that the main program is in a directory called C:\WP51. Sorry to be repetitive, but a lot of folks I work with don't understand/follow these things too well...)

Alt-Letter Macros:

The first group of macros are ones which I use on a daily basis. For convenience, they have been assigned to Alt-Letter combinations. Once they are installed properly (see above), you run them by pressing Alt and the appropriate letter simultaneously. That is, to run ALTA.WPM, the address list macro, press Alt and the A key at the same time. You'll catch on quickly! Brief descriptions of the Alt-Letter macros follow.

ALTA .WPM - this is a macro to retrieve any of several address list files, which must be in the form ADDRESS.X, where X is a 1-3 character easy-to-remember extension. I suggest ADDRESS.P for personal, ADDRESS.B for business, ADDRESS.C for church, and so on. Two sample ADDRESS files have been included with this disk to get you started.

ALTA.WPM switches to the Doc 2 screen, then prompts you for the correct extension -- just type in the letter or letters for the extension and press ENTER. The address file will then be retrieved.

ALTA.WPM is intended as an easy way to call up addresses which can then be copied into a letter or other document,

using the ALTI.WPM macro (see below).

ALTB .WPM - Like ALTA.WPM, but this one simply calls up any of several phone book lists (e.g., PHONBOOK.P for personal, PHONBOOK.B for business, etc.) If you're working in WordPerfect and have to make a call, it's a whole lot easier to use ALTB.WPM than to exit WordPerfect and use some other program to look up the number.

ALTC .WPM - This simple macro clears the screen without saving your current document.

ALTH .WPM - This macro calls up a letterhead which you will need to design yourself, which should be stored in your default Style Library (mine is called STYLE.LST) under the name "Heading". The macro enters the style library, searches for a style named "Heading", and turns it on. My letterhead includes not only name/address/phone, but the codes to provide page numbering, left justification, and the date (whenever the letter is printed).

When starting a letter, I hit Alt-H (to bring up my letterhead), Alt-A and the appropriate extension (to bring up an address list), scroll to the one I want, and then hit Alt-I (see below) to copy the address into the letter. All set to start the letter -- with only 7 keystrokes!

ALTI .WPM - Mainly for use with ALTH.WPM (see above), or with other "boilerplate" files. This is a pretty powerful little macro, so read this carefully.

ALTI.WPM uses the Move function to copy an entire page of material (material separated by Hard Page breaks) from the Doc 2 screen into Doc 1, inserts two lines of space, then saves and clears the Doc 2 screen for other use.

To work properly, you must use an already-existing and previously named and saved "boilerplate" file, such as one of the ADDRESS.X or PHONBOOK.X files retrieved by ALTA.WPM or ALTB.WPM. You can use it with other boilerplate files besides these, of course -- newsletter fillers, standard paragraphs, etc.

A "boilerplate" file is any file of relatively standard text which is to be copied into another document. As a matter of historical interest, the name "boilerplate" harks back to the days when printers were supplied with ready-engraved text which could be inserted into the printing form. Things in newspapers like "On this day in history, 25 years ago..." or "Fun Nature Facts to Know and Share..." were

boilerplate. The name came from the fact that the sheets came already curved to fit the drum of the press, and the curved sheets looked like the plates of a boiler.

Anyway, ALTI.WPM is a good boilerplate-transfer macro which I use daily. Just remember that the file must have been previously named and saved (since you won't be prompted for a name). If you have made any additions or deletions to the boilerplate file (changing an address in an ADDRESS.X file, for example) they will be saved for you without any action on your part.

ALTM .WPM - If you find all of the Alt-Letter macros a little tricky to remember, so do I! Alt-M pops up a WordPerfect Comment Box in the middle of your document to remind you of what they all do. The comment box stays on-screen for a few seconds, then deletes itself automatically.

You can adjust the length of time it stays on-screen by going into the macro with the Macro Editor, and changing the number of tenths of a second in the {WAIT} statement. (30 = 3 seconds, 40 = 4 seconds, etc.) You can also make it stay up on-screen as long as you like by changing the {WAIT} statement to a {PAUSE} statement with the Macro Editor.

This disk includes a number of other macros which use the Comment Box feature. The first time you run each of them, you may need to retrieve the comment box manually, in order for them to be formatted to your printer. The comment boxes aren't normally printed out, but on some systems I have run into a bug where these macros will not run properly until the comment boxes have been retrieved with Retrieve (Shift-F10), then saved under their old name to replace any formatting codes. It's a minor nuisance to do, which is thoroughly offset by the usefulness of the macro.

ALTP .WPM - Prints the current document (same as typing Shift-F7, then 1 for Full Document).

ALTT .WPM - A nifty macro which coughs up the current time and date. It goes to the end of your document, changes the time/date code temporarily, displays the time and date, deletes the display, resets the code, and takes you back to your original position. Some day the WordPerfect people will allow a time display on the prompt line as a standard feature -- I've bugged them enough about it! In the mean time, ALTT.WPM is a fairly decent

alternative.

ALTU .WPM - Underlines the current word. To use it, place the cursor under the first letter of the word, and press Alt-U. You can do this manually by blocking the word and pressing F8 (Underline), but this is a lot quicker!

ALTV .WPM - My preview macro -- same as pressing Print (Shift-F7), then option 6 (View Document).

ALTX .WPM - Exit WordPerfect without saving the document. If both document screens are active, ALTX.WPM will exit you from the current document without saving it, and switch you to the other document. Good for getting out of the program in a hurry.

Other Macros:

These macros are all accessed by first pressing Alt-F10, then the name of the macro without the .WPM extension (which is assumed by WordPerfect). For example, to run OUTLINE.WPM, press Alt-F10, type in OUTLINE at the prompt, and press ENTER. Descriptions of the individual macros follow.

One of the major improvements incorporated in WordPerfect 5.1 is its ability to print all of the characters in the extended character sets on any dot-matrix or laser printer. A number of the macros have been created to make it easier to access these characters. Otherwise, you have to access them individually and tediously with the help of the chart in Appendix P, using the Compose feature (Control-2 or Control-V). These extended character macros are worth their weight in gold.

ASC .WPM - Retrieves a comment box of commonly-used ASCII characters which can be created by pressing Alt plus the appropriate number on the number keypad. (For example, Alt-241 produces the symbol \pm .)

BLD .WPM - Like ALTU.WPM, but this one bolds the current word. Be sure the cursor is under the first letter of the word to be bolded.

DOUBLE .WPM - Change to double spacing (same as Control-D if you are using my keyboard definition SUPERKEY.WPK)

FRAC .WPM - Handy macro to let you use the single-character fractions 1/8, 1/4, 3/8, 1/2, 5/8, 3/4, 7/8 available in the extended character sets. Note that when you use these, they may not show on your screen, but they will be printed by WP 5.1 on any dot-matrix or laser printer.

FUNSYM .WPM - A fairly light-hearted macro, gives access to some of the funnier characters in the extended character set -- smiley faces, pointing

fingers, etc. Try it.

MARG_L-R.WPM - Set left and right margins quickly. Same as Control-L using my keyboard definition SUPERKEY.WPK.

MARG_T-B.WPM - Set top and bottom margins quickly. Same as Control-T in SUPERKEY.WPK.

MUSIC .WPM - Accesses the musical symbols in the extended character sets - eighth and sixteenth notes, sharp, flat and natural.

OUTLINE .WPM - Changes font style to Outline (if available with your printer).

OVRSTRIK.WPM - Automates the process of overstriking one character with another. Same as pressing Format (Shift-F8), 4 (Other options), 5 (overstrike), but a lot easier.

POINTERS.WPM - Access the various little arrows (↑, ↓, ←, →, plus ones which point diagonally) in the extended character set. The diagonals may not show properly on your monitor, though you can see them on the Preview screen. They should print all right.

SAVDOS .WPM - Saves document in DOS (ASCII) format, without any WordPerfect codes. Same as Text In/Out (Control-F5), option 1 (DOS text). If you're giving a document to someone who doesn't have WordPerfect 5.1 or 5.0, this is the way to save it.

SHADOW .WPM - Changes font style to Shadow (if available with your printer).

SQUARES .WPM - Access the various little hollow and solid square boxes in the extended character set -- useful as "bullets" to emphasize text, or as check-off boxes on questionnaires or survey forms.

STARS .WPM - Access the various little five-pointed stars in the extended character set.

STR .WPM - Places three plus (+) signs in the center of the page and spaces down twice. Makes a nice separator between sections or paragraphs.

TL .WPM - Nice macro for editing, switches a word with its neighbor on the left. Place the cursor under the first letter of the word, and run the macro.

TR .WPM - Just the opposite of TL.WPM -- swaps places with the word on the right.

TRIANGLE.WPM - Access the various hollow and solid triangles in the extended character set.

TYPO .WPM - Access the frequently-used typographical symbols in the extended character set - copyright, registered, trademark, care of, paragraph, section, double and single daggers.

U2 .WPM - Like ALTU.WPM, but this one underlines two words instead of one. Be sure the cursor is underneath the first letter of the first word you want underlined.

Calendar macros:

These especially nifty macros retrieve a choice of 3-month characters for the years 1990-1995. Saves a lot of looking up in a paper calendar, or exiting WordPerfect to a calendar program. Hit Alt-F10, type in the year you want, then choose the 3-month period. The calendar will be deleted automatically in a few seconds all by itself.

Note that for best results, you shouldn't call up a calendar if your cursor is right near the bottom of the page -- the calendar will be retrieved, but it will be off the bottom edge where you can't see it. Oh, well...

1990 .WPM
1991 .WPM
1992 .WPM
1993 .WPM
1994 .WPM
1995 .WPM

Support files for the macros:

The following have been included as sample files to be used with ALTA.WPM and ALTB.WPM. They should be stored in the main C:\WP51 directory (not in the C:\WP51\MACRO) subdirectory. If you put them anywhere else, you will need to do some tinkering with the Macro Editor on ALTA.WPM and ALTB.WPM for them to function properly.

ADDRESS .P - Personal address list
ADDRESS .B - Business address list
PHONBOOK.P - Personal phone book
PHONBOOK.B - Business phone book

The following are support files which are required by other macros on this disk. They expect to be stored in a subdirectory named C:\WP51\MACRO.

COMMENT .ASC - Works with ASC.WPM
COMMENT .M - Works with ALTM.WPM

The following are support files which are required by the calendar macros.
The expect to be stored in a subdirectory named C:\WP51\MACRO.

APR-JUN .94
APR-JUN .90
APR-JUN .93
APR-JUN .92
APR-JUN .95
APR-JUN .91
JAN-MAR .92
JAN-MAR .91
JAN-MAR .93
JAN-MAR .95
JAN-MAR .90
JAN-MAR .94
JAN-MAR .93
JAN-MAR .94
JUL-SEP .92
JUL-SEP .93
JUL-SEP .94
JUL-SEP .95
JUL-SEP .90
JUL-SEP .91
OCT-DEC .94
OCT-DEC .92
OCT-DEC .90
OCT-DEC .95
OCT-DEC .93
OCT-DEC .91
OCT-DEC .89

Keyboard Installation Macros:

These macros install any of several alternate keyboard definitions, for general use, line drawing, Greek or Hebrew. See the file WPK.DOC for instructions. The macro files expect to be stored with all of your other macros. The keyboard files (with a .WPK extension) are stored in whatever directory you have specified for keyboards in the Location of Files menu. The files are:

BOXKEY .WPM

GREEK .WPM
HEBREW .WPM
SUPERKEY.WPM

Final notes:

I've gone to a good deal of trouble to de-bug all these macros, and have used them myself on a daily basis for quite some time. They should be OK without any modification.

If you have any trouble, do the following:

- 1) Check to see that the macros were copied onto your hard drive, preferably into a directory named C:\WP51\MACRO.
- 2) Be sure that you have specified the location of your macro files in Setup, Location of Files.
- 3) If the macro involves retrieving a comment box, you may need to retrieve each comment box manually and re-store it again, in order to re-format the comment box for your system. Not all users who have tried these macros have this for a problem. The fix is a minor nuisance -- it takes about half an hour to re-format them all. It's worth the trouble, because the macros are pretty good!

Feel free to modify these macros to suit your needs. If you do modify them, please don't distribute your modified version with this documentation, or it will be even less accurate than it probably already is!