

FENIMORE'S
WordPerfect (tm) 5.1
Macro Suite

Released
December 1991

Written by

Dale L. Fenimore
6427 Rosebury Drive
Dayton OH 45424
(513) 236-8635

Copyright (c) 1990 - 1991 by Dale L. Fenimore
All Rights Reserved

FENIMORE'S WORDPERFECT 5.1 MACROS SUITE MANUAL

> Initial Release <

Introduction

These macros provide the user with easy access to powerful WordPerfect features. Each macro, except the simple ones (such as ALT-V) are menu driven. Most of these macros are accessible through an ALT key sequence (few are accessed by a CONTROL key sequence). The primary idea is to attempt to keep a mnemonic link to the function while remaining easy to use. A bunch of macros with real short names are hard to remember unless used constantly (and therefore the reason for the mnemonical basis). Macro's with long descriptive names are nice until you have to use it many times in a session. Then it's long name becomes a hindrance which defeats it's utility. A macro's primary purpose is to accomplish repetitive or complex tasks with few keystrokes. They help keep the frustration levels low (usually) and minimize the wear and tear on your fingers. Macros also have a tendency to make complex tasks easier to do and less time consuming.

Many new WordPerfect users feel they must become proficient with WordPerfect before learning how to use its macro capabilities. This is like saying you can't use an application (such as Wordperfect or Lotus 1-2-3) until you've learned how to write a computer program to perform that application's functions! Why make it hard on yourself? Become productive more quickly by decreasing the learning curve necessary to become productive.

Once you begin using these macros you'll find them indispensable. Try not using them after you've grown used to using them and you'll see how quickly you return to using them! Highly sophisticated, very powerful, these macros are easy to learn, easy to use, and very useful.

Definition of ShareWare

Shareware distribution gives users a chance to try software before using it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details. Some request registration while others require it. Some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

Registration Form

Dale L. Fenimore
 6427 Rosebury Drive
 Dayton OH 45424

Disk with latest version of the Macro suite (\$15/copy)				Quantity		Price				
Total Enclosed										
Please make payment by check or money order (in US funds) payable to "Dale L. Fenimore"										
Please specify the diskette size(s) that are acceptable for you:										
5 ¼":		360KB		1.2MB		3½"		720KB		1.44MB
Name										
Company										
Address										
Phone										

Where did you get your copy of the macro suite?

Multi-System and Reseller Licenses:

Site, corporate, network, and reseller licenses are available for Fenimore's Macro Suite. Check the line on the order form or contact me for more information. The following schedule provides some examples of multi-system license fees. The fee includes one master diskette which you may then copy and use on the number of machines listed below:

# USERS	PRICE (\$)	
5	75.00	(\$15.00 / copy)
10	140.00	(\$14.00 / copy)
25	325.00	(\$13.00 / copy)
50	600.00	(\$12.00 / copy)
100	1000.00	(\$10.00 / copy)
Unlimited	1500.00	

Fenimore's Macro Suite

Disclaimer - Agreement

Users of this macro suite must accept this disclaimer of warranty: "This macro suite is supplied as is. The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of these macros."

This macro suite is supplied as "shareware" and is provided at no charge to the user for evaluation. Feel free to share it with your friends, but please do not give it away altered or as part of another system. The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products. If you find this macro suite useful and find that you are using it and continue to use it after a reasonable trial period, you must make a registration payment of \$15 to Dale L. Fenimore. The \$15 registration fee will license one copy for use on any one computer at any one time. You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

Commercial users of Fenimore's Macro Suite must register and pay for their copies of Fenimore's Macro Suite within 30 days of first use. Site-License arrangements may be made by contacting Dale Fenimore

You are encouraged to pass a copy of this macro suite along to your friends for evaluation. One easy way to do this is by placing the entire suite, unaltered, on your favorite Bulletin Board System. Please encourage users to register their copy if they find it of use. All users who register will receive a copy of the latest version of the macro suite.

INDEX

- BRIEF MACRO INFORMATION 1
 - DESCRIPTIONS 1
 - Special Macro Information 4
- ALT A — Advance 5
- ALT B — Blocking 5
- ALT C — Drop Cap 11
- ALT D — Directory 11
- ALT F — File Save/Retrieve 12
- ALT H — Help 13
- ALT L — List 14
- ALT N — New Characters 14
- ALT P — Print 14
- ALT V — View Document 15
- ALT X — Exit Document(s)/WordPerfect 15
- ENV — Envelope 16
- CTRL M — Memorandum 17
- CTRL L — Letterhead 17
- CTRL A — ASCII/DOS File Save 17
- CTRL D — Insert Date 18
- CTRL O — Character over Character 18
- CTRL S — Superscript over Subscript 18
- ALT - — Paragraph Numbering 19
- ALT [— Transpose Character Left 19
- ALT] — Transpose Character Right 19
- Enhanced Keys (for Enhanced Keyboards) 19**
 - CTRL PgDn — Retrieve Memory Variable 19
 - CTRL Del — Delete Word/Block 20
 - Shift Left Arrow — To Previous Sentence 20

Shift Right Arrow — To Next Sentence 20
Alt Left Arrow — To Previous Word/Column/Table Cell 20
Alt Right Arrow — To Next Word/Column/Table Cell 20
Ctrl Left Arrow — To End of Previous Word 20
Ctrl Right Arrow — To End of Next Word 20

MISCELLANEOUS 20

Hints 20
Repeated Words 21
Moving the Cursor 21
 To the END of a Word 21
 To the next or previous sentence 21
 Next Column or Table Cell 21

Multiple Enhancements 21

On a blocked region 21
Before you enter the text 22

INSTALLATION NOTES 23

Initial Installation and Setup 23
Drives and Subdirectories 23

BRIEF MACRO INFORMATION

The following are the macros provided. (^ = CTRL Key, @ = ALT Key, SHF = Shift Key):

DESCRIPTIONS

MACRO NAME

MACRO NAME
DESCRIPTION
DESCRIPTION
@ A (ADVANCE)

MACRO NAME**DESCRIPTION**

Macro to place text anywhere on a page. It uses WordPerfect's advance feature to place text at a specified location on a page. This location can be up, down, left or right of the spot at which the cursor rests. This location can also be any specific position on a page.

@ B (BLOCK)

4 Parts:

1. Blocking
2. Options
3. Enhancements
4. Table of Contents, Index

MACRO NAME

DESCRIPTION

1. **Blocking** (menu 1). Block document segments. Document segments include a (text) character, a word, multiple characters or words, a sentence, a paragraph, a page, the entire document. Also retrieves information from the WP buffer. Provides direct access to menus 2 and 3.

2. **Options** (menu 2). This menu provides a cluster of options, such as upper/lowercase the blocked region, true quotes, deleting, moving, copying, printing, super/subscripting, uppercasing the first character of a word, Spell checking and access to Menu's 1, 3, and 4

3. **Enhancement** (menu 3). Change Size and Appearance of Text. This macro provides most of the features of the CTRL F8 function key and the Size and Appearance options. However, Super/Subscripts are provided either by the ALTS macro or through the ALTB macro. Access the main menu and options menu is also available. Access to Menus 1, 2, and 4

4. **Table of Contents/Index** (menu 4). Requires a blocked region to operate. Table of contents allows five levels of headings. The index has two levels: Primary heading and subheading.

@ C (Drop Cap)

MACRO NAME**DESCRIPTION**

Drop Caps (Requires resizeable font capability, like Postscript). Allows dynamically changing the size of the specified base font to correspond to that used in the document so that the drop cap is appropriately sized.

@ D (DIRECTORY)

MACRO NAME**DESCRIPTION**

Provides Menu Access to drives & directories. This is a generic Directory menu
@ F (FILE)

MACRO NAME**DESCRIPTION**

Save/Get file

SAVE. Files without names must be named prior to being saved. An unnamed file results in a request for a filename before continuing. If a filename is provided the file is stored according to the drive, path and filename given. The path and/or drive is a menu option. Also, the user may save to multiple locations. Any valid destination option is a valid multiple save location.

RETRIEVE. If the document is BLANK (never been worked on), this macro recalls a list of the last files, up to a maximum of four edited. This list of files was stored by the EXIT Macro (ALT-X) during a WordPerfect exit. The user chooses one or two files from the list to retrieve. When a file is retrieved from this list, the cursor is placed back at, or close to, the exact same location it occupied.

@ L (LIST)

MACRO NAME**DESCRIPTION**

Setup WordPerfect directory listings and file saves for LONG or Short Document names

@ N (NEW
CHARACTER)

MACRO NAME**DESCRIPTION**

Choose from a number of predefined Special Characters in many separate categories. Choose the number associated with the character desired and hit the enter key. Includes complete Greek Alphabet.

@ P (PRINT)

MACRO NAME**DESCRIPTION**

Print menu. Allows printing of the current page, specified pages, the entire document, access to the WP51 printer menu, or a defined block of text. Also allows printer initialization
@ V (VIEW)

MACRO NAME**DESCRIPTION**

Preview Document. The same operation as Shift F7 V(iew)
@ X (EXIT)

MACRO NAME**DESCRIPTION**

Exit WP51 with or without a file save. Requires ALTF.WPM. Detects the modification status of the current file and allows the user to save the file before an exit from WordPerfect.

Upon a WordPerfect exit, this macro saves features about open document(s) in a uniquely named file (__RTV__.FIL). This file has information for up to four of the last edited files in it. The resulting information is used by ALTF to autoretrieve one or two files.

ENV (ENVELOPES)

ENVELOP.REF

MACRO NAME**DESCRIPTION**

Create Addresses for envelopes, Printing require's ALTP. The ENVELOPE.REF file is a Sample Envelope format Reference file used by ENV.WPM

^ A (ASCII Save)

MACRO NAME**DESCRIPTION**

Saves a file as ASCII/DOS text. Provides default extension name. Allows renaming default filename to another. Returns user to the original name after ASCII save is complete.

^ D (DATE)

MACRO NAME**DESCRIPTION**

Enters a date into the document as either text or date code in three major formats. These are Contracting (YYMMDD), Military (DDMMYY), or Standard (MMDD,YY).

^ L (LETTERHEAD)

MACRO NAME**DESCRIPTION**

Create headings for Military letterhead (Easily modified for other types of letterhead). All required heading information is requested and displayed under macro control until you finally enter the document. All heading information is easily modified since it is at the beginning of the macro. Accurate placement of the desired information is easy for preprinted letterhead.

^ M

(MEMORANDUMS)

MACRO NAME**DESCRIPTION**

Create a heading for a Memo letter. All necessary inputs are prompted for and displayed during the macro operation. As in LTRHD, all text placement information is easily modified to fit the type of memo's needed

^ O (Over Char)

MACRO NAME**DESCRIPTION**

Places the character to the left of the cursor over the previous character. Useful for creating limited numbers of double characters like Tensor or vector notation. Useful for certain equations for which the equation editor isn't absolutely necessary.

^ S (Superscript over Subscript)

MACRO NAME**DESCRIPTION**

Places a superscripted character over a subscripted character

@ - (PARAGRAPH
NUMBERING)

MACRO NAME**DESCRIPTION**

Used for paragraph numbering/renumbering
^ PgDn (Retrieve Memory Variable)

MACRO NAME**DESCRIPTION**

This macro is assigned to the PgDn key on enhanced keyboards. To use, the memory variable being retrieved must first exist (otherwise there's nothing to retrieve). To assign a memory variable from the keyboard, block the text desired (up to 127 characters) and hit Ctrl PgUp. At the variable prompt provide a name and hit enter. Or hit Ctrl PgUp. At the variable prompt, provide a name and hit enter. At the value prompt, enter the desired text. To retrieve, hit Ctrl PgUp and provide the name assigned to the variable. The retrieved text is placed directly into your document.

CTRL Enh Right/Left
Arrow

MACRO NAME

DESCRIPTION

Places cursor at end of current/word-on-left, respectively.

Shift Enh Right/Left

Arrow

MACRO NAME

DESCRIPTION

Places cursor at next/previous sentence, respectively
ALT Enh Right/Left
Arrow

MACRO NAME**DESCRIPTION**

Places cursor at next/previous column or table cell, respectively
CTRL Del

MACRO NAME

DESCRIPTION

Deletes word or block of text
ALT [and]

MACRO NAME
DESCRIPTION

Transpose character left/right, respectively

Special Macro Information.

These macros are extremely useful in many word processing situations. They are tools which, if properly used, can enhance your work. Like all tools, there are times when their use is appropriate, as well as, inappropriate. I've strived to keep the keystrokes necessary use these macros to a minimum while keeping their utility and ease of access at a maximum (there were a few tradeoffs). I've also strived to keep a common user interface which doesn't interfere much with the user's view of the document work and which doesn't overwhelm the user.

If you should decide to put any of these macros into a WordPerfect keyboard be aware that some macros call others to gain access to their functions. Macros can't use macros which are stored within a keyboard definition file. For this reason, please note that:

ALTX calls ALTF

ALTD, ALTF, and ALTX call DP and FN

ALTF calls ALTP, ALTX, and ASCII.

ALT[calls TR. TR is the standalone version of ALT]. However, TR must remain as a standalone macro (as well as being in the keyboard definition file) if the transpose left macro is to work.

ENV calls ALTP. ENV is the public release of the envelope macro. The print macro must remain as a standalone macro.

ALT L calls ALTD and ALTP

CTRL A calls ASCII and ALTF. ASCII is the standalone version of CTRL A.

The bottom line is that the following macros must remain standalone (not be put in a keyboard definition file): ASCII, DP, FN, TR, ALTF, ALTP, ALTX

A standalone macro is a macro with a .WPM extension. These macros must remain in the subdirectory Wordperfect expects to find macros and keyboard definition file if they are to work.

Most macros can be exited using either the Cancel key (normally F1) or (in many cases) the Exit key (normally F7). Some macros may temporarily disable the Exit key during their operation.

NOTES:

The sequence ALT-B, for instance, means to hit and hold the "ALT" key and the "B" key at the same time. ALT-B C 3 B means to hit and hold the ALT and B keys simultaneously, then let up. Next, hit the characters C, then 3, then B, in sequence.

MACRO NAME
DESCRIPTION
THE MACROS.

ALT A — Advance

Essentially the same as the Shift F8, (O)ther, (A)dvance menu selection. However, far fewer keystrokes are necessary. Provides the options to advance text Up, Down, Left, Right, to a specific line or a specific position on a line

Up Down Left Right Line or Position (on line)

Once an option is chosen, a message indicating the type of advance is displayed with a prompt asking for the amount of advance desired.

All advances are made in the default measurement system. If WordPerfect is setup for inches then the default measurement system is in inches. Overriding the default measurement system is as simple as specifying the measurement system desired after specifying the amount of advance. For instance, if the default measurement system is in inches and you need to advance down exactly 1.257 centimeters you would hit ALT-A D 1.257c [enter]. WordPerfect automatically performs the numerical conversion to inches. Likewise, if the default measurement system is in centimeters and you need to advance down exactly 1.86 inches you would hit ALT-A D 1.86" [enter].

Valid measurement indication characters are as follows: " = inches; **c** = centimeters (use lowercase "c"); **p** = points (where 72 points = 1 inch); **w** = Wordperfect measurement, where 1200 WP measurements = 1 inch; or **u** = units, where measurements are made in terms of columns and lines (as in WP 4.x).

ALT B — Blocking

Probably one of the more useful, powerful and feature laden in the whole collection. The only way to truly become familiar with the macro is to use it. Its primary purpose is to block features of a document and to work on those blocks (spell check, delete, enhance, mark) with a few keystrokes.

MENU 1. MAIN MENU

When first executed, and there is no active block, the following menu comes up at the top of the screen:

[Character Word]s Sentence Paragraph Page Document Rtrv Block to 2 3

When the blocking action is complete transfer is made to the Options menu, Menu 2.

Description of choices:

#. This feature allows for the blocking of a specified number of **characters** or **words** to the right or left of the cursor's current position. Text is blocked via a menu. Character blocking is specified left/right a number of characters and word blocking is forward/reverse a specified number of words.

2. Choosing Options, or the number 2 will send you to the Options menu. If you go to this menu without first having defined a region of blocked text, activity will occur **ONLY** on the character on which the cursor is currently resting (which includes spaces).

MACRO NAME DESCRIPTION

3. Choosing Enhance, or the number 3 will send you to the Enhancements menu. If you go to this menu without first having defined a region of blocked text, activity will occur ONLY on the character on which the cursor is currently resting (which includes spaces).

Block to. Use this option to block to a given character (or such items as hard return, page break, tab, hard spaces (home space), hard tabs (home tab) and hard hyphen (home -)) FORWARD from the cursor position. Exit back to normal macro operations (i.e. to proceed to menu 2) with EXIT (F7).

Character. Acts on one character. Characters for this option alone are in the range of 0-9, a-z and A-Z. Use Options or Enhancements for blocking a character outside the specified range (or within it).

Doc. The entire document is blocked.

Page. The entire page is blocked.

Paragraph. A paragraph is defined as a set of words and/or sentences ending in a hard return. Paragraph blocking occurs only on blocks of **text**, not formatting or enhancement features found at the beginning (like automatic paragraph numbering) or the end (like page breaks or hard returns) of a paragraph. Blocking takes place on text between the beginning of a paragraph to the next hard return (or end of the document, whichever is determined appropriate). If no hard return is found the paragraph is assumed to be the end of the document.

Retrieve Block. Retrieves a block of text from the temporary buffer and drops it into the document such that existing text does not lose its integrity (it's moved over to make room for the new stuff).

Sentence. Blocks an entire sentence.

Word. Acts on a word, not any accompanying enhancements or punctuation. Any enhancements which are inside of the word are included but not those at the word boundaries.

MENU 2. OPTIONS

The Options menu is primarily concerned with activities and/or enhancements to text. These options work on blocks of defined text or, if no block is defined, on a single character. Quotes, move and copy deviate slightly from this though. This is the options menu:

BIK Copy Del Move PRint Quote Up/Lowercase SuB/SuPerscript U/C1st Ltr Spell 1 3 4

Description of choices:

BLK. Choosing this option exits the macro with any blocked region still blocked. If no area was blocked (especially if menu 1 was bypassed), the character on which the cursor rested when the macro was called is blocked. This allows you to do whatever you might want to do to a blocked region which you might not want to do from within the blocking

MACRO NAME**DESCRIPTION**

macro.

COPY. Copies a defined block to another location designated by moving the cursor to the desired location and hitting the enter key. COPY has NO default. If this option is chosen without first defining a block of text an error message indicates that there is nothing to copy. If text or punctuation exists at the spot rested on by the cursor the macro will move it to the right before inserting the text being moved. NOTE: If the reveal codes is on when the blocking macro is executed it is turned off during blocking macro activity. However, for both COPY and MOVE the reveal codes is turned back on to help place the blocked region exactly where desired.

DELETE. Deletes a defined block or, if no block is defined, the character on which the cursor rested when the macro was called.

MOVE. Moves a defined block to another location designated moving the cursor to the desired location and hitting the enter key. MOVE has NO default. If this option is chosen without first defining a block an error message will indicates that nothing is available for moving. If text or punctuation exists at the spot rested on by the cursor the macro will move it to the right before inserting the text being moved. NOTE: If the reveal codes is on when the blocking macro is executed it is turned off during blocking macro activity. However, for both COPY and MOVE the reveal codes is turned back on to help place the blocked region exactly where desired.

PRINT. This option is available for, and only responds to paragraph, page and document block options. This option sends a legally defined block to the printer. This block prints on the page at its current location and NOT at the top of the page. For instance, if the beginning of the blocked region is located at seven inches from the top of the page it will print beginning at seven inches from the top of the printed page.

QUOTE. If a defined block is designated, true quotes are placed at either ends of the blocked region. If no defined block is active, the macro determines whether text, punctuation, or a space is at the cursor to determine how to do the quoting. If a character exists a the cursor quotes are placed around it. If a space exists at the cursor, another space is inserted (to move text over), two quotes inserted and the cursor moved between them. If inserts two true quotes at the current cursor position and then puts the cursor between them. If tabs indents, or page breaks are sensed, a space is entered, quotes entered and the cursor placed between them. Tabs, indents, and page breaks will NOT be quoted. The cursor is placed after the text quoted except for side-by-side quotes.

UP/LOWERCASE. See also U/C 1st Ltr. If a block is defined, the blocked region is upper/lowercased, as appropriate. If no blocked region is defined the character at the cursor location is upper or lowercased. After changing the case of the text, the cursor is moved to immediately after the affected text region.

If a paragraph is lowercased, every first word of each sentence in the paragraph is uppercased.

If a sentence is lowercased, the first word of that sentence is uppercased.

SUB/SUPERSCRPT. If a block is defined, the blocked region is subscripted or superscripted, as appropriate. If no blocked region is defined you are presented with a menu asking if you wish to affect the character at the cursor or to the left of the cursor. The action depends upon whether you've chosen subscript or superscript at menu 2.

MACRO NAME

DESCRIPTION

U/C 1ST LTR. If a block is defined the first character of the block is uppercased. A block is defined as a generic blocked region, a word, a sentence, a paragraph, or a user defined region of one or more characters or words. It is not applicable to a page at this time. If no block is defined the character at the cursor is uppercased. When the macro is finished the cursor will rest at the end of the blocked region or to the immediate right of the character last uppercased. NOTE: It has been noted that if the word at the end of a sentence is being uppercased and the word ends in two hard returns (even if punctuation exists) it may or may not have the first letter uppercased.

SPELL. This will spell check a blocked region. If no region is blocked the current word is spell checked. At the conclusion of the spell check a message is displayed indicating the conclusion of the spell checking and the user is returned to editing the document; the cursor will end up at the end of the blocked region. If blocking is turned on but nothing is blocked the user is returned to menu 1.

1. Goes to Menu 1.
3. Goes to Menu 3
4. Goes to Menu 4

Notes:

During move or copy operations most macro operations will not work (in fact WordPerfect may report that the macro called while this macro is still active does not exist!) until the current operation is complete. However, most cursor operations or the default WordPerfect operations will work.

Please note that if no block is active when an option is chosen, *activity occurs on the character (or in the case of SPELL, the word) on which the cursor rests.*

MENU 3. ENHANCE

The options in this menu are those which affect the attribute or size of the blocked region or character. The menu consists of the following:

Bold SmCap Dbl Und/Out/Redline Italic ShAdow STkout Extra/Very Large Fine Small 1 2 4

The choices are fairly self-explanatory. Options "1", "2" or "4" will go to the associated menu.

Note: The choice "Dbl Underline" places double underlines under the blocked region (or character) while "Underline" underlines the blocked region (or the character). Choosing option "1" will unblock any region of text you might have blocked.

Multiple. Allows you to choose multiple menu 3 options: only one font size at a time is allowed and strikeout is unavailable (why enhance something you're going to strikeout?). While multiple options are being entered into the current document they're displayed. As each option is entered it is removed from the displayed list.

MACRO NAME
DESCRIPTION
MENU 4. TABLE OF CONTENTS/INDEX

This menu allows you to mark a section of the document for a Table of Contents or a document's index.

Table of Contents Index

TABLE OF CONTENTS is any size of blocked region. However, the macro will now allow a page or document block defined using ALTB used as a table of contents entry. Levels 1 through 5 are allowed.

INDEX. Limitation of 30 characters is imposed by WordPerfect. Anything larger is an illegally defined block. You may use the current blocked region as the first or second level of the index — you don't need to use the defined block if you so desire. The defined block is the default Primary heading which the enter key will choose automatically. However, there is no requirement to have a second level. Hitting the enter key without entering text creates a single level index.

USING THE BLOCKING MACRO.

Use of the Blocking Macro. A block of text is as small as one character or as large as the entire document. The default operation on all options, except for move, copy and spell, is character. If a region of text is defined however, action will take place on that block.

On "quote" the default operation is on a character but with an exception not shared by the other options. Like the other options (during operations with no defined blocked region), if there is a character of some sort at the cursor it will become quoted however, if the character is a space two quotes will appear and the cursor will end up between them.

Move and copy have no default operation; a blocked region must exist for these operations to be valid.

Spell will default to word if no blocked region is defined.

Block a Text Character. Blocks anything recognized as a character (including all WordPerfect character sets) and not formatting code..

Let's say you want to bold the letter "I" in the following sentence:

"What I want to know is WHY?", he said.

To do this put the cursor on the letter I. Now, there are two basic methods to accomplish this task:

Method 1. ALT-B C 3 B – Hit the ALT key and the letter "B" at the same time; this calls the blocking macro. Hit the "C" key (to specify the blocking of a Character); this is from menu 1. This action will block the single character at the cursor and enters the options menu, Menu 2. Hit "3", for the Enhancements menu, Menu 3; this is the where text enhancements, like bold, are found. This enters menu 3. Hit the letter "B" for the Bold enhancement.

Method 2. ALT-B 3 B – Hit the ALT key and the letter "B" at the same time. Hit "3" to take you directly to the Enhancement menu and hit "B" for Bold. This is the shortest method.

MACRO NAME

DESCRIPTION

Comments.

Please note that by going directly to menus 2 or 3 from the main menu (in effect bypassing menu 1), as a general rule, *any option chosen will take action on the character (or word in the case of the SPELL option in menu 2) on which the cursor rests.*

If you block text before running the block macro, *Menu 2 is automatically entered* (i.e. menu 1 is bypassed). From here you may choose the options, enhancements, or the Table of Contents/Index menus to act on the defined block of text.

Uppercase a letter. Described below are some interesting options available. Please note that with sentences and paragraphs, capitalizing the first word of each sentence is quick and simple, as described below. They are powerful tools to aid in your text processing job. There are at least two considerations: are you desiring to uppercase just any character or just the first character of a word?

- **Any letter.** Execute the blocking macro, ALT-B. Go directly to the Options menu (menu 2), 2. Next, choose one of two possible methods: hit "U" (for uppercase) or "T" (for first letter, in this case, the first letter encountered by the cursor). Use one of the following sequences: ALT-B 2 U or ALT-B 2 T. The following are also valid options: ALT-B C U or ALT-B C T

- **Word, First Letter.** There are several easy methods here. You could overwrite the character with the uppercase version of it, or you could block it and uppercase it as a character as described above or, you could block the word and chose the first letter option. This last option is as follows: ALT-B W T. This blocks the word, even if it's between punctuation, and the capitalizes the first letter of that word. At the conclusion of the macro the cursor is at the end of the word.

- **Sentence, First Letter.** This option capitalizes the first letter of the sentence. It works in essentially the same fashion as described in the two paragraphs above. However, instead of manually placing the cursor on the first word or on the first character of the sentence, all you need is place the cursor somewhere within the sentence desired. Run the macro to capitalize the first character of the first work. There are two basic options. **Option 1.** Lowercasing an entire sentence leaves the first letter of the sentence capitalized. However, it also leaves the rest of the sentence lowercased and you may not want that. The command sequence is as follows: ALT-B S L. Run the macro (ALT-B), choose the sentence option (S) and lowercase it (L). **Option 2.** This option only affects the first character of the sentence. It is often more preferable to use this option if you need to capitalize only the first letter of a sentence, leaving all other letters alone. The command sequence is as follows: ALT-B S T. Run the macro (ALT-B), choose the sentence option (S) and the first letter option (T).

At the conclusion of this macro the cursor is left at the end of the sentence.

- **Paragraph, First letter of each sentence.** A paragraph is essentially a collection of sentences. There are two options. **Option 1.** Lowercasing the paragraph will leave the first letter of each sentence capitalized. However, the sentences' remaining contents are all lowercased as well. The **command sequence** is as follows: **ALT-B P L.** This: runs the macro (ALT-B), chooses the paragraph option (P), and then chooses the lowercase option (L). **Option 2.** This option is preferred and affects only the first letter of each sentence in the paragraph; the first letter of each sentence is capitalized. The **command sequence** is as follows: **ALT-B P T.** This runs the macro (ALT-B), chooses the paragraph option (P), and then chooses the uppercase the first letter option (T).

At the conclusion of this macro the cursor is left at the end of the paragraph.

- **A block of text.** If you desire, you can capitalize just the first word of a block of text. If you block a segment of text and then run the blocking macro it places you into menu 2, the options menu. Choose the "T" option to capitalize the first character defined by the block. The cursor, at the completion of the macro, will remain at the end of the block which

MACRO NAME
DESCRIPTION

was defined. The sequence of events: block the desired text, run the blocking macro (ALT-B), then choose the uppercase first letter option (T).

SPELL CHECKING. The advantage of using this macro to access spell checking is that it does not require hitting the EXIT or cancel key to exit from the spell checking routine. Also, when a spell checking a region (a word, sentence, etc) is complete a message announcing the end of the spell check is displayed at the top of the screen. WordPerfect's normal spell check merely just jumps to the next word without displaying any message if a word, which was just spell checked, was found to be spelled correctly.

Spell Check a Word. Put the cursor on the word being spell checked. Hit **ALT-B 2 S**. This runs the blocking macro, goes to menu 2 and runs the spell checker. You could also hit **ALT-B W S**, where "W" will block the word before running the spell checker. Remember, the default item spell checked with the SPELL option of menu 2 is a word, not a character (unless the character represents a word, of course!). If the word is acceptable a message to that effect will appear at the top of the screen and you are returned to editing. If the word needs changed WP's normal spell checking activities occurs; utilize as necessary. At the completion of the spell check a message to that effect will occur at the top of the screen and then you return to editing.

Spell Check a Sentence. To spell check a sentence do this: **ALT-B S S**. This runs the blocking macro, blocks a sentence and then does the spell check. If a word is found which needs changed the normal spell checking options provided by WP are activated. If no errors are found and/or, at the conclusion of the spell check session, a message announcing the completion of the spell check occurs.

Spell Check a Paragraph, Page, or Document. The same activity occurs as described for word or sentence except that the keystrokes are as follows: **ALT-B P S**, **ALT-B A S**, or **ALT-B D S**, respectively.

ALT C — Drop Cap

This creates a three line high Drop Cap. A requirement to use this macro is the capability to scale fonts. As written it uses a TIMES ROMAN BOLD font. Modify the first part of the macro (Variable 9) to change it to one you desire (or you printer's name for Times Roman). Beware though, the definitions for the various sizes utilized by this macro are for the Times Roman typeface. If you use some other font you'll probably need to create the necessary math modifications.

If you need to change from a default font size of 10.8 points modify the start of the font (Variable BF, for base font) for the appropriate size. Otherwise, for temporary changes, hit the "=" sign, chose a point size, and then chose a letter.

If you don't block anything the macro'll ask for a letter to use for the drop cap. Note: if you use this method you must use the default font size for resizing the character you've blocked.

ALT D — Directory

An extension to the LIST (F5) key in that this macro is customizable to include the subdirectories or drives used most often. That means these directories or drives are only one or two keystrokes away rather than many. Also, you might want to customize it to your particular subdirectory structure.

MACRO NAME DESCRIPTION

Basically, you choose the highlighted letter (your choice) and the macro lists that drive or directory. The purpose is to simplify getting a listing of your select drive or directory with a minimum of effort.

The basic menu has two major menuing lines (and the room to add a third). The first line has all available drives (as supplied it's A, B and C) while the second line contains all available subdirectories (which is what the third line is used for if needed).

FILES. This option accesses the documents subdirectory. This macro assumes the document directory is named WPDOC. The macro DP (DrivePath) contains all the initialization material. The variable to modify is called "WPDoc." See the INSTALLATION NOTES at the end of this document.

WP51. Access the WordPerfect subdirectory; it's name is assumed to be WP51. The macro DP (DrivePath) contains all the initialization material. The variable to modify is called "WPDIR." See the INSTALLATION NOTES at the end of this document.

OTHER. Allows access to any legal drive or directory not provided by the directory macro menu. You are prompted for the desired drive and/or directory.

NOTES:

The files directory is assumed to be called WPDOC. If necessary change it within the DP macro. Look for a variable called: DOCDIR. DP contains all drive and directory information for macros.

. This macro assumes you have an interim release later than December 90. Proper detection of long document names is not possible with the earlier releases. To use this macro with those earlier releases run the ALTL macro, chose options 2 and 4 and hit the enter key. This tells WordPerfect that you want short document names for file listing (using F5, or list) and file saving.

ALT F — File Save/Retrieve

Save or retrieve a file depending upon the status of the document. Other options too.

Save File. If the current document screen has a file in it (or has been modified in any way) this macro saves the current file. It provides a number of options for saving that file too (like saving the file to multiple locations). The macro detects files with no names and prompts for one.

Retrieve File. If the current document is BLANK the macro retrieves information stored on the last files edited (stored during the WordPerfect exit using the Exit macro (ALT X)). This information is then displayed to the user. Depending upon the information displayed, one or more files may be retrieved and the cursor relocated to the last edited position with few keystrokes. **LIMITATIONS:** 1) If page renumbering was used then the cursor may not return to the exact same spot. However, the macro attempts to place the cursor at an "equivalent" spot of matching the page, line and position on the line.

NoSave. Exits the macro without saving the file.

Rename. Allows a file to be renamed (path and/or the file name).

Summary. Enters the document summary for the current document.

Print. Enters the PRINT macro (exiting the ALTF macro). See ALT P for more information.

Multiple. Save to one or all legal save locations as you have in your menu. The file is saved under its current name to each location, in turn, until the original location is returned to (the last SAVE action). If a file rename is performed prior to choosing this

MACRO NAME

DESCRIPTION

option the current file is saved with the new name to all locations. At the completion of the multiple file save the file is reset to the original path WITH the new name (not the original one).

ASCII. Save a file as an ASCII/DOS file. See CTRL A for more information.

USAGE.

File Save. The current screen must have a file in it or have been modified. There are two possible states: a file with a name and one without a name.

A File With No Name. The macro will warn that the file save cannot continue without a file name. A menu is displayed showing the current name (it'll be blank) and several options: Name, Exit, and Cancel. The NAME option then proceeds to obtain the name of the file. If you are using long document names you are asked for the long document name and file type. You aren't required to supply any information here (an ENTER will suffice). An EXIT or CANCEL option results in termination of the macro unless being called by the EXIT macro. If this macro is being used by the EXIT macro (ALTX) an exit results in a exit from this file while the cancel option stops an exit from the file.

Has Name. The macro displays a menu. This menu contains a selection of drives and subdirectories. If, your file is C:\WPDOC\MY_FILE.DOC and you want to store it to drive A hit the letter A. Your file becomes A:MY_FILE.DOC. If you want to save it to drive A without the default drive becoming drive A (as in the previous example), chose Multiple options and then A. If you want to store C:\WPDOC\MY_FILE.DOC to drive A and drive B, chose Multiple and then A & B.

File Retrieve. You may only get to this operation from a blank (never been edited) file screen. The macro retrieves the AutoRetrieve file, extracts the information, exits the data file, and presents the user with it's findings.

An AutoRetrieve file from which to extract data may or may not exist. An error message is displayed if one doesn't exist.

If a data file exists then there will be either one (1) to four (4) records.

The message at the entry screen identifies the number of files you may retrieve out of the number available. Choose the files to retrieve by their number. If obtaining two files the order in which the numbers are entered determines which file goes into document screen #1 or document screen #2; the first number entered goes into document screen #1.

You may remove file information from the AutoRetrieve file by hitting the letter "D" and then the number(s) of the file(s) to remove. Hitting the CANCEL key returns to the Retrieve menu.

You may cancel macro operation by hitting the CANCEL key.

You may exit the operation by hitting the EXIT key. This places you in the DIRECTORY Macro.

File Rename. This option lets you rename the current file. Supplying the name of a file which already exists results in a message screen in which you are prompted to either continue with the save or to supply a different name. Continuing with the save action overwrites the "original" file.

Multiple. Chose any legal (those available in the menu) destination option. Each option may be entered only once. Remove an option using the backspace key.

Summary. This option enters WordPerfect's Document Summary screen at which you may enter additional information about the document such as who wrote it, what its subject is, some keywords, and a synopsis of the contents. See the WordPerfect manual for more specific information. This option is equivalent to Shift F8 (Format) 3 (Document) 5 (Summary).

MACRO NAME
DESCRIPTION
ALT H — Help

Provides a brief description of all macros provided. Completely menu driven. Hit the character equivalent to the name of the macro desired for access to its description. The control key macros require that the Control key AND their character be hit together to gain access to its help. Hitting the enter key at any time will return to the main menu or, if at the main menu already, will exit the macro.

ALT L — List

Change the type of LIST WP51 performs at a directory listing. There are four (4) different types of lists recognized by WordPerfect:

- 1) Short Document list with no long document name save,
- 2) Short Document list with long document name save,
- 3) Long Document Name list with no long document name save, and
- 4) Long Document name list with long document name save.

Additionally, at the end of running this macro, you can tell it to either do a directory listing (run ALT D) or go into the file save macro (ALT F). These options are entered at the choice option options 12, 21, 34, 43, DF, or FD are not valid (you can't enter them). All other options are allowable. You may chose 0 - 3 options. When you've made your choice(s) hit the enter key.

ALT N — New Characters

Chose from a number of specially chosen characters in a number of different categories. Nominally organized. Chose by number. If your printer doesn't recognize the character chosen WP51 sends it as a graphic (if your printer is not a daisy wheel printer). The top of the screen is reserved for the defined characters while the bottom of the screen is for the menu prompt. The macro indicates the largest number available. If a number is chosen which is outside of the allowable range an error message is displayed which urges you to try again. You may chose multiple options and use up to 127 characters to define those options. Options separated by a space will be entered into the document with spaces between them. Multiple options separated by a comma are entered into the document one after the other with no separation between them.

For instance, if an em dash (used between such things as dates: 8–15 Dec 90) is desired hit ALT-N 27 [enter]. The em dash is then placed into the document (it looks like a small square except in the page preview, Shift F7, V or ALT-V)

To enter the first and last character of the Greek character set separated by a space you would hit ALT-N 43 (space) 87 [enter], where (space) means the space character entered with the spacebar. You may chose one or more characters as desired and separated by any combination of spaces and/or commas.

LIMITATION: There are three symbols which use user defined character specifications (Character set 12). They are numbers 54, 59, and 61. They may or may not print (a blank might result or some other character). If they do print, there is no telling how they'll print if you aren't using ITC Zapf Dingbats (I'm currently using the Postscript cartridge for a LaserJet

MACRO NAME
DESCRIPTION

II). Redefine as necessary. **NOTE:** Options beginning with Numerical entries followed by alphabetic characters will terminate the macro.

ALT P — Print

Print a page, specific page(s), the entire document, initialize the printer, go to the Control menu, or go to the WordPerfect print menu (SHF F7). Just prior to exiting, the macro reports that it is exiting. This helpful feature is provided for slower machines (especially 12MHz and slower) which may take some time before being able to actually exit or quit the macro (for instance if you wanted to cancel the operation of the macro for some reason).

Page Print. This option sends the current page (as identified in the 2nd line of the print menu) to the printer. Also, while the information is being sent to the printer the macro identifies, in the 2nd line of the menu, the specific page being printed. This option is the same as Shift F7 2.

Specific Page(s). When the multiple page print is chosen the number of characters specifying the pages is limited to 31—the limits are identified by special markers. You may enter characters past the limits identified but only the pages within the character limit of 31 are printed. This is a WordPerfect imposed limit. Choosing page numbers is the same as WordPerfect's Multiple Pages (Shift F7 5). You may also chose to print all pages from the first page to the current page, all pages from the current page to the end of the document, or the odd or even pages.

Document Print. This sends the entire document to the printer. During the time the document is initially being sent to the printer the macro will identify, in the 2nd line of the menu, the complete document name. This is the same as Shift F7 1.

NOTE: If a region is blocked when this macro is executed you are provided the option of printing that blocked region or going into the main menu. Going to the main menu will disable the active block.

ALT V — View Document

The same as Shf F7, (V)iew. It allows a quick method of previewing a document (one keystroke rather than two).

ALT X — Exit Document(s)/WordPerfect

Exit from WP or the document. Upon execution you are presented with a menu of choices: exit WordPerfect, the current document or the current document to go to the next document.

Exit document. Option "d". The document status is checked. If it's been modified the FILE (ALT F) macro is executed for save functions. If the CANCEL key is hit while in ALTF the document exit operation is terminated and you remain in the current document (no document exit).

Exit DOCUMENT. Option "D". The same as "d" except that after the document status is checked (and the file exit performed) a switch to the other document is performed, provided the other document is non-blank. Of course, a CANCEL terminates the execution of the macro.

Exit WordPerfect. Upon executing this macro it determines whether or not any of the documents loaded into WP have been modified. Then, it displays a menu listing with

MACRO NAME

DESCRIPTION

information on those files. The document number, status (Mod, Ok, Blnk), path and filename are listed in this menu. "Mod" indicates the file has been modified, "Ok" means the file was not modified, and "Blnk" means the file screen has never been edited.

Rename. You may rename any of these files if desired. You specify a rename by either choosing the number of the document (1 or 2) or Rename. You then provide the desired filename. If you omit a providing a path with the filename, the path of the file being renamed is used. You may also, as part of this rename function, tell WP not to save the file designated. This is a menu function provided with the Rename function.

Accept. This option accepts the filename(s) shown and attempts to save each file.

Each renamed file is tested to see if one of the same name (in the designated path) exists. If so, you are provided the opportunity to provide a different name. If this name is also unavailable you may provide another name.

After the file save(s) the information on each file which was being edited is placed into the autoretrieve file. A modified file with no name results in a request to provide one.

The Autoretrieve file is updated. If a file with the same name and path as one of those which was being edited, that file information is updated to reflect the current cursor location. No more than four (4) file entries are maintained. If the most recent entries into the AutoRetrieve increases the number of entries to greater than those allowed, the files at the top of the file are removed until the limit is reached.

If no AutoRetrieve file is found a message indicating that fact is displayed. Another message is displayed after that indicating that the necessary file is being retrieved.

Notes:

All file save operations are performed by the FILE (ALTF) macro.

If executed in a non-document editing screen this macro exits that non-editing screen.

Detects if both files are blank and automatically exits from WP when a WP51 exit option is chosen.

If the WordPerfect exit option is chosen during an on-going print operation this macro provides the option of continuing with the exit (and canceling any print jobs) or returning to the document (to continue printing). A return to document will return to a blank document screen.

Upon a request to exit WordPerfect this macro saves the necessary information on all active (open) files for later automatic retrieval. Automatic file retrieval is accomplished by running the FILE macro (ALT-F) in a BLANK document.

ENV — Envelope

Creates the text to place on an envelope which is then placed on a page defined by ENVELOPE.REF. Menu options allow editing your info, viewing the document, exiting to the document, deleting the current page or adding another record. You may want to rename this to ENV.

Run the macro on a new page, each page representing another envelope. Eventually, you'll have a number of addresses (pages of the document) which you won't need to create from scratch. Run this macro whenever you need to add an address to your address file. Each page may be printed separately or as an entire document.

NOTES:

MACRO NAME DESCRIPTION

1) You might make a smaller, but similar document, using mail merge. However, this sort of a brute force method has a few advantages over that method for home use and where you don't create a gawdawful number of mailings. It's quicker, easier and (generally speaking) more customizable. Additionally, best of all you don't need to know a thing about merge files!

2) Place the ENVELOPE.REF file in the WordPerfect subdirectory (for example: c:\wp51). Edit the first lines of this file to reflect your return address.

CTRL M — Memorandum

The macro will prompt for the type of Memorandum (i.e. Memo for RECORD or Information or George). It also prompts for the memorandum's SUBJECT, and from whom. The macro then places the Memo text on the first line flush left, the Date is placed flush right and then a graphic line is inserted under which is placed the subject and from. All tabs and margins are automatically setup. (Assigned to the CTRL M key.)

CTRL L — Letterhead

Prompts for REPLY TO ATTN OF, SUBJECT, and TO for placement on Military preprinted letterhead. You may easily modify as desired. Variables are created such that it is easy to change the placement of these inputs to compensate for actual placement of these prompts between different batches of letterhead. Note: this letterhead is usually ¼" narrower than normal 8.5"x11" paper. This means that if you measure a one inch left margin (about two spaces to the right of the semi-colon) you will actually need about a 1.17" left margin (for example). All document initialization's are placed at the top of the macro. The macro is a useful tool for non-military as well - modify as appropriate to your organizational letterhead (or your own). (Assigned to the CTRL L.).

NOTE: The current macro is setup for use on an Apple LaserWriter IINTX. If used on an HP LJII, with or without a PostScript cartridge you'll need to decrease the advance by 0.2 cm. This macro will place text 2 mm too low for the HP or 2mm to the right of where you want it on an HP LJ II.

CTRL A — ASCII/DOS File Save

Saves the current file as an ASCII (or DOS) text file. When executed, this macro takes the original filename, strips off it's extension (the three characters after the period at the end of the filename) and replaces it with the macro's default ASCII/DOS extension, "TXT".

The main menu then displays the name of the file on which you are working (the original name), the filename to which the ASCII/DOS file will be saved, and the menu options RENAME or SAVE. Hitting the CANCEL at any place except the main menu returns to the main menu. Hitting the EXIT key at any place except the main menu or during a file rename action returns to the main menu. If CANCEL is hit at the main menu the macro is exited and you're returned to the document. If the EXIT key is hit at the main menu the macro is exited and the FILE macro (ALTF) is executed.

RENAME

Choosing this option provides a command line with the name and path (these two items

MACRO NAME
DESCRIPTION

make up the path specification) of the original file. A menu showing the path specification editing options is displayed. Use these options to edit the path and/or file name to the one desired.

If you desire to use an extension other than the default extension provided ("TXT") place an "=" at the end of the new name. This forces the macro to use what ever file name you've provided without modification.

If you chose to save a file with a name as one which already exists you are asked if you want to replace it (overwrite the existing file). If you chose to replace it the existing file is overwritten. If you chose not to replace it you're placed into a file rename action. Canceling this operation returns to the main menu. After providing a new name you're returned to the main menu. Continue as before.

SAVE

The file is saved to the path specification (path and filename) identified on the ASCII Name menu line. If the file being saved already exists you are asked if you want to replace it (overwrite the existing file). If you chose to replace it the existing file is overwritten. If you chose not to replace it you're placed into a file rename action. Canceling this operation (hitting the CANCEL key) returns to the main menu. After providing a new name you're returned to the main menu. Hitting the CANCEL key at any time (except at the main menu) returns you to the main menu. Hitting the EXIT key at any time except during a rename function enters the FILES (ALTF) macro.

CTRL D — Insert Date

Put a date into a document. The SETUP option resets the WordPerfect date system to Standard (Format: Month Day, Year), Military (Format: Day Month Year), or Contracting (Format: Year Month Day). Then there are also several date formats after you chose the overall date format. This formatting though, deals with full month names (September) or short ones (Sep) and whether or not the numbers are padded with spaces (1), zeros (01), or no padding (1). This feature is useful under certain unique circumstances.

CTRL O — Character over Character

Places one character over the previous character. The cursor must be to the right of the character which is being placed over the other. This macro is meant for a limited audience and is intended for Tensor or vector notation. Placement of regular text characters over text characters might not provide for acceptable results.

CTRL S — Superscript over Subscript

Places a superscript character over a subscript character. For instance, this text is done in Times Roman 10.8 points and is correctly placed for that font: P_5^t . It is meant for a document in which you aren't likely to change the font size. That's one thing it's sensitive too. In the process of placing one variable above the other it does some basic measurements and advances the superscripted text left an appropriate distance. If the font size for your document is changed, all occurrences of formulae created with this macro will need redone, or at least investigated to determine if text placement was affected.

MACRO NAME
DESCRIPTION

ALT - — Paragraph Numbering

Provides paragraph numbering.

Level Desired? (**A, 1-8**) New Count **S**etup
or
[RESET] Level Desired? (**A, 0-8**) **S**etup

Hitting "A" or "ENTER" at the menu will place an auto-paragraph number code into the document. The actual paragraph number is based upon how many tabs/indents the code is from the left margin.

Hitting a number between 1 and 8 will number the paragraph with the specific level chosen

The Option "N" will reset the paragraph number to the first level in the paragraph numbering sequence used. Additionally, after hitting NEW, the RESET menu (second menu line above); Choosing "0" exits the macro without also putting a paragraph number definition and tab into the document (leaving only the new paragraph definition behind). Hitting the enter key will place a paragraph numbering code into the document.

The "S"etup, option enters WordPerfect's paragraph numbering setup menu.

ALT [— Transpose Character Left

Transpose a character or formatting code left one character position of its current position. Non-transposable formatting code includes all codes with start and stop codes.

ALT] — Transpose Character Right

Transpose a character or formatting code one character position right of its current position. Non-transposable formatting code includes all codes with start and stop codes.

Enhanced Keys (for Enhanced Keyboards)

CTRL PgDn — Retrieve Memory Variable

To use this macro the memory variable must exist (otherwise there's nothing to retrieve). To assign a memory variable from the keyboard, block the text desired (up to 127 characters) and hit Ctrl PgUp. At the variable prompt provide a name and hit enter. Or hit Ctrl PgUp. At the variable prompt, provide a name and hit enter. At the value prompt, enter the desired text. To retrieve hit Ctrl Pgup and provide the name assigned to the variable. The retrieved text is placed directly into your document. If the contents of a variable are requested and the variable does not exist an error message is generated.

NOTE: You are limited to 127 characters per variable. If you have more than 127 characters defined only the first 127 are stored in the specified variable.

CTRL Del — Delete Word/Block

**MACRO NAME
DESCRIPTION**

With blocking off: deletes current word. Retrieve with CANCEL Restore.
With blocking on: deletes the region blocked. The deleted region is placed in a special delete buffer. A CANCEL Restore operation DOES NOT work with this type of deletion. Retrieve with the BLOCK macro (ALT B R) or Ctrl F4 (move) 4 (retrieve) 1 (block).

Shift Left Arrow — To Previous Sentence

Moves the cursor to the beginning of the previous sentence.

Shift Right Arrow — To Next Sentence

Moves the cursor to the beginning of the next sentence.

Alt Left Arrow — To Previous Word/Column/Table Cell

Outside of a column or table: moves to the previous word.
Inside of a column: moves to the previous column.
Inside of a table: Moves to the previous table cell.

Alt Right Arrow — To Next Word/Column/Table Cell

Outside of a column or table: moves to the next word.
Inside of a column: moves to the next column.
Inside of a table: Moves to the next table cell.

Ctrl Left Arrow — To End of Previous Word

Moves to the end of the previous word.

Ctrl Right Arrow — To End of Next Word

Moves to the end of the current word.

MISCELLANEOUS.**Hints.**

If your keyboard definition file is large (on the order of 60KB or more) and your computer is without expanded memory (EMS) you may experience difficulty printing even the smallest of files with the WPK file active. One solution is to deactivate the keyboard definition file using ^6 (hitting the control key and the number 6 once) when wish to print. Reactivate the keyboard with ^6 ^6. However, this may not work either. The best bet is to save the largest macro from the keyboard definition file as a standalone macro remove the and removing it from the WPK. It is a simple task to do.

If a string of text appears at the bottom or top of your screen which doesn't disappear with a screen refresh (the test is usually the result of something called a status prompt) hit ALT-B and then EXIT (F7). This should clear the problem text from the screen. ALTB has a routine which resets this function.

Repeated Words.

Using CTRL PgDn (^PgDn). Suppose you have a word or a phrase you are using quite

MACRO NAME

DESCRIPTION

often and you don't want to keep typing it. You want an easy way to retrieve that word or phrase with very many keystrokes. One way would be to write a simple macro to retrieve it for you every time or, you could put it into temporary storage during your current edit session.

This is what you do. Block out the word(s) or phrase you wish to have printed for you. Then hit the ^PgUp key. WordPerfect will ask for a variable to which you wish to assign the blocked area. For the purposes of this effort hit the letter "=" and then the enter key. Now, whenever you come to the point where you need the word(s) or phrase hit the ^PgDn key (or if you don't have an extended keyboard, the key sequence to which you have assigned ^PgDn). You are prompted for a variable name. Hit the letter "=" and hit enter. The phrase will appear.

The variable to which this word or set of words is assigned can be anything you want: a long name or a one, or numbers. However, try not to use the numbers 0–9 as this macro suite uses this range extensively. You may lose the contents of your variable if you use one of the macros in this suite. Keep the number of characters in this word or phrase to less than 128 characters.

Using Block Retrieve. Place the desired block (may be more than 128 characters) into the memory buffer with the blocking macro. Then retrieve when desired. For instance, you have a commonly used phrase you want to use in several places. Block it (manually or through the blocking macro). Then, while in the blocking macro menu #2, hit "C" for copy, and then hit cancel (F1). This has placed the phrase in the memory buffer. Now, when you need to retrieve that phrase just hit ALT-B R. This retrieves the information from the memory buffer. NOTE that is a disadvantage to this method. If you use WordPerfect's Move or copy feature, or ALT-B's move, copy, or delete features whatever was in the memory buffer is overwritten with new material. The big advantage is you aren't restricted to the 127 character limit imposed by WordPerfect on variable contents.

You could always delete the word or words with backspace or the delete and get them back using the cancel key. Any deletion prior to moving the cursor is a single deletion. Moving the cursor starts another deletion activity. You may have up to three separate deletions, each of which is recallable with the cancel key.

Moving the Cursor.

To the END of a Word. Hit the CTRL and Enh left or right arrows. CTRL Enh Left moves to the end of the previous word, CTRL Enh Right moves to the end of the current word. This macro is useful for getting to the end of a word to add something to it or to delete something. It's slightly easier to use this macro than the normal procedure of hitting the CTRL White Left/Right Arrow to get to the beginning of the previous/next word and then arrowing over to the desired location.

To the next or previous sentence. The Shift Enh Left/Right arrow keys will move to the beginning of the previous/next sentence, respectively.

Next Column or Table Cell. Using the ALT Enh Left/Right arrow keys will move to the previous/next column or cell (depending on which one you're in). Excellent for moving from one column or another and additional method for moving between cells to the TAB and Shift TAB keys.

Multiple Enhancements.

On a blocked region. Block the region desired, go to menu 3, chose "M" for multiple options, choose the desired options, hit the enter key. For instance, you want to make a word bold, italicized, and large. Place the cursor on the word desired. Then hit ALT-B W 3 M BIL [enter]. This chooses the blocking macro (ALT-B); block a word (W); go to menu 3 (3); chooses multiple options (M) B=bold, I=italic, L=Large. If you make a mistake putting the options in just hit the backspace key to remove an option at a time and reenter as desired.

MACRO NAME**DESCRIPTION**

Hitting the enter key will then attach the options chosen to the word (or blocked region). Under certain circumstances the macro is unable to place the options at the exact end of the blocked region and one or more characters will end up between the stop option code. You will need to move the character(s) to place them inside the enhancement codes (DON'T TRY TO MOVE THE ENHANCEMENT CODES - they will disappear...).

Before you enter the text. ALT-B W 3 M BIL [enter]. This chooses the blocking macro (ALT-B); block a word (W); go to menu 3 (3); chooses multiple options (M) B=bold, I=italic, L=Large. If you make a mistake putting the options in just hit the backspace key to remove an option at a time and reenter as desired. Hitting the enter key will then drop the options chosen into the document. The cursor will remain in the center of the options.

MACRO NAME
DESCRIPTION
INSTALLATION NOTES:

Initial Installation and Setup

Install ALL keyboard definition (WPK) and macro (WPM) files in the same subdirectory. Then, tell WordPerfect that this subdirectory is the Keyboard/Macro files directory. For instance, make a subdirectory of the WP51 subdirectory (assume WP51 is where your WordPerfect files are).

```
CD\WP51 (go to the WordPerfect subdirectory)
MD MACKEY (make a directory for the keyboard definition and macro files)
CD MACKEY (enter the new directory)
```

Assuming the macros archive file is called WPMACROS.ZIP and is located on drive A. And, assuming the unzip program is called PKUNZIP and is located in the UTIL subdirectory on the same disk as WP51. Unzip the files to the MACKEY subdirectory:

```
\UTIL\PKUNZIP A:WPMACROS
```

This unzips A:WPMACROS.ZIP and place all files within it into the current subdirectory.

Now, copy the ENVELOPE.REF file to the WP51 subdirectory (this is the envelope definition file used by ENV.WPM):

```
COPY ENVELOPE.REF \WP51
```

Now, tell WordPerfect that this is the directory to use as the Keyboard and Macros subdirectory by going into SETUP:

```
Shift F1 6 2 C:\WP51\MACKEY
```

where, Shift F1 is SETUP, 6 is LOCATION of FILES, 2 is KEYBOARD/MACRO Files, and C:\WP51\MACKEY is the location of those files.

Finally, select the PUBLIC keyboard definition file so that you have access to the rest of the macro files.

```
Shift F1 5, then arrow down to PUBLIC, hit the ENTER key, and finally the EXIT key.
```

That's all there is to it!

Drives and Subdirectories

ALTD and ALTF all depend upon a common file for directory information: DP.

The specific location within DP where this information is identified at the end of that file under the following labels: SBD, PATHS, and INIT.

The information displayed by the menu is located in the following variables: DRVs, DIRsA and DIRsB. DRVs is a variable containing all valid drives for your system. DIRsA is the variable containing a list of valid subdirectories for your menu. DIRsB is the same thing. However, it's used only when you've filled up (over 70 characters) DIRsA.

Menu options are different colored letters in your menu. These menu options are those

MACRO NAME
DESCRIPTION

letters in the variable surrounded by {R} and {S} (these are created by hitting a CTRL R and CTRL S, respectively). You may use either upper or lowercase letters for your options. Be careful to use options only once - use only those letters NOT already used. The letters used under the label PATHS are those you may use. DON'T use those under the SBD (used for operations).

- ▶ If both the uppercase and lowercase letters are found under the SBD label you may remove one of those cases (IMPORTANT: leave at least ONE option).
- ▶ If you need to use one of those already used (for an option that uses both upper and lowercase letters) remove one from that option and use it for the new option. You'll need to modify at up to five locations:

- 1) The variables DIRSa and/or DIRSb (under the label INIT),
- 2) Adding/deleting options to the variable FREF. This variable contains all of the valid letter options present in your menu. This variable is used for multiple save operations. If your letter option isn't found here it isn't a valid multiple save option. This variable is found under the label INIT.
- 3) The variable DRVs (under the label INIT),
- 4) Path definitions under the label PATHS,
- 5) Possible modification of the valid options for OPERATIONS (like removing a lowercase option for use elsewhere) under the label SBD

All of these changes are in the same basic location: at the end of the DP macro.

HINTS:

- 1) Make a copy of DP for reference (for instance, copy it to a file called DPREF.WPM) before working on the original. That way, if you make a mistake during your menu modifications you can always get back to one which works (so you can start again)
- 2) If you make your changes with the WordPerfect macro editor, disable any keyboard definition before making ANY changes. Hit either CTRL 6 once or Shift F1 5 * to do this. If you don't it's possible you might end up with the contents of another macro in the macro you're editing...