



The A2Z
of
WordPerfect



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Software License

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Why A2Z

- 100% compatible with WordPerfect 5.1 for IBM compatible PC's and PC networks.
- A2Z is written totally in WordPerfect's native macro language. Other WordPerfect add-ons are usually memory resident programs that can corrupt the memory used by WordPerfect. Because A2Z is written in WordPerfect's native macro language this problem does not occur.
- All of WordPerfect's features are available from **ANY** WordPerfect screen in one keystroke.
- The testing of A2Z has been thorough and has gained much positive response from enthusiastic users.
- Vital for beginners. All of WordPerfect's features are immediately accessible to new users. Ordinarily this would require advanced training.
- Makes WordPerfect more intuitive.
- Adds new features.
- Reduces time and cost of training.
- Get to the feature you want more quickly.
- The normal workings of WordPerfect are not interfered with.
- Novice and experienced users are made more productive.
- Reduces time spent using WordPerfect's Help.
- A2Z can even be tailored to your needs.

Conventions Used

Keys

All function keys and other keys on the keyboard (such as **ENTER**, **TAB**, **BACKSPACE**, **HOME** and **DEL**) are printed in bold and uppercase and enclosed in square brackets (**[]**). If you see two keys with a **+** between them, such as Print (**[SHIFT] + [F7]**), you should hold down the first key and lightly touch the second. If you see two keys with a comma separating them, you should press the key's one after the other, not simultaneously.

Whenever you see a menu of choices, select the number or letter corresponding to the choice you want if there are numbers listed. Otherwise, use the **[↑]** and **[↓]** arrow keys to highlight your choice, then press **[ENTER]**.

Introduction

Anyone who has ever used WordPerfect will be aware of the macro facility within the package and may have recorded simple keystrokes themselves to reach frequently used features. For instance, many use the key combinations **[ALT] + V** to reach the View Document feature in the Print Menu. Others give a macro a descriptive name like ADDRESS, which inserts an address into a document when executed. This manual plus the set of macros that accompanies it, shows how powerful the macro facility is in making WordPerfect easier to use and a more comprehensive package.

Menus

Please enter your selection:

- 1 - Page Break, Hard
- 2 - Page Format
- 3 - Page Number Options
- 4 - Page View
- 5 - Paper Size/Type
- 6 - Password
- 7 - Portrait Paper Size/Type
- 8 - Print Options
- 9 - Protect Block

Selection: 8

Press <F1> to Cancel

Press <F3> for Help

The macros created give an alternative to the function key and mouse menu structures. They let you get to the most frequently used features. More advanced ones like Kerning and Graphics Lines, which are found in desktop publishing software, are quickly accessed. The macro additions, which I hope will make wordprocessing less of a chore, are illustrated later.

Each of the macro menus are reached by using the Alt and alphabetic keys, with each individual menu listing those WordPerfect features beginning with the alphabetic key pressed. For example, pressing **P** while holding down the **[Alt]** key brings up a menu listing those features beginning with the letter **P** (see Figure 1). So if you have lost your keyboard template or the cat has eaten your mouse, then these macros are for you.

A new way of thinking

If you have ever wanted to change something as simple as the style of the page numbering you will know how hard a task it is within WordPerfect. First, press **[SHIFT] + [F8]**, **2** for Page, then **6** for Page Numbering; not very easy to remember even if you are an experienced user. The A2Z of WordPerfect uses the initial letter of the feature you require and the **[Alt]** key. So, **[Alt] + P** then **3** for Page Number

Options will take you to the menu level described above. If you cannot remember the exact phrase for page numbering, think of **N** for Number, press **[Alt] + N**, then **5** for Number Pages. The same applies to other features like Word Count. This feature is under **W** for Word Count and **C** for Count Words.

Installation and Setup

System Requirements

The A2Z of WordPerfect only works under version 5.1 of WordPerfect. These macros may be run from a floppy disk, although installation onto a hard disk is recommended.

Disk Space

The macros themselves occupy approximately 170K of disk space. You can save space by deleting the documentation files if necessary.

Memory

Once the A2Z keyboard is installed, an extra 5K approximately of memory is used. The normal running of the WordPerfect program is not affected.

Installation

Copy the keyboard files and macros into the directory containing the WordPerfect program. If your macros are kept in a separate subdirectory, then copy the files into that directory.

e.g. If your disk is in the A: drive and your WordPerfect directory is called C:\WP51 then type the following:-

```
COPY A:*. * C:\WP51.
```

I would recommend the creation of a separate subdirectory to contain all the A2Z macros plus your own. If you do this, remember to change the location of macros in the setup menu (see below).

If you are not sure of the location of your files, enter the WordPerfect program as you would normally. Press **[SHIFT] + [F1]** then **6**. Locate the line marked "**2 - Keyboard/Macro Files**". This shows the location of all macro files. If there is no directory marked at this location, then the macro files are in the default WordPerfect directory (e.g. C:\WP51).

Once you have copied the files into the appropriate directory, enter WordPerfect as normal. Select the **A2Z** keyboard by pressing **[SHIFT] + [F1]**. Press **5** for **Keyboard layout** then select the keyboard marked **A2Z**. Press **[F7]** to return to the document.

Colours

The colour of each heading and "**Press <F1> to Cancel**" message is dependant on the setting applied to the reverse video or blocked attribute under the Display menu. This is normally white, on a black background, in the document one screen, or white on red in the document two screen.

To change the colour press **[SHIFT] + [F1]**, **2**, **1**, **1**. Select a colour for the Blocked attribute.

Startup Options

The startup macro gives a front-end to the user, to make him aware that these utilities exist. Insert the following into the Autoexec.bat :-

```
SET WP=/M-START
```

This assumes that the WordPerfect directory is in your path.

Menu Choices

How to use the Menus

Access each menu by holding down the **[Alt]** key and then lightly press the initial letter of the feature you require. So, for example, to count the number of words in your document press **[Alt] + W**. Immediately you will be presented with a menu listing all those features beginning with the letter **W**. Each feature has a number beside it. Press that number to start that particular feature. Word Count is begun by pressing **3**.

Some features may be selected by pressing the highlighted letter in the menu corresponding to a particular feature. As an example, to turn Italics on press **[Alt] + I, I**. This enables you to turn Italics on without even looking at the menu. To turn Italics off, simply press **[Alt] + I, I** again. If you look closely at the menu when turning Italics on and off, you will see that the Italics menu choice shows whether the Italics feature is on now. When you turn Italics on, the menu choice asks you to press **I** to start. When you next go to that menu to turn Italics off, the menu choice asks you to press **I** to finish. Of course you could still turn Italics off by stepping outside the Italics code by pressing the **[→]** key.

Default

Each menu also has a default choice, corresponding to the feature most often required for that particular Alt and letter key combination. This enables you to press the relevant Alt key combination and then press **[Enter]**. As an example, to spell check, press **[Alt] + S, [Enter]**.

The following is a listing of the defaults.wpm macro. This macro assigns a value to the default options on each of the A2Z menus. These defaults may be changed by editing the DEFAULTS macro.

To change any default option, refer to page . This gives a list for each menu and the names of the subroutines called by various options listed on each menu. Alongside each menu option is the number used to start a menu feature. For example, to change the default option for the A2Z A menu so that the ADDRESS macro is started by default, locate the line marked "{ASSIGN}DEFA~**ADrive**~". This assigns the subroutine marked ADrive, in the A2ZA macro, to the variable value DEFA, the default for the A menu. Delete the entry marked in bold and replace it with **ADDRESS**. The default number for this menu, **NumA**, should then be changed to 2.

```
{DISPLAY OFF}
{ASSIGN}MacroDir~c:\wp51\macros~

{ASSIGN}DEFA~ADrive~
{ASSIGN}NumA~3~
{ASSIGN}DEFB~BDrive~
{ASSIGN}NumB~1~
{ASSIGN}DEFC~CancelPrint~
{ASSIGN}NumC~2~
{ASSIGN}DEFD~Directories~
{ASSIGN}NumD~3~
{ASSIGN}DEFE~ExtraLargePrint~
{ASSIGN}NumE~6~
{ASSIGN}DEFF~FontSize~
{ASSIGN}NumF~2~
{ASSIGN}DEFG~Graphics~
{ASSIGN}NumG~4~
```

```

{ASSIGN}DEFH~HardPageBreak~
{ASSIGN}NumH~1~
{ASSIGN}DEFI~Italics~
{ASSIGN}NumI~5~
{ASSIGN}DEFK~Keys~
{ASSIGN}NumK~3~
{ASSIGN}DEFL~ListFiles~
{ASSIGN}NumL~7~
{ASSIGN}DEFM~MarginsLeft&Right~
{ASSIGN}NumM~2~
{ASSIGN}DEFN~NumberPages~
{ASSIGN}NumN~6~
{ASSIGN}DEFO~OrientationOfPaper~
{ASSIGN}NumO~1~
{ASSIGN}DEFP~PortraitPaperSizeType~
{ASSIGN}NumP~9~
{ASSIGN}DEFQ~QuitWordPerfect~
{ASSIGN}NumQ~2~
{ASSIGN}DEFR~RetrieveAFile~
{ASSIGN}NumR~6~
{ASSIGN}DEFS~SpellCheck~
{ASSIGN}NumS~8~
{ASSIGN}DEFT~Thesaurus~
{ASSIGN}NumT~6~
{ASSIGN}DEFU~UnderlineText~
{ASSIGN}NumU~2~
{ASSIGN}DEFV~ViewDocument~
{ASSIGN}NumV~3~
{ASSIGN}DEFW~WordSpell~
{ASSIGN}NumW~4~
{RETURN}

```

Options for the Defaults macro

NUMA	DEFA
1	Abbrev
2	Address
3	ADrive
4	Text
5	Advance
6	Appearance
7	Arrows
8	Askey
9	ASCIIText

NUMB DEFB

- 1 BDrive
- 2 BaseFont
- 3 Block
- 4 BlockOptions
- 5 BoldOptions
- 6 Booklet
- 7 Box
- 8 Bullets

NUMC DEFC

- 1 Calculator
- 2 CancelPrint
- 3 CentreTopBottom
- 4 CentreLine
- 5 CodesReveal
- 6 ColumnOptions
- 7 CopyNTimes
- 8 CopyOptions
- 9 CountWords
- A XWord

NUMDEFD

1	Date
2	DeleteOptions
3	Directories
4	DiskCopy
5	DocumentRetrieve
6	DosCommand
7	DosTextFile
8	DoubleLineSpacing
9	DoublePrinting
A	DoubleUnderline
B	DrawLines
C	DropCaps
D	StartDoubleUnderline
E	DTP

NUME DEFE

1	Edit
2	Equation
3	Exit
4	Expand
5	ExtendedCharacters
6	ExtraLargePrint
e	StartExtraLarge
E	StartExtraLarge

NUMF DEFF

- 1 FigureBox
- 2 FontSize
- 3 FontList
- 4 Footers
- 5 Footnotes
- 6 Foot2Text
- 7 ForwardSearch
- 8 Fractions
- 9 FrenchCharacters

NUMG DEFG

- 1 German
- 2 GoTo
- 3 Previous
- 4 Graphics
- 5 GraphicsQuality
- 6 Greek

NUMHDEFH

- 1 HardPageBreak
- 2 Headers
- 3 HiddenCodes

NUMI DEFI

- 1 Icons
- 2 Indent
- 3 Index
- 4 InternationalCharacters
- 5 Italics
- l StartItalics
- i StartItalics

NUMKDEFK

- 1 KeepLinesTogether
- 2 Kerning
- 3 Keys

NUML DEFL

1	Labels
2	LandscapePaper
3	LargePrint
4	LeftRightMargins
5	LeftJustification
6	LineOptions
7	ListFiles
8	ListMacro
9	LowerToUpper
L	StartLarge
I	StartLarge

NUMM	DEFM
1	Macro
2	MarginsLeft&Right
3	MarginsTop&Bottom
4	Maths
5	Merge
6	MoveOptions

NUMNDEFN

- 1 NewPage
- 2 NewPageNumber
- 3 NewspaperColumns
- 4 NumberOfCopies
- 5 NumList
- 6 NumberPages

NUMODEFO

- 1 OrientationOfPaper
- 2 Orphan/Widow

NUMP DEFP

1 PageBreakHard
2 PageFormat
3 PageNumberOptions
4 NofN
5 PageView
6 PaperSizeType
7 Password
8 Polish
9 PortraitPaperSizeType
A PrintOptions
B ProtectBlock

NUMQDEFQ

- 1 QualityOfText&Graphics
- 2 QuitWordPerfect

NUMR DEFR

1	RecoverText
2	RemoveCodes
3	RemovePassword
4	ReplaceText
5	ReportPrinterStatus
6	RetrieveAFile
7	RetrieveDOSTextFile
8	ReversePrint
9	ReverseSearch
A	RightJustification

NUMS DEFS

1 SaveText
2 Search
3 Search&Replace
4 SeeCodes
5 SelectPrinter
6 SizeOfPrint
7 SmallPrint
8 Spellcheck
9 SpreadsheetImport
A StopPrinting
a StopPrinting
B Subscript
b Subscript
C Superscript
c Superscript
D
SwitchBetweenDocuments
d
SwitchBetweenDocuments

NUMT DEFT

- 1 Tab
- 2 TabSet
- 3 Table
- 4 Temporary
- 5 TextQuality
- 6 Text2Foot
- 7 Thesaurus
- 8 Top&BottomMargin
- 9 Typographic

NUMUDEFU

1 Undelete
2 UnderlineText
3 UnlockADocument
4 UpperToLowercase
U StartUnderline
u StartUnderline

NUMV DEFV

1 VeryLargePrint
2 ViewCodes
3 ViewDocument
V StartVeryLarge
v StartVeryLarge

NUMW DEFW

1 WidowOrphanProtection
2 Window
3 WordCount
4 WordSpell
5 WP5.0FormatSaveAs

The [Ctrl] key

Most of WordPerfect's features are started by using the Alt key menus. Some other features, also listed on the Alt key menus, may also be started by pressing the **[Ctrl]** key plus the appropriate letter combination. This key combination has been added to make those features more immediately accessible. For example, if you were writing a piece in French, you would want to use those characters which you need in your text as if those characters were assigned to a key on the keyboard, instead of them being sought through several layers of menus. Therefore, pressing **[Ctrl] + F** instead of **[Alt] + F, 7**, makes writing in French that much more productive.

These shortcut or "Hot" keys are shown alongside features on the Alt key menus.

Cancel

Each menu is cleared by pressing **[F1]** any time. Most other software has the **[F1]** key assigned as a Help button. This assignment of the **[F1]** key keeps to the standard WordPerfect function key format.

Help

Context sensitive help may be accessed by pressing the **[F3]** key. This gives a short description of each feature in any particular menu, when **[F3]** is pressed.

New Features

Abbreviations

This expands abbreviations into their proper form. The abbreviations must have been inserted into the **abbrev.wpm** macro first.

Expanding Abbreviations

First, type in the two or three letter abbreviation and then press **[Ctrl] + C** to expand the abbreviation.

Adding Abbreviations

To add abbreviations edit the **abbrev.wpm** macro. To do this, press **[Ctrl] + [F10]**. Enter **abbrev.wpm** as the macro to edit. Press **2** to edit the macro, then press **[Home]**, **[Home]**, **[↓]** to move to the bottom of the macro. Press **[Ctrl] + [PgUp]**, **L** and then **[Enter]** to insert the **{Label}** code into the document. Enter a two or three letter abbreviation, then insert a tilde (~) at the end of the label.

After inserting the label, enter the text that forms the expanded version of the abbreviation. Press **[Ctrl] + [PgUp]**, **R**, **[↓]**, **[Enter]** to insert the **{Return}** code into the macro. Press **[Enter]** twice. When you have finished editing the macro, press **[F7]** to exit.

Address

This macro lets you assign your address to the **[Alt] + A** menu.

Creating

First, start recording the address macro by pressing **[Ctrl] + [F10]**. Enter **Address** as the name for the macro. Press **[Enter]** then start entering your address. You can press **[Enter]** at the end of each line if you so wish. Indent the address to the right-hand margin if you wish. Once you have entered your address press **[Ctrl] + [F10]** to end the recording of the address macro.

Executing

To re-play the address macro press **[Alt] + A, 2**. Your address should then appear in the present document. If there are any problems with the address then repeat the steps given above when creating the address macro.

Arrows

You may enter Arrows with the key combination **[Ctrl] + A**. You will find that several characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Arrows supported are:

→ ← ↑ ↓ ↔ ↕ ⇒ ⇐ ⤴ ⤵

ASCII character set menu

To type in a character from the ASCII character set you would normally hold down the **[Alt]** key and press the appropriate number from the numeric keypad. Unfortunately, remembering all the key codes (there are

255) is difficult. Here, all the ASCII characters are presented in a menu format. Simply choose the character you want from the menu, type in the number corresponding to that character and then press **[Enter]** to insert it into your document.

To start the menu press **[Alt] + A, 8**.

ASCII Character Codes

0	20	¶	40	<	60	<	80	P	100	d	120	x	140	î	160	á	180	¡	200	¼	220		240	≡
1	21	§	41	>	61	=	81	Q	101	e	121	y	141	ï	161	â	181	¢	201	½	221		241	±
2	22		42	*	62	>	82	R	102	f	122	z	142	ä	162	ó	182	£	202	¾	222		242	¸
3	23	‡	43	+	63	?	83	S	103	g	123	{	143	å	163	ô	183	¤	203		223		243	¸
4	24	†	44	,	64	@	84	T	104	h	124		144	é	164	õ	184	¥	204		224		244	¸
5	25	‡	45	-	65	A	85	U	105	i	125	}	145	æ	165	ö	185	¦	205		225		245	¸
6	26	→	46	.	66	B	86	V	106	j	126	~	146		166		186	§	206		226		246	¸
7	27	+	47	/	67	C	87	W	107	k	127		147		167		187	¨	207		227		247	¸
8	28		48	0	68	D	88	X	108	l	128		148		168		188		208		228		248	¸
9	29	→	49	1	69	E	89	Y	109	m	129		149		169		189		209		229		249	¸
10	30		50	2	70	F	90	Z	110	n	130		150		170		190		210		230		250	¸
11	31		51	3	71	G	91	[111	o	131		151		171		191		211		231		251	¸
12	32		52	4	72	H	92	\	112	p	132		152		172		192		212		232		252	¸
13	33		53	5	73	I	93]	113	q	133		153		173		193		213		233		253	¸
14	34		54	6	74	J	94	^	114	r	134		154		174		194		214		234		254	¸
15	35	#	55	7	75	K	95	_	115	s	135		155		175		195		215		235		255	¸
16	36		56	8	76	L	96	`	116	t	136		156		176		196		216		236		255	¸
17	37		57	9	77	M	97	a	117	u	137		157		177		197		217		237	¡	255	¸
18	38		58	:	78	N	98	b	118	v	138		158		178		198		218		238	¢	255	¸
19	39	'	59	;	79	O	99	c	119	w	139		159		179		199		219		239	£	255	¸

Enter a number then Press <ENTER> when finished.

Please make your Selection: (Press <F1> to Cancel)

Bullets

You may enter Bullets with the key combination **[Ctrl] + B**. You will find that several characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Bullets supported are:



Copy n Times

This macro copies a section of text n number of times. This can be useful when creating labels or simply copying a single word or character often. Highlight a section of text from the point at which the cursor lies. Once you have highlighted the text you want to copy, press the **[Enter]** key. Enter the number of times you want the block of text copied.

Please make sure that there is nothing in document two, as this macro makes use of that document.

Crossword Solver

This macro is useful for solving those missing crossword clues, where some answers have several letters already inserted from the solutions to other clues. This macro uses the Look Up feature from the spell checking menu. The macro looks up words that match a pattern or a phonetic spelling. You can use an asterisk (*) to represent any number of letters in succession, including zero. A question mark (?) represents a single letter. For example, "b?d" matches "bad", "bed", "bid" and "bud". "Blo*t matches "blot", "blowout" and "bloodiest". While blood?est matches "bloodiest" and "bloodtest".

The Speller will also supply a list of words that sound similar to the one you enter. For example, if you enter teese, the Speller will list several words that are phonetically similar, among them, the word "tease."

Directory Menu

This macro makes it very easy for an individual user to switch between various directories under which they store their documents. Once the macro is executed and the menu appears, simply press the number corresponding to the directory to be listed.

A good feature about this macro is that you can be at any WordPerfect menu and still get the menu showing the list of directories on screen.

Changes that need to be made, for an individuals own requirements, are highlighted in boldface. Enter the macro editor by pressing **[Ctrl] + [F10]**. Enter **DIR** as the name for the macro then press **[Enter]**.

Press **2** to edit the macro. Follow the listing for the macro (see below) and change the highlighted sections to correspond with your own directory listings.

The directory macro can also be set to run when you enter WordPerfect. Put the following line in your Autoexec.bat :

SET WP=/M-DIR.WPM

When you enter WordPerfect the macro will run and you can then immediately list files in the directory you require.

DIR.WPM

DIRECTORY LISTING MACRO

```
{;}Copyright PM Walton, 1992 ~
{;}Macro to present user with a list of directories for quick access~
{LABEL}Begin~
{NEST}Edit~
{CHAR}Choice~{Del to EOP}
{^P}↓ ● {^N}{^Q}Directory Listing{^O}{^Q}{Enter}
{^P}↑ Please enter your selection:{Enter}
{^P}↑▲ {^N}{Del to EOP}1{^O}{Del to EOP} - Documents{Enter}
{^P}↑● {^N}{Del to EOP}2{^O}{Del to EOP} - Dos{Enter}
{^P}↑■ {^N}{Del to EOP}3{^O}{Del to EOP} - Letters{Enter}
{^P}↑○ {^N}{Del to EOP}4{^O}{Del to EOP} - Macros{Enter}
{^P}↑■ {^N}{Del to EOP}5{^O}{Del to EOP} - Memos{Enter}
{^P}↑♂ {^N}{Del to EOP}6{^O}{Del to EOP} - Merge Documents{Enter}
{^P}↑♀ {^N}{Del to EOP}7{^O}{Del to EOP} - Private{Enter}
{^P}↑♂ {^N}{Del to EOP}8{^O}{Del to EOP} - Tables{Enter}
{^P}↑♂ {^N}{Del to EOP}9{^O}{Del to EOP} - Labels{Enter}
{^P}↑ Selection: {^N}{Del to EOP}1{^O}{Del to EOP}{Left}
{^P}↑↑{^N}{^Q}Press <F1> to Cancel{^O}{^Q}
{^P}↔→
~
{CASE}{VARIABLE}Choice~~
{Enter}~1~
{Help}~~
1~1~
2~2~
3~3~
4~4~
5~5~
6~6~
7~7~
8~8~
9~9~
{ELSE}~Error~
~{QUIT}
{LABEL}1~
{DISPLAY ON}{List}c:\wp51\documents{Enter}{RETURN}
{LABEL}2~
{DISPLAY ON}{List}c:\wp51\dos{Enter}{RETURN}
{LABEL}3~
{DISPLAY ON}{List}c:\wp51\letters{Enter}{RETURN}
{LABEL}4~
{DISPLAY ON}{List}c:\wp51\macros{Enter}{RETURN}
{LABEL}5~
{DISPLAY ON}{List}c:\wp51\memos{Enter}{RETURN}
{LABEL}6~
{DISPLAY ON}{List}c:\wp51\merge{Enter}{RETURN}
{LABEL}7~
{DISPLAY ON}{List}c:\wp51\private{Enter}{RETURN}
{LABEL}8~
{DISPLAY ON}{List}c:\wp51\tables{Enter}{RETURN}
{LABEL}9~
```

```
{DISPLAY ON}{List}c:\wp51\labels{Enter}{RETURN}  
{LABEL}Error~  
{GO}Begin~
```

Disk Copy

This option under the **[Alt] + D** menu, lets you copy files from floppy disk to floppy disk. You can either copy from drive A to B, A to A, B to A or B to B. Figure 3 shows the disk copy menu. Press A or B depending on which drive you want to copy. You will then be prompted to enter the drive you want to copy to. If the drives are the same, the files are copied to the C drive first, in a directory called TEMP. Once the copying has finished, you will be prompted to insert the disk on which to copy. Insert the disk on which you want to copy files and then press **[Enter]**.

Changing the Path

The macro that copies the files needs to know where the copy batch file is. This normally resides in the directory that contains your macros. If the macro cannot find the batch file then the copying procedure will not work.

To change the path, edit the macro called copy. Press **[Ctrl] + [F10]**, enter **copy** as the name of the macro, and then press **[Enter]**. Press **2** to edit the macro. Locate the line **{ASSIGN}Path~C:\wp51\~** and insert the correct path to the location of your macros. If your macros are in the WordPerfect directory C:\WP51, there is no need to change the above. Press **[F7]** when you have finished editing the macro.

Double Sided Printing

The double sided printing macro enables you to print on both sides of the paper, a great boon in these cost conscious and environmentally aware days. To run this macro press **[Alt] + D, 9**.

The macro achieves double sided printing by first of all printing the last page, then every other page up until the first. The macro then prompts you to insert the printed sheets again so that it can carry on printing the reverse sides. Simply remove the printed pile, turn it over and then re-insert the paper again. Experiment with a few sheets of paper first as each printer stacks printed output differently in each case.

If there are an odd number of pages, the macro prompts you to remove the first page that was printed in the original batch. This ensures that the second pass prints correctly.

Drop Capitals

Drop Capitals are large letters placed at the beginning of a paragraph. To do this press **[Alt] + D, C**. A prompt asks you to enter the point size for the capital in question. Remember that 72 points makes a letter which is an inch high. So, a 36 point size gives a letter which is half an inch high.

You are then prompted to enter an uppercase letter. Type in a letter from A to Z. The drop capital is then

placed into a user box which will only show either when viewed or printed.

Edit a Code

Use this macro to edit most features within WordPerfect. The macro tests the current code and places you within the edit screen of that feature. For example, you can position the cursor on a "footer" code and press **[Ctrl] + E** to edit the text within the header immediately. This eliminates five keystrokes normally needed to get to the same point. If you place the cursor on a margin setting, the **[Ctrl] + E** macro will change that setting and delete the old margin code to eliminate duplicate codes.

Try this macro with any of the WordPerfect codes. It is amazing how quickly you can edit features like graphics, footers, headers, margins, fonts etc. Even codes that reside within headers or footers (like fonts and graphics) can be edited quickly by using **[Ctrl] + E**.

Expand Document

Expands all abbreviations found in the current document into their proper form. A search of all two and three letter abbreviations is made. If an abbreviation is found, it is then converted into its proper form.

Expanding Abbreviations

First, type in the two or three letter abbreviations and then press **[Alt] + E, 4** to expand the document. Each abbreviation must have a space either side of it for the expansion to work.

Adding Abbreviations

To add abbreviations edit the **abbrev.wpm** macro. To do this, press **[Ctrl] + [F10]**. Enter **abbrev.wpm** as the macro to edit. Press **2** to edit the macro. Press **[Home], [Home], [↓]** to move to the bottom of the macro. Press **[Ctrl] + [PgUp], L** and then **[Enter]** to insert the **{Label}** code into the document. Enter a two or three letter abbreviation, then insert a tilde (~) at the end of the label.

Insert the label then enter the text that forms the expanded version of the abbreviation. Press **[Ctrl] + [PgUp], R, [↓], [Enter]** to insert the **{Return}** code into the macro. Press **[Enter]** twice. When you have finished editing the macro, press **[F7]** to exit.

Font List

The font list macro produces a list of the fonts and typefaces used in the currently selected printer. To run this macro press **[Alt] + F, 3**. As the macro runs, an indication is given of which font is being produced in the present document. This macro will only run if the interim release date of your copy of WordPerfect is March 1990 or later (press **[F3]** to check on this).

Footnotes to Text

This macro converts all of the text from the footnotes in a document to ordinary text. This enables all of the footnotes within a document to be edited at once and is especially useful for editing a large amount of footnotes

To run this macro press **Alt + F, 6**. The macro searches through all footnotes and places their contents into document two. An indication of the page number on which each footnote lies and the footnote number are given, alongside the text of each footnote. Each footnote may then be edited like any normal WordPerfect document. To place the edited text back into the original footnotes in document one, press **[Alt] + T, 6**.

Fractions

You may enter Fractions with the key combination **[Alt] + F, 8**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Fractions supported are:

$\frac{1}{2}$ $\frac{1}{4}$ $\frac{3}{4}$ $\frac{1}{3}$ $\frac{2}{3}$ $\frac{1}{8}$ $\frac{3}{8}$ $\frac{5}{8}$ $\frac{7}{8}$

French Characters

You may enter the French alphabetic characters with the key combination **[Ctrl] + F**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The French characters supported are:

À Ç É Ê Ë Î Ñ Ò à ç é ê ë î ñ

German Characters

You may enter the German alphabetic characters with the key combination **[Ctrl] + G**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The German characters supported are:

Ä Ö Ü ß ä ö ü

Greek Characters

You may enter the Greek alphabetic characters with the key combination **[Alt] + G, 5**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Greek characters supported are:

α β γ δ ε ζ η θ ι κ λ μ ν ξ ο π ρ σ τ υ φ χ ψ ω Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ
Υ Φ Χ Ψ Ω

Iconic Symbols

You may enter Iconic symbols with the key combination **[Ctrl] + I**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Iconic symbols supported are:

☞ ☛ ✓ ☐ ☒ ☓ ☛

Keys (Temporary)

Assigning text to a key combination

Often, when typing a document, a phrase related to what you are writing occurs frequently. This results in much wasted effort in re-typing the phrase, especially if you are a one fingered typist. This macro assigns a keystroke to repeat a particular phrase, without the need for separate macros for each phrase. A macro constructed for this purpose is illustrated below in Figure 4.

any phrase can be assigned to a particular keystroke using the Alt key and a numeric key (the numeric keys at the top of the keyboard not the keys on the number pad to the right of the keyboard). To assign a phrase to a keystroke, press **[Alt] + K** then press **[ENTER]**. Press the number corresponding to the keystroke you require, then type the phrase you want assigned to a key. Alternatively you can first block the text you want assigned to the keystroke, start the macro, then press the number you want. Upto ten keys can be assigned in this way.

To insert the phrase into the document, hold down the alt key and press the number you chose before. If you can't remember the keystroke you used to store the phrase, start the **[Alt] + K** menu again and press **[ENTER]**. The phrase you stored and the keystroke used to start the phrase are shown. In Figure 4, "The Cat Sat on the Mat" is assigned to the keystroke **[Alt] + 1**. When you exit the document the phrases are lost, as the keystrokes act as a temporary store.

Line Count

The line count macro counts the number of lines in a document by counting the number of hard returns, soft returns, hard page breaks and soft page breaks. Press **[Alt] + L, 6, 1** to start this macro.

List Files

The list files macro adds two new functions to the list files menu; **G**raphics - allows you to retrieve a graphic file into a graphic box; **M**acro - lets you run a macro from the list files screen.

To run this macro press **Alt] + L, 8**. Type in a directory location and then press **[Enter]**. On the third row of the list files screen you will now see two new options; **G**raphics and **M**acro. Highlight a file and then press **G** to retrieve the file, if it is a graphic, into a graphics box or press **A** to run the highlighted file, if it is a macro. This macro will only run if the interim release date of your copy of WordPerfect is March 1990 or later (press **[F3]** to check on this).

Mathematical Symbols

The maths macro will I'm sure be of use to many people. To place a mathematical symbol into your document press **[Alt] + M , 4** for Maths Characters. Common Mathematical symbols are listed as shown in . Simply press the number corresponding to the symbol required and it appears in your document. If you want to enlarge the character, choose a new font size or enlarge it by use of the **[Alt] + L** macro.

Page x of y

The page x of y macro places a footer onto each page of a document indicating the current page number and the total number of pages in a document. To run this macro press **[Alt] + P , 4**. If you add or delete pages, you must run this macro again to take account of the changes made.

Polish Characters

You may enter Polish Characters with the key combination **[Alt] + P , 8**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Polish Characters supported are:

ą ę ł Ź ó ś

Remove Bold, Italics, Underline Codes

This macro lets you quickly remove the given codes without first having to Reveal Codes and then search for the given code. Position the cursor on the text that has either underline, italics or bold codes affecting its appearance. Press **[Alt] + R , 2**. Choose an option from the next menu to remove the code.

Reverse Printing

This macro prints a document out in reverse order. This can be useful in cases where a printer stacks printed pages in reverse order and is useful in cases where documents have to be sorted manually after printing.

To run this macro press **[Alt] + R , 8**. Wait a few seconds while the macro searches for the last page. As WordPerfect starts printing, an indication of which page is being printed is shown at the bottom of the screen. Printing starts at the last page and ends at the first page.

Scandinavian Characters

You may enter Scandinavian Characters with the key combination **[Ctrl] + S**. You will find that several of

the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Scandinavian Characters supported are:

Ä Å Ö Æ Ø ä å ö æ ø

Spanish Characters

You may enter the Spanish alphabetic characters with the key combination **[Ctrl] + [Tab]**. You may find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Spanish characters supported are:

á é í ñ Ñ ó ú ¿

Typographic Symbols

You may enter Typographical symbols with the key combination **[Ctrl] + T**. You will find that several of the characters you enter will not display on the screen (use Reveal Codes **[Alt] + [F3]** to see the character number). The display of characters depends on the capabilities of your display card. If your printer can print graphics, WordPerfect can print all characters in the WordPerfect character sets.

The Typographical symbols supported are:

© “ ” ¶ ‘ ’ ®

Macros (Users Own)

This suite of macros in no way affects the running of ones own personally created macros. You can either run the macros by pressing **[Alt] + [F10]**, then giving the name of the macro or you can use the A2Z menu. Press **[Alt] + M, 1**, then enter the name of the macro. Press **[Enter]** to run the macro.

Normal Alt key macros may be run from the A2Z macro menu. This menu is run by pressing **[Ctrl] + Z**. Press the appropriate letter from the A to Z to run the procedure normally associated with the usual Alt key macro if the A2Z keyboard layout is not selected.

Below is a listing of the A2Z macro menu. This macro may be edited to include a description of each Alt key macro. The A2Z menu allows you to catalogue upto 26 macros assigned to the Alt and letter keys.

The lines marked **{ASSIGN}Desc?~Macro ?~**, where ? represents a letter fro A to Z, can be edited to give an appropriate description to the macro assigned to that letter. The actual description should be inserted between the two tilde marks (~).

To edit this macro, press **[Ctrl] + [F10]**. Type **MACROMENU**, as the macro to edit, then press **2** to edit the macro. Locate the appropriate **{ASSIGN}** statements and edit them in the normal way. Remember that each description must be enclosed within two tilde marks.

Macromenu.WPM

```
{;}Copyright Paul Walton, 1992. All rights reserved~
{LABEL}Begin~
{NEST}Edit~
{ASSIGN}Heading~The A2Z Alt Key Macro Menu~
{ASSIGN}Length~{LEN}Heading~/2~
{ASSIGN}Pos~40-{VARIABLE}Length~~
{ASSIGN}Pos2~{NTOK}{VARIABLE}Pos~~~
{ON CANCEL}{GO}Normal~~
{ON NOT FOUND}{GO}Macro~~
{ON ERROR}{GO}Macro~~
{NEST}Edit~
{LABEL}Macro~
{ASSIGN}Col~☺~
{ASSIGN}Col2~(~
{ASSIGN}Alt~Desc~
{ASSIGN}a~Addresses~
{ASSIGN}DescA~Macro A~
{ASSIGN}DescB~Macro B~
{ASSIGN}DescC~Macro C~
{ASSIGN}DescD~Macro D~
{ASSIGN}DescE~Macro E~
{ASSIGN}DescF~Macro F~
{ASSIGN}DescG~Macro G~
{ASSIGN}DescH~Macro H~
{ASSIGN}DescI~Macro I~
{ASSIGN}DescJ~Macro J~
{ASSIGN}DescK~Macro K~
{ASSIGN}DescL~Macro L~
{ASSIGN}DescM~Macro M~
{ASSIGN}DescN~Macro N~
{ASSIGN}DescO~Macro O~
```

{ASSIGN}DescP~Macro P~
{ASSIGN}DescQ~Macro Q~
{ASSIGN}DescR~Macro R~
{ASSIGN}DescS~Macro S~
{ASSIGN}DescT~Macro T~
{ASSIGN}DescU~Macro U~
{ASSIGN}DescV~Macro V~
{ASSIGN}DescW~Macro W~
{ASSIGN}DescX~Macro X~
{ASSIGN}DescY~Macro Y~
{ASSIGN}DescZ~Macro Z~

{CHAR}Macro~{Del to EOP}
{^P}{VARIABLE}Pos2~♦{^N}{^Q}{VARIABLE}Heading~{^O}{^Q}{Enter}

{^P}{VARIABLE}Col~■ {^N}{Del to EOP}A{^O}{Del to EOP} {VARIABLE}DescA~{Enter}
{^P}{VARIABLE}Col~○ {^N}{Del to EOP}B{^O}{Del to EOP} {VARIABLE}DescB~{Enter}
{^P}{VARIABLE}Col~◼ {^N}{Del to EOP}C{^O}{Del to EOP} {VARIABLE}DescC~{Enter}
{^P}{VARIABLE}Col~♂ {^N}{Del to EOP}D{^O}{Del to EOP} {VARIABLE}DescD~{Enter}
{^P}{VARIABLE}Col~♀ {^N}{Del to EOP}E{^O}{Del to EOP} {VARIABLE}DescE~{Enter}
{^P}{VARIABLE}Col~♪ {^N}{Del to EOP}F{^O}{Del to EOP} {VARIABLE}DescF~{Enter}
{^P}{VARIABLE}Col~♯ {^N}{Del to EOP}G{^O}{Del to EOP} {VARIABLE}DescG~{Enter}
{^P}{VARIABLE}Col~☼ {^N}{Del to EOP}H{^O}{Del to EOP} {VARIABLE}DescH~{Enter}
{^P}{VARIABLE}Col~➡ {^N}{Del to EOP}I{^O}{Del to EOP} {VARIABLE}DescI~{Enter}
{^P}{VARIABLE}Col~◀ {^N}{Del to EOP}J{^O}{Del to EOP} {VARIABLE}DescJ~{Enter}
{^P}{VARIABLE}Col~↑ {^N}{Del to EOP}K{^O}{Del to EOP} {VARIABLE}DescK~{Enter}
{^P}{VARIABLE}Col~!! {^N}{Del to EOP}L{^O}{Del to EOP} {VARIABLE}DescL~{Enter}
{^P}{VARIABLE}Col~¶ {^N}{Del to EOP}M{^O}{Del to EOP} {VARIABLE}DescM~{Enter}
{^P}{VARIABLE}Col2~■ {^N}{Del to EOP}N{^O}{Del to EOP} {VARIABLE}DescN~{Enter}
{^P}{VARIABLE}Col2~○ {^N}{Del to EOP}O{^O}{Del to EOP} {VARIABLE}DescO~{Enter}
{^P}{VARIABLE}Col2~◼ {^N}{Del to EOP}P{^O}{Del to EOP} {VARIABLE}DescP~{Enter}
{^P}{VARIABLE}Col2~♂ {^N}{Del to EOP}Q{^O}{Del to EOP} {VARIABLE}DescQ~{Enter}
{^P}{VARIABLE}Col2~♀ {^N}{Del to EOP}R{^O}{Del to EOP} {VARIABLE}DescR~{Enter}
{^P}{VARIABLE}Col2~♪ {^N}{Del to EOP}S{^O}{Del to EOP} {VARIABLE}DescS~{Enter}
{^P}{VARIABLE}Col2~♯ {^N}{Del to EOP}T{^O}{Del to EOP} {VARIABLE}DescT~{Enter}
{^P}{VARIABLE}Col2~☼ {^N}{Del to EOP}U{^O}{Del to EOP} {VARIABLE}DescU~{Enter}
{^P}{VARIABLE}Col2~➡ {^N}{Del to EOP}V{^O}{Del to EOP} {VARIABLE}DescV~{Enter}
{^P}{VARIABLE}Col2~◀ {^N}{Del to EOP}W{^O}{Del to EOP} {VARIABLE}DescW~{Enter}
{^P}{VARIABLE}Col2~↑ {^N}{Del to EOP}X{^O}{Del to EOP} {VARIABLE}DescX~{Enter}
{^P}{VARIABLE}Col2~!! {^N}{Del to EOP}Y{^O}{Del to EOP} {VARIABLE}DescY~{Enter}
{^P}{VARIABLE}Col2~¶ {^N}{Del to EOP}Z{^O}{Del to EOP} {VARIABLE}DescZ~{Enter}
{^P} ● ↑ Please make your Selection: (Press {^}]<F1>{^} to Cancel)
{^P} ↓
~

{CASE}{VARIABLE}Macro~~
{Enter}~A~
a~Execute~
b~Execute~
c~Execute~
d~Execute~
e~Execute~
f~Execute~
g~Execute~
h~Execute~
i~Execute~
j~Execute~

k~Execute~
l~Execute~
m~Execute~
n~Execute~
o~Execute~
p~Execute~
q~Execute~
r~Execute~
s~Execute~
t~Execute~
u~Execute~
v~Execute~
w~Execute~
x~Execute~
y~Execute~
z~Execute~
A~Execute~
B~Execute~
C~Execute~
D~Execute~
E~Execute~
F~Execute~
G~Execute~
H~Execute~
I~Execute~
J~Execute~
K~Execute~
L~Execute~
M~Execute~
N~Execute~
O~Execute~
P~Execute~
Q~Execute~
R~Execute~
S~Execute~
T~Execute~
U~Execute~
V~Execute~
W~Execute~
X~Execute~
Y~Execute~
Z~Execute~
{ELSE}~Macro~

~

```
{LABEL}F1~  
{DISPLAY OFF}  
{IF}"{VARIABLE}Codes~"="On"~  
  {Reveal Codes}  
  {ASSIGN}Codes~Off~{RETURN}  
{ELSE}  
  {IF}"{VARIABLE}Codes~"="Off"~  
{RETURN}  
{ELSE}{RETURN}{QUIT}  
{END IF}{RETURN}{QUIT}
```

```
{LABEL}Execute~  
{NEST}Edit~{DISPLAY ON}{NEST}Alt{VARIABLE}Macro~~{RETURN}
```

```
{LABEL}Normal~  
  {NEST}Edit~{RETURN}
```

The Booklet Macros

The booklet macros convert an A4 document into an A5 booklet. All of the correct page numbers are inserted, so that they continue one after the other, when the booklet is folded and stapled.

Compiling an A4 booklet

The compilation of a booklet, with the A2Z booklet macros, comprises three distinct stages.

1. Define the booklet paper size

The booklet paper size is defined as an A4 page with two labels. This gives the illusion of two separate pages which, when folded, form an A5 booklet.

To define the booklet paper size, press **[Alt] + [B], 6, 2**. If the paper size has already been defined, an error message is displayed informing you so.

2. Re-format original document.

Before you compile a booklet, you will need to reformat the original document with the booklet paper size and type. You will also have to select the page number position for each page of the booklet in the original document, so that the booklet compiles correctly.

- Select the "Booklet - Wide" paper size at the top of the document. If the "Booklet - Wide" paper size does not exist, run the booklet macro to define the booklet paper size. You can do this by pressing **[Alt] + [B], 6, 2**. Move to the top of the document to be compiled by pressing **[Home], [Home], ↑**. Press **[Shift] + [F8], 2, 7**. Highlight the "**Booklet - Wide**" paper size, and press **1** to select it.
- Select a page numbering option at the top of the document. Press **[Shift] + [F8], 2, 6**, and choose an appropriate page number position. The choice of page number position is not too important at this stage, as you will be given the option of choosing the correct position when you come to compile the booklet.
- Reformat the document, then re-generate the table of contents and index if necessary. You are then ready to compile the booklet.

3. Compiling the booklet

To compile an A4 document into an A5 booklet, press **[Alt] + B, 6, 1**. You are then prompted to enter a number corresponding to the page number position you require. A "*** Compiling Booklet ***" prompt informs you that the booklet is being compiled.

After you type in the page number position, you are asked if you want a cover page. Type in **Y** or **N** for yes or no respectively.

The compiled booklet is left in document two, while the original document is left untouched in document one. The booklet document will have the correct page numbering for when it is folded and stapled.

The first two pages of the booklet are left blank if you answered yes to the cover page prompt, so that a cover page may be added. A comment appears on the second page informing you that this page acts as the cover page.

Tables

The A2Z of WordPerfect Table menus are one of the best features of the A2Z program. They provide an easy way to create and edit organised rows and columns of tabular data, without the added hassle of entering tabs or tab settings. The A2Z of WordPerfect makes the creation and editing of a table that much simpler. Simply think of the mnemonic for the feature you require and press the appropriate **[Alt]** and letter key combination while in the Table Edit menu.

To start the table editing menus from the A2Z program, you must first create or edit a table. To create a table press **[Alt] + T, 3, 1**. Then enter a number for the rows and columns. This places you in table editing mode. From this edit mode, to start an A2Z menu press **[Alt]** and then a letter. For example, to place shading into a cell press **[Alt] + S, 1**. Press **[F7]** to exit to normal editing mode.

You can also use the block feature with these table editing menus. Go into table editing mode. Block a range of cells (press **[F12]** or **[Alt] + [F4]**, then highlight a range of cells). Start the relevant feature by pressing the appropriate **[Alt]** key combination.

The A2Z table editing feature makes ease of creating tables.

Creating a Table with the A2Z macros

To introduce you to some of WordPerfect's table creation features, I shall use the following table as an example.

	Played	Wins	Draw	Lost	Points
Manchester Utd					
Arsenal					
Crystal Palace					
Everton					
Ackrington Stanley					
Wolverhampton					
Notts Forest					
Aston Villa					
Chelsea					
Barnsley					
Newcastle Utd					
Tottenham					
Liverpool					
Swindon					
Sheffield Weds					
Manchester City					
Leeds United					

Creating the Table

- Press **[Alt] + T, 3**.
- Choose **2** for Tables.
- Choose **1** for Create.
- Enter the number of columns (or press **[Enter]** to accept the number that is displayed).
- Enter the number of rows (or press **[Enter]** to accept the number that is displayed).
- At this point the table is created and the menu as shown in is displayed.

The options shown allow you to format the table as you would like it. If you want to leave the edit mode to

begin entering text, press Exit (F7).

In the example above there are 6 columns and 18 rows. The table is initially formatted with double lines.

Amending the table

To give the first column a double line style to the right:

- Position the cursor in the top left-hand cell.
- Turn the block feature on by pressing **[F12]** or **[Alt] + [F4]**.
- Highlight the column using the arrow keys to the right of the keyboard until you reach the bottom of the table.
- Press **[Alt] + R, 3**.

To give the first row a double line style underneath the text:

- Position the cursor in the top left-hand cell.
- Turn the block feature on by pressing **[F12]** or **[Alt] + [F4]**.
- Highlight the row using the arrow keys to the right of the keyboard until you reach the far right of the table.
- Press **[Alt] + B, 2** for Bottom.

Increasing and decreasing column sizes

- Before you can increase the size of the first column you must decrease the size of each of the other columns.
- First move to the second column then, while holding down the **[Ctrl]** key, press the left pointing arrow key until the column is the size you require.
- Follow the same procedure as above with each of the other columns.
- To increase the size of the first column, move to the first column then, while holding down the **[Ctrl]** key, press the right pointing arrow key until the column is the size you require.

Shading

The first row and column of the table are shaded. To shade a range of cells, follow these steps:

- Make sure you are in table edit mode. Place the cursor on the table first and then press **[Alt] + [F7], 2, 2**.
- Move to the top left-hand corner of the table.
- Turn Block on by pressing the **[F12]** or **[Alt] + [F4]** key.
- Highlight the row by using the arrow keys or by pressing **[End]**.
- Press **[Alt] + S, 1**.
- Press **O** to turn shading on.

To shade the first column, follow the above procedure only this time highlight the column when you turn the block feature on. Increase the degree of shading by selecting **Options**, then **4** for Grey Shading. The above example has 10% shading.

Once you have created the table you can move to each cell to enter whatever text you like.

Table Features

Alignment, Vertical
All (Lines)
Bold (Format)
Bottom (Lines)
Calculate
Centre
Column Width

Copy Formula
Decimal Align
Double Underline
Extra Large
Fine
Formula
Full Justify
Inside
Italics
Justification: 1 Left; 2 Centre; 3 Right; 4 Full; 5 Decimal Align; 6 Reset
Large
Left (Justify)
Left (Lines)
Lock
Normal (Format)
Numeric
Outline
Outside
Redline
Reset (Format)
Reset (Justify)
Right (Justify)
Right (Lines)
Row Height
Shade
Shadow
Small
SmCap
Strikeout
Subscript
Superscript
Text
Top (Lines)
Underline
Vertical Alignment
Very Large
Width of Column

Feature by Feature

The following is a list of all the features that the A2Z of WordPerfect program supports.

- Abbreviations, Expand (Ctrl + C)
- Address
- A Drive - Retrieve a File
- Add a Password
- Advance to Position,Line etc.,
- Appearance of Printed Text
- Arrows (Ctrl + A)
- ASCII Codes
- ASCII Text, Save as
- B Drive - Retrieve a File
- Base Font
- Block (Press B to Start)
- Block Options (Block the Text First)
- Bold Options (Press O to Start)
- Booklet, Compile
- Bullets (Ctrl + B)
- Calculator
- Cancel Print Job(s)
- Centre Text Within Page (Top to Bottom)
- Centre Line
- Codes, Reveal
- Column Options
- Copy n Times
- Copy Options (for Disk Copy, press D)
- Count Words
- Crossword Solver
- Date
- Delete Options
- Directory Menu
- Disk Copy
- Document,Retrieve
- DOS Command
- DOS Text File
- Double Line Spacing
- Double Sided Printing
- Double Underline (Press D to Start)
- Draw Lines
- Drop Capitals
- DTP (Desk Top Publishing Features)
- Edit a Code (Ctrl + E)
- Equation Editor
- Exit WordPerfect
- Expand Document
- Extended Characters
- Extra Large Print (Press E to Start)
- Figure Box
- Font Size
- Font List
- Footers
- Footnotes

Footnotes to Text
Forward Search
Fractions
French Characters (Ctrl + F)
German Characters (Ctrl + G)
Go To (Page Number)
Graphics
Graphics Quality
Greek Characters
Hard Page Break
Headers
Hidden Codes
Iconic Symbols (Ctrl + I)
Indent
Index
International Characters
Italics (Press I to Start)
Keep Lines Together
Kerning
Keys (Temporary) (Ctrl + K)
Labels
Landscape Paper Size/Type
Large Print (Press L to Start)
Left and Right Margins
Left Justification
Line Options
List Files
List Files (run macro or retrieve graphic)
Lower to Upper Case
Macro, Play
Margins - Left and Right
Margins - Top and Bottom
Maths Characters (Ctrl + M)
Merge
Move Options
New Page
New Page Number
Newspaper Columns
Number of Copies To Print
Number Pages
Orientation of Paper
Orphan/Widow Protection
Page Break, Hard
Page Format
Page Number Options
Page x of y
Page View
Paper Size/Type
Password
Polish Characters
Portrait Paper Size/Type
Print Options (Ctrl + P)
Protect Block
Quality of Text and Graphics
Quit WordPerfect
Recover Text

Remove Bold/Italics/Underline Codes
Remove Password
Replace Text
Report Printer Status
Retrieve a File
Retrieve DOS Text File
Reverse Print
Reverse Search
Right Justification
Save Document
Search
Search and Replace
See Codes
Select Printer
Size of Print
Small Print (Press S to Start)
Spanish Characters
Spell Check
Spreadsheet Import
Stop Printing
Subscript (Press U to Start)
Superscript (Press P to Start)
Switch between Documents
Tab
Tab Set
Table
Temporary Keys (Ctrl + K)
Text Quality
Text to Footnotes
Thesaurus
Top and Bottom Margin
Typographic Symbols (Ctrl + T)
Undelete
Underline Text (Press U to Start)
Unlock a Document
Upper to Lowercase
Very Large Print (Press V to Start)
View Codes
View Document
Widow/Orphan Protection
Window
Word Count
Word Spell
WP 5.0 format, Save As

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