

## 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.

ALTD .WPM - This macro displays the day and date on the prompt line for a moment, then clears the prompt and returns you to where you were before.

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 body of 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 section 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 reminder prompt of the functions assigned by my collection of Alt-letter macros. Press ENTER to remove the prompt.

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 on the prompt line. It goes to the end of your document, changes the time/date code temporarily, displays it, clears 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 in this collection 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 of the manual, using the Compose feature (Control-2 or Control-V). These extended character macros are worth their weight in gold.

A few of the macros are simply "reminder" macros which retrieve a comment box full of information for a few seconds. These will work better if you move your cursor to somewhere near the middle of the screen before using them. If you don't position your cursor near the middle, the comment box will be retrieved, but you won't see the whole box -- portions will be off the bottom of the screen.

Anyway, here are the macros:

ADDCOL .WPM - Add a column to an existing table created with the Tables feature.

ADDFROW .WPM - Add a row to an existing table created with the Tables feature; be sure the cursor is on the row beneath the one where you want the new row to appear (if you want to add a new row to the bottom of the Table, position the cursor on bottom row).

ASC .WPM - Brings up a list of commonly-used ASCII characters which can be created by pressing Alt plus the appropriate number on the number keypad. (For example, pressing Alt-241 produces the symbol ±.)

BLD .WPM - This macro bolds an entire word quickly. Be sure the cursor is under the first letter of the word to be bolded.

B2 .WPM - Like BLD.WPM, but bolds 2 words.

B3 .WPM - Bolds 3 words...

B4 .WPM - Bolds 4 words...

COM2TXT .WPM - Converts the contents of a WordPerfect comment box from comment to regular text. Position the cursor just before the comment to be

converted.

DELCOL .WPM - Delete an entire column from a table created with the Tables feature. Make sure you're in the column you want to delete before invoking the macro.

DE LHRT .WPM - Delete all Hard Return [HRt] codes from a document.

DE LINE#.WPM - Delete all line numbering codes from a document.

DE LROW .WPM - Delete an entire row from a table created with the Tables feature. Again, just be sure you've got the cursor on the row you want deleted before you start...

DE LUND .WPM - Delete all of the underline [UND] codes from a document.

DOS .WPM - Perform a single DOS command; same as Ctrl-1 (Shell), Option 5 (DOS Command).

EQ .WPM - Open the Equation palette to start a new equation.

FNAMEFIX.WPM - One of the most useful additions to the Merge commands in WP 5.1 is Field Names, which keeps track of the fields in a secondary merge file. The manual recommends that you keep the names straight by formatting the opening section of such files with each field name on a separate line.

Unfortunately, Field Names doesn't do this automatically -- maybe they'll handle this in the next update. In the meantime, FNAMEFIX will go to the head of the file, and re-format the field names section as recommended. A specialized macro, but very useful.

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.

JOINCOL .WPM - Joins two columns in tables created with the Tables feature.

JOINROW .WPM - Joins two rows in tables created with the Tables feature.

KEYVAL .WPM - Taken right out of the examples in the manual, not sure why the WordPerfect people didn't include this one on their own program disks. Gives the character set code for any key you press. Invoke the macro, then hit the desired key. Very useful as an aid to setting up macros using the extended character sets.

LINE# .WPM - Turns on line numbering, numbers every line. NOTE: if you haven't used this feature before, the line numbering doesn't show on the regular editing screen, but can be viewed in the View Document screen.

LINE#5 .WPM - Turns on line numbering, numbers every 5th line.

LINEOFF .WPM - Turn off line numbering when you don't want it any more.

LOADVAR .WPM - A little-known feature of WordPerfect is its ability to store words, numbers, phrases, etc. in temporary form as variables. These can then be retrieved by pressing Alt plus a number from 0-9.

This can be really useful if, in a document, you find yourself repeatedly typing in something like "Smith, Jones, Januskiewicz, Satterthwaite and Associates" or "New York Council for the Preservation of Positive Perseverance". You can lose your marbles re-entering stuff like this.

Another application would be when typing up a financial report which uses the same number or a constant (like \$9,348,442.79, or 14.735%) many times in the same document. Not even the WP spell checker will catch a mistake here. By saving such stuff as a single variable, you can simply hit an Alt-number combination to put it onto the screen, error-free.

Normally, you load a variable in this way by first pressing Control-PageUp. You will then be prompted for the number between 0-9 which will key the variable, and then you will be prompted to load the contents of the variable itself. The variable can be up to 129 characters and spaces long. Unfortunately, you can't save commands like [BOLD] or [UND] in such variables, but it's still a big help. Also unfortunately, when you exit the program, you lose all of the contents of your variables (maybe you should have put them into a macro!).

LOADVAR.WPM automates the process of loading up to 10 variables. When you start the macro, you will be prompted for the keystrokes for each one. If you only have a few variables you want to load (say, Alt-1, Alt-2, and Alt-3), just load the ones you want, then press CANCEL (F1). In use, press Alt-1 to bring up the contents of Variable 1 ("Smith, Jones, Januszkiewicz, Satterthwaite and Associates").

MACFIX .WPM - WordPerfect allows the creation of "temporary" macros, to automate a repetitive or complex task which you don't expect to do frequently. To define a temporary macro, press Control-F10 (Macro Define). At the Define Macro: prompt, press ENTER. WordPerfect will then record all keystrokes until you press Control-F10 again.

To run your temporary macro, press Alt-F10, ENTER. All of the keystrokes will be executed, just as with a normal macro.

Now, suppose, you've created a nice new temporary macro, and you decide that it's useful enough that you'd like to save it in your permanent macro collection. Normally, a temporary macro is just that -- temporary. It will be overwritten by WordPerfect the next time you enter a new temporary macro.

Happily, you can save your temporary macro, which has a filename of WP{WP}.WPM, simply by renaming the file to something else with a .WPM extension. MACFIX.WPM goes to the DOS level and renames the temporary macro. You will be prompted for the new filename. Be sure to give it a .WPM extension -- WordPerfect needs that extension to recognize it as a macro file.

Also note that MACFIX assumes your macros are stored in a directory named C:\WP51\MACRO. If your macros are stored somewhere else, you will need to do some tinkering using the Macro Editor.

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.

MONEY .WPM - Gives you a choice of money symbols for the dollar, pound, yen and franc.

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, this is the way to save it.

SAV42 .WPM - Saves document in WordPerfect 4.2 format. Useful for sharing files with someone who doesn't have version 5.1.

SAV50 .WPM - Same as above, but saves in 5.0 format. Note that SAVDOS, SAV42, and SAV50 will all do interesting and sometimes regrettable things to Tables, Columns, etc. It's always a good idea to save your work in 5.1 format before saving it in ASCII, 4.2 or 5.0 (preferably under another name or to another directory or disk).

SHADECOL.WPM - Adds shading to the current column in a table created with the Tables feature.

SHADEROW.WPM - Adds shading to the current row in a table created with the Tables feature.

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

SPLIT .WPM - Splits the current box in a table created by the Tables feature vertically, into two equal smaller boxes.

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.

SUB .WPM - Back in the days when I used an Olympia manual typewriter, I spent a lot of time carefully rolling the platen up half a line or down half a line in order to set up the numbers for footnotes and chemical formulae. WordPerfect's Subscript feature does the same thing, but much more easily. Depending on your monitor, subscript may display as a different color or with some other highlight. SUB.WPM is a shortcut to pressing Control-F8, 1, b.

SUP .WPM - Just like SUB.WPM, but this one turns on superscript instead of subscript. Same as Control-F8, 1, p. If you find yourself using SUP.WPM and SUB.WPM frequently, you might want to reassign them to Alt-letter macros instead. NOTE: if you're doing single-spaced text, you may find that superscript and subscript bang into the lines above and below...

TABDOT .WPM - WordPerfect can, with a little bit of effort, create "dot leaders" to highlight the connection between items of text on the same line, for example in creating tables of contents or phone lists. TABDOT.WPM's special function is to set up dot leaders in conjunction with the TAB key, so that when you hit TAB it will automatically insert a row of dots out to whatever tab position you have entered. This macro is still in a primitive version, but it does what I want it to. Important note: it will foul up any tab settings you have made, so use with care. It's better to run TABDOT at the beginning of a document, before any text or codes have been entered. Will upgrade this one soon, but enjoy it in the mean time.

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.

U3 .WPM - Underline 3 words...

U4 .WPM - Underline 4 words...

U5 .WPM - Underline 5 words...

VER .WPM - I use several versions of WordPerfect as a consultant, and occasionally I forget which one I'm using. This macro simply displays the version number briefly on the prompt line. You can use it as a pattern for similar macros if you use 5.0, 4.2, etc.

XL .WPM - A nifty macro to solve an irritating problem. I often run close to the bottom of a page and want to squeeze one more line of text in. WordPerfect's Widow/Orphan and Block Protect features allow you to keep chunks of text together for appearance sake, but they don't really let you squeeze in just one little bit more...Hence this macro.

XL.WPM works by changing the format of the current page to enlarge the bottom margin by half an inch, which is usually enough to add one more line in double-spaced text (or two in single-spaced text). It then resets the margins to standard (1" top and bottom). If you use different margins, you may need to tinker with this one slightly.

### 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.

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

#### Keyboard Installation Macros:

These macros install any of several alternate keyboard definitions; one for general use, plus specialized keyboards for the WP 5.1 Equation feature, macro/merge creation, foreign language accents, power editing tools, line drawing, Greek and Hebrew. See the file WPK.DOC on this disk for instructions on how to use them. The keyboard installation macros go in the same directory as your other macros. The keyboard files (files with a .WPK extension) are stored in whatever directory you have specified for keyboards in the Location of Files menu. The installation macros are:

ACCENT .WPM - Installs ACCENT.WPK  
BOXKEY .WPM - Installs BOX.WPK  
EDITOR .WPM - Installs EDITOR.WPK  
EQKEY .WPM - Installs EQUATION.WPK  
GREEK .WPM - Installs GREEK.WPK  
HEBREW .WPM - Installs HEBREW.WPK  
MERGEKEY.WPM - Installs MERGE.WPK  
SUPERKEY.WPM - Installs SUPERKEY.WPK

#### 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 you are using one of the alternate keyboards, be aware that some of the "standard" Alt-letter macros won't work. This is because the alternate

keyboard overrides the "standard" macro for its own tasks. For example, ALT-I in the special editing keyboard (EDITOR.WPK) italicizes the current word, instead of copying boilerplate text (the standard ALTI.WPM macro).

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!