FENIMORE'S MACRO SUITE©

for

WordPerfect® 5.1 for DOS

A Sophisticated Set of Document Editing Tools.

UTILIZE WORDPERFECT'S POWER
WITHOUT BECOMING A WORDPERFECT EXPERT!

Fenimore's Macro Suite is Shareware. Shareware is NOT free.

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. Should you decide not to use the product you are expected to remove it from your system. Continued use requires registration of the shareware program.

REGISTRATION/UPGRADE FORM

Send to: Dale L. Fenimore, 6427 Rosebury Drive, Huber Heights OH 45424-3811
(All amounts are in dollars U.S.)

Please send the latest version of the Macro suite

Diskette size: 5 ¼" 3 ½"

	Quantity		Price
(Non-Registered User: $19.95/copy Registered User: $5.00/copy)			
Printed FMS manual (add $13.00 per copy):			
Ohio state residents please add 6.5% Tax:			
Shipping and Handling ($3.50 per order) (European, Africa and Australia/Asia orders add $10.50 per order) (add 50¢ per disk if you require 3½") (with printed manual add $2.50 per order):			
Total Enclosed:			
Please make payment by check or money order (in US funds) payable to "Dale L. Fenimore"			
Name			
Company			
Address			
Phone			

Where did you obtain your copy of Fenimore's Macro Suite (FMS)? To ensure a version update later than the version you are using, please provide the filename of the executable archive version you have (for example, WPM32.EXE). Note: Month of release isn't sufficient.

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. All dollar amounts are in United States dollars.

No. USERS	**PRICE ($)**	**PRICE/COPY**
5	99.75	19.95
10	179.50	17.95
25	398.75	15.95
50	697.50	13.95
100	995.00	9.95
Unlimited	1,500.00	

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 Fenimore's Macro Suite useful and you continue to use it after a reasonable trial period, you must make a registration payment of $19.95 to Dale L. Fenimore. This 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.

TABLE OF CONTENTS

REQUIREMENTS/RECOMMENDATIONS 3
- The Necessities 3
- WordPerfect 5.1 Interim Release 3
- Computer Speed 3
- Basic KEY Notes 3
- WordPerfect Bugs 4

BRIEF MACRO DESCRIPTIONS 7
- DESCRIPTIONS 7
- Special Macro Information 13
  - Dependencies 13
  - User Edits Required. 16

ALT A — Advance 17

ALT B — Blocking 17
- USING THE BLOCKING MACRO 22
  - Default Information 22
  - Block a Text Character 22
  - Uppercase letters 22
  - Saving a Blocked Region to a File 23
- Spell checking 23
  - Check a Word 23
  - Check a Sentence 23
  - Check a Paragraph, Page, or Document 24
- BUFFERS: Copy/Move and Undelete 24
  - Copy Block to Move Buffer or Delete Buffer 24
  - Deleted Text and the Buffers 24

ALT C — Drop Cap 24
- DROP CAP INFORMATION 24
- EDITING DEFINED FONT (Typeface and Point size) 25

ALT D — Directory 25

ALT E — Envelope Related Functions (Letterhead, Memorandum, Envelope List(s), Mailing Address Copy, Zipcode Barcode) 27

ALT F — Files (Save/AutoRetrieve) 28
- USAGE 29
  - File Save 29
    - Unnamed 29
    - Named 29
    - Blocked Region 29
      - Save 29
      - Append 29
  - AutoRetrieve 29
- ADDITIONAL INFORMATION 30
  - Help 30
  - Other Available Options 30
    - Cancel 30
    - Master Document Setup 30
    - Switch 30
    - List 30
    - Save 30
    - AutoRetrieve 30

ALT G — Greek/German Characters 30
LITERAL CHARACTERS 31
ALPHABETICAL 31
MENU NUMBER 31
DOTS, BAR, HAT, PRIMES 31

ALT H — Help 31

ALT K – Key 31
Customizing 31

ALT L — Line 32

ALT M — Miscellaneous Functions 33

ALT N — New Characters 35

ALT P — Print 35

ALT S – Subscript/Superscript Characters 36

ALT T – Typesetting Functions 36

ALT V — View Document 37

ALT X — Exit Document(s)/WordPerfect 38
EDIT Options (File Specification) 38
EXIT Options 38

ALT - — Paragraph Numbering 39

ALT [— Transpose Character Left 39

ALT] — Transpose Character Right 40

ALT TAB – Tab Set 40

CTRL TAB - Hard Tabs/Characters 40

CTRL HOME (Go To) 40

CTRL C — Character over Character 42

CTRL D — Insert Date 43

CTRL G – Graphics 43

CTRL S — Superscript over Subscript 44

CTRL T – Table Edit 45
Go To Cell Address 47
Copying/Moving Blocks Between Tables 47

CTRL X - Lists/Cross-References 48

CTRL Z — Screen Blanker (ZAP) 48
MESSAGE 49

Customize “Default” Message 49
Change Message Bounce Rate 49
PASSWORD 50

Enhanced Keys (for Enhanced Keyboards) 51
Enh Del – Delete Character/Block 51
Shift CTRL Del/Enh Del – Copy To PASTE Buffer 51
Shift Left Arrow – To Previous Sentence 51
Shift Right Arrow – To Next Sentence 51
ALT Left Arrow – To Previous Word/Column/Table Cell 51
ALT Right Arrow – To Next Word/Column/Table Cell 52
ALT Up Arrow – To Previous Table Row/Paragraph 52
ALT Down Arrow – To Next Table Row/Paragraph 52
CTRL Page Down – Retrieve Memory Variable 52
CTRL Del/Enh Del – Delete Word/Block/Table Row 52
With blocking off 52
With blocking on 53
CTRL Ins/Enh Ins – Retrieve Deleted Text/Code or Insert Table Row 53
CTRL Left Arrow – To End of Previous Word 53
CTRL Right Arrow – To End of Next Word 53
CTRL Up Arrow – To First Table Row/Previous Paragraph 53
CTRL Down Arrow – To Last Table Row/Next Paragraph 53

NAMED Macros 55
ADDR2ENV – Copy Mailing Address to Envelope Page 55
USING THE MACRO 55
SUPPLIED DEFAULTS 55
CHANGING DEFAULTS (Customizing) 55
ASCII/DOS File Save 56
RENAME 57
SAVE 57
BARCODE – ZipCode BarCodes 57
ENV – Envelope 58
LETTERHEAD 58
MEMORANDUM 59

MISCELLANEOUS 61
Hints 61
Keyboard Definition File 61
Permanent Text On The Screen 61
Copying/Moving Text Between Tables 61
Copying/Moving a Block of Text 61
Repeated Words 62
Using CTRL PgDn (^PgDn) 62
Using Block Retrieve 62
Using delete function 62
Simple Equations without using the Equation editor 62
Moving the Cursor 63
To the end of a word 63
To the next or previous sentence 63
Next/Previous Column 63
Within a Table 63
Next/Previous Row 63
First/Last Row 63
Next/Previous Cell (1) 63
Next/Previous Cell (2) 63
Specific Cell 63
Multiple Enhancements 63

On a blocked region 63
Before entering text 64
Setting up and Creating a Table of Contents 64
Create the Table of Contents Definition 64
Define the Headings for Use in the Table of Contents 64
Creating the Table of Contents List 64
Hyphenation and the Enhanced Left/Right Arrow Keys 65
WordPerfect Bug Description 65
Reassign Enhanced Left/Right Arrow Keys 65

INSTALLATION NOTES 67
Initial Installation and Setup (Manual Installation) 67
Initial Installation and Setup (Automatic Installation) 68
AutoRetrieve 68
Drives and Subdirectories 68
Example - Customizing DP.WPM for your system 69
Modifications - Introduction 70
Begin Modifications - Deactivate Keyboard Definition File 70
Add a Drive 71
Change Your Document Directory 72
Add a New Document Subdirectory 72
Add a New Directory 75
Done with Modifications - Reactivate Keyboard Definition File 78

About the Author 79

Alphabetical list of supplied files 80

INDEX 82

FENIMORE'S MACROS SUITE
for
WORDPERFECT 5.1 for DOS

Introduction

Welcome to FENIMORE's MACRO SUITE (hereinafter referred to as FMS)! You'll appreciate the features provided. FMS is simple to install and easy to use! It provides quick and easy access to powerful WordPerfect features without getting in the way. Some macros operate as though they were a part of Wordperfect itself – you wouldn't know you were using FMS until you used a copy of FMS-less WordPerfect! Except for the simpler macros most macros are menu driven and accessible via an ALT or CTRL key sequence.

For most of the macros, a mnemonic link exists between the macro name and its function. A macro's primary purpose is to accomplish repetitive or complex tasks in as few keystrokes as possible. Macros can help keep the frustration levels low (usually) and minimize finger wear and tear. They also have a tendency to transform complex tasks into easier and less time consuming tasks. This allows the user to concentrate on the task at hand by accessing powerful editing functions without necessarily knowing how the task itself is performed! It also helps to have a relatively easy way to remember which macro does what function. Hence, the mnemonical link between macro name (or method of access) and function! To illustrate: if you have a large number of macros with real short names, those macros are hard to use unless used constantly – that's because it's hard to associate a large number of macro names with function without that constant use. Likewise, macro's with long descriptive names are easier to remember until they're used often – typing the long name each time you want to use the macro quickly becomes a chore which defeats the its utility.

Similar functions are, to a great extent, clustered together in the same macro. For instance, all functions related to operations on a block of text are performed with the Blocking macro (ALTB); all functions related to files are taken care of by the File save macro (ALTF); and EXIT related functions are performed by the EXIT macro (ALTX). If one macro requires the capabilities of another, that fact is transparent to the user.

Many new WordPerfect users feel a need to become WordPerfect proficient before learning how to use macros. This is a little 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? Become productive more quickly by decreasing the learning curve!

Once you begin using FMS you'll find it indispensable. Try using WordPerfect without FMS installed after having used WordPerfect with FMS and you'll quickly see what I mean! Highly sophisticated, very powerful, and extremely useful; you'll find FMS indispensable! Its power, capability, and ease of use is unmatched by anything of a similar nature (anywhere!).

Nearly 60 FMS macros are provided. However, because of its menu driven nature, FMS' renders the overall effect of possessing <u>substantially</u> more macros than that number would indicate. Although providing easy access to WordPerfect's power, the more you use FMS (and the more familiar you become with it), the more features you'll find yourself using (novice and expert WP51 users alike)! FMS is extremely powerful!

Brief History

The first versions of this macro suite were quite modest indeed. They began as relatively simply macros for WordPerfect features/functions I used time and again. Features were added as needed; FMS evolved. Eventually, FMS evolved to the point where considerable time and planning actually began to go into their development. The initial release as a shareware product occurred in October 1990.

REQUIREMENTS/RECOMMENDATIONS

The Necessities. FMS requires WordPerfect 5.1 for DOS and a reasonably fast computer. Once installed, direct access to FMS is via the FMS keyboard definition file (FMS.WPK). You may also directly use an FMS macro by executing it by name. FMS is written entirely in the WordPerfect Macro Language.

WordPerfect 5.1 Interim Release. Use an interim release dated 31 May 91 or later. Check the date of your WordPerfect release by hitting the HELP key (F3, on most machines). The date of your WordPerfect's interim release is in the upper right corner of the screen. If you have a release dated earlier than 31 May 91, you're highly encouraged to upgrade to the latest interim release; typically, registered users may upgrade for $15. Contact the WordPerfect Orders Desk at (800) 321-4566. The following are some reasons for the specified release:

WordPerfect 5.1 for DOS has no macro facility for identifying interim release versions. For this reason, no attempt has been made to adjust to the differences between interim releases.

ALTF (FILESAVE.WPM) and ALTX (EXIT.WPM) rely on a feature added to the 31 May 91 interim release: easy detection of the use of Long Document Names. If you aren't using Long Document Names and you have interim release 30 Dec 90 or earlier, you can, if you do some minor macro programming, route the macro around the long document name tests (good luck!).

The “Cancel Print” operation sequence changed from prior WordPerfect releases. However, you can change the code sequence in EXIT.WPM which cancels a print operation (it's fairly well identified) back to the sequence used in the earlier release(s).

Very early versions of WordPerfect 5.1 had a slightly different way of handling the listing of file directories. ALTD (DIR.WPM) won't correctly handle the differences…it just stops!

Computer Speed. FMS is a powerful augmentation of WordPerfect's native capabilities. On fast machines FMS'll just whiz along; on slow machines FMS'll work somewhat more slowly. Because of its power, the faster the machine, the better the performance. FMS has been run on 8MHz AT's and, although SLOW, everything worked fine. However, computers with clock speeds 16 MHz or faster are highly recommended. Nonetheless, if you don't know any better (i.e., aren't addicted to speed) most of the FMS macros should prove more than adequate on the slower computers. Please note that there's always the possibility that the most powerful of the macros may seem just TOO SLOW to be useful on a slow machine.

Basic KEY Notes.

The following information may prove useful to you if you aren't yet that familiar with the WordPerfect keyboard:

CANCEL. On most WordPerfect keyboards this is the F1 key. On some, the CANCEL key has been switched with F3 by use of a keyboard definition file (F3 is usually the Help key).

EXIT. This is the F7 key.

LIST. This is the F5 key.

SAVE. This is the F10 key.

ESC. WordPerfect, in a document edit screen, uses this as a repeat key. When ESC is hit, WordPerfect asks for a repeat value (it displays the default repeat value). Entering a number followed by hitting the ENTER key changes the repeat value. Hitting any character or operation key (such as page key or arrow key) repeats that character or operation the specified number of times (the repeat value). Within an FMS macro, ESC is usually used to exit the macro or at least back out to the first level of menus.

BOLD. This is the F6 key.

UNDERLINE. This is the F8 key.

Shift F10. Retrieve a file.
Shift F3. Switch (case or document).
Shift F2. Search.

Left/Right Arrow keys.

Character Movement. The default of both the white arrow keys (on the numeric keypad) and the dark arrow keys (these keys are the enhanced arrow keys. They're located between the standard qwerty keys and the numeric keypad) is one character to the right or left when depressed.

Word Movement. Hitting CTRL Right white arrow key or CTRL Left white arrow key moves the cursor one word to the right or left, respectively. However, hitting CTRL enhanced right arrow key or CTRL enhanced left arrow key moves the cursor to the end of the next word or previous word, respectively.

Sentence Movement. Shift enhanced right arrow and shift enhanced left arrow moves the cursor to the start of the next sentence or the previous sentence, respectively.

Insert. Enters character typeover or push mode. CTRL INS retrieves (pastes) the contents of the first delete buffer. If the cursor is within a table, CTRL INS displays a menu which offers the option of either inserting a row to the table or retrieving deleted text.

Delete.

Deletes the current character or, if blocking is active, the blocked region.

CTRL DEL deletes the current word (CUT). If the cursor is within the confines of a table, CTRL DEL displays a menu which offers the option of deleting the current table row or deleting the current word.

CTRL Shift DEL. Takes a copy of the current character, or if blocking is active, the contents of the blocked region, and places it in a delete buffer. This text can then be retrieved using CTRL INS.

GO TO. This is the key sequence of CTRL HOME. There are two available options here. The first option is to use the default WordPerfect GO TO function: use the enhanced (dark) Home key (i.e., CTRL enhanced HOME). The enhanced version of the GO TO function is assigned to the CTRL white (numeric keypad) HOME key. This key sequence has the capability to go to document sections (i.e., sections which have been renumbered). See WordPerfect Bugs (Sections) below for a further explanation. Essentially, GO To provides a means to rapidly move from one page to another within the document (or, while within a table cell, from one cell to another).

Page Up. Moves the cursor a up the document to the beginning of the previous page (or the beginning of document, whichever comes first). **CTRL Enhanced Page Up.** Assign a characters or words to a variable for later use. When this key sequence is hit, WordPerfect asks for a variable. A variable is nothing more than the name of a place in which text (a word or phrase) will be temporarily held until you need to use it at a later time. The name of the variable can be as short as one character or as long as 15 characters. In practice though, use as few characters as possible if you really want it to be useful. Retrieve the contents with CTRL Page Down.

Page Down. Moves the cursor a down the document to the beginning of the next page (or end of document, whichever comes first). **CTRL Enhanced Page Down.** In the default mode, CTRL Page down wants to delete the remainder of the page. It will do this if you allow it. However, to retrieve the contents of an assigned variable hit CTRL Page Down a second time. This displays a menu asking to retrieve the contents of what variable. After you've supplied the name (and if it exists), its contents are placed into the document.

CTRL END/CTRL Enhanced END. Deletes from the cursor to the end of the current line.

On most macros, ENTER, without choosing an option either backs out of a macro (from submenus) or exits the macro. Also, EXIT, CANCEL, and ESC exits from a macro. Those macros which expect character string input typically can only be exited using

the CANCEL key.

WordPerfect Bugs.

Sections. This is a “bug” related to printing sections. Although not considered a bug by WordPerfect, I do, as explained here (WordPerfect says the print operation is working as designed). The problem however, is in how sections are counted and the pages of those sections are numbered. Effectively, sections numbered by arabic numbers are counted separately from pages numbered with roman numbering. Therefore, if you have two sections numbered arabic and two sections numbered roman (i.e., you have four sections), WordPerfect acts as though you have two sections (for instance, 2:i and 2:1 print the first page of their respective sections even though a count of sections indicates that 2:i is actually the first page of the third section and 2:1 is the first page of the fourth section!).

Normally, Wordperfect prints the first page matching your print page request. However, WordPerfect doesn't recognize the difference between page i and page I (as far as it's concerned they're both exactly the same!). WordPerfect provides NO means to detect the type of page numbering used on any given page. The provided detection method reports page numbering only in arabic numbers. This means that if the first two sections begin with “i” and “I” respectively, and the third section began with page “1”, you couldn't print the 5th page of section 3 (Wordperfect prints the first page 3 it comes to though). You also couldn't print page “II” of section 2 (i.e., page 2:II) because WordPerfect won't know that it exists! It'll print page “ii” (i.e., page 1:ii) instead!

Active blocks within Table Edit Mode. There is NO direct method within Table Edit Mode to determine if blocking is active. Unfortunately, the only work around method available has a maddening tendency to turn blocking ON if no deletes have been performed while in table edit mode. This is a Wordperfect bug/limitation and not a macro artifact. This problem exists up to and including interim release 3/09/92. A kind of workaround is to hit the backspace key on any empty cell.

Arrow Keys. WordPerfect has a relatively minor bug when it comes to the enhanced left/right arrow keys (those dark arrow keys just to the left of the numeric keypad and to the right of the QWERTY keys on a enhanced (101 or 102 key) keyboards). If either of these keys has been mapped/reassigned, they can't be used to place/move the hyphen in a word during WordPerfect's hyphenation function − ***WordPerfect turns these keys OFF!*** However, the white arrow keys are available and still work. If you insist on using the enhanced arrow keys for this minor operation though, you can remap the macros assigned to these keys.

BRIEF MACRO DESCRIPTIONS
The following are the macros provided (the macro name is typically in parenthesis. However, if no macro name is given, a short description is provided in parenthesis instead).

DESCRIPTIONS

MACRO NAME

MACRO NAME
DESCRIPTION
DESCRIPTION
ALT A (ADV)

MACRO NAME
DESCRIPTION
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 or to any specific position on a page. For more information see page .
ALT B (BLK)

4 Menus:
1. Blocking
2. Options
3. Enhancements
4. Lists

MACRO NAME
DESCRIPTION
An extensive macro suite which allows the user to define a region of text to block and then perform certain operations upon that region. *If the cursor is within a table, the user may chose to enter the TABLE macro. Also, if the user is in table edit mode, ALTB automatically enters the TABLE macro. See TABLE, page .* The full blocking macro suite is composed of five macros: ALTB (main menu, menu #1), OPT (for menu #2), ENH (for menu #3), TOC (this is menu #4), and TABLE. Refer to the page for information on the TABLE macro; all others are discussed below. For blocking information refer to page .

MACRO NAME
DESCRIPTION
1. **Blocking** (Menu 1). Block document segments. Document segments include a character, a word, multiple characters or words, a sentence, a paragraph, a page, or the entire document. If the cursor is within a table another option appears for entering Table Edit mode with the Table Edit blocking macro active (see TABLE, page for more information). Also retrieves information from the WP copy/move buffer. Provides direct access to menus 2 and 3. A menu 4 option provides manual index entry.

MACRO NAME
DESCRIPTION
2. **Options** (Menu 2). This menu provides a cluster of options, such as upper/lowercase a 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. Much more!

MACRO NAME
DESCRIPTION
3. **Enhancements** (Menu 3). Change Size and Appearance of Text. This macro provides most of the features of the CTRL F8 (FONT) function key's Size and Appearance options. Additionally, multiple enhancements at one time are possible! Direct access to Menus 1, 2, and 4.

MACRO NAME
DESCRIPTION
4. **Lists** (Menu 4). Provides quick method by which to create an entry into a table of authorities, a table of contents, an index, or some user defined list. There are 16 levels for table of authorities. Table of contents allows 5 headings levels. There are 2 index levels: Primary heading and subheading. There are 10 available lists − the first 5 are user defined, lists 6–10 are predefined at the list of captions of the graphic boxes for which the list is defined (in order: figure, table, text box, user, and equation). Easy access/return to the other 3 menus is also provided.
ALT C (DROPCAP)

MACRO NAME
DESCRIPTION
Drop Caps (Requires resizeable font capability, like Postscript) are two- or three-line high letters at the beginning of paragraphs. Allows dynamically changing the size of the specified base font to correspond to that currently used in the document (which may be different than the base text font default size − the macro's default is 11 point, Times Roman Bold) — this allows for appropriately resizing the drop cap. For more information see page .
ALT D (DIR)

MACRO NAME
DESCRIPTION
Provides menu access to drives and directories. Actual menu and drive and path information/data is provided by a core macro called DP.WPM. Additionally, setup WordPerfect directory listings and file saves for long or short document names. For additional information see LISTSET (ALT L), page . For additional information, see ALT D page . For core macro information, see pages .
ALT E (ENVLP)

MACRO NAME
DESCRIPTION
Provides the capability to create letterhead and memorandum headings, create a list of envelope pages, copy a mailing address a document/letter to a page created at the end of that document defined as an Envelope (you must have a page size defined for use as an envelope. The default envelope definition is “Envelope - Wide”). It also has the ability to automatically create a zipcode barcode for this address. See pages .
ALT F (FILESAVE)

MACRO NAME
DESCRIPTION
The primary purpose: Save/Retrieve file(s). The actual menu and drive and path information is provided by a core macro called DP.WPM. For more ALT F information, see page . For more information on the core macro, see pages .

A file may be renamed, saved in one or more locations, saved as an ASCII/DOS Text file, or printed. Also, the user may add a document summary to the file (useful for a quick preview of a file's contents).
ALT G (SCIGREEK)

MACRO NAME
DESCRIPTION
Complete Greek alphabet and the German umlaut characters. Menu driven. Characters are obtained by alphabetical and numerical entries. Maximum of 127 characters at a time. Allows modification of character(s) suitable for technical/scientific utility. See page .
ALT H (HELPFMS)

MACRO NAME
DESCRIPTION
Basic help on supplied macros. See page .
ALT K (KEY)

MACRO NAME
DESCRIPTION
Switch macros directories and/or keyboard definition files. See page .
ALT L

MACRO NAME
DESCRIPTION
Performs certain line related functions such as justification limits, line height (single, double, custom, hard and soft returns) and more. These features are available as an option under TYPESET.WPM (ALT T). See page , TYPESET for additional information.
ALT M (MISC)

MACRO NAME
DESCRIPTION
Miscellaneous Functions. Often used functions are provided with slightly easier access than by standard WordPerfect keystrokes. See page .
ALT N (NEWCHAR)

MACRO NAME
DESCRIPTION
Choose from a menu of predefined Special Characters in many separate categories. See page .
ALT P (PRNT)

MACRO NAME
DESCRIPTION
Print menu. Allows printing of the current page, specified pages, the entire document, a defined block of text and access to the WordPerfect printer menu. Also allows setting of printer options (including binding, initialization, multiple copies by, and printer selection). See page .
ALT S (For 1/2 Character Sub/Superscripting)

MACRO NAME
DESCRIPTION
Supports superscripting or subscripting one or two characters to the immediate left of the cursor with or without underlining. See page .
ALT T (TYPESET)

MACRO NAME
DESCRIPTION
Allows easy access to WordPerfect typesetting features. See page .
ALT V (VIEW)

MACRO NAME
DESCRIPTION
Preview Document. An improved version of WordPerfect print preview, Shift F7 V(iew). Allows a print preview from nearly ANY screen or menu provided another macro is not already running. Provides document and page number during a GOTO. Displays doucument name upon request. Provides switching between print preview of either document while in print preview. See page .
ALT X (EXIT)

MACRO NAME
DESCRIPTION
Exit WordPerfect with or without a file save. Requires FILESAVE.WPM to save modified files. Detects the modification status of the current file and allows the user to save (or not save) the file(s) before an exit from WordPerfect. See page .

MACRO NAME
DESCRIPTION
Upon a WordPerfect exit, this macro can save 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 FILESAVE.WPM to AutoRetrieve one or two files.

One additional feature: if the user is not at the main editing screen or menu, ALTX exits to the main document edit screen.
ADDR2ENV

MACRO NAME
DESCRIPTION
(Accessed by ENVLP.WPM/ALTE). Copies a mailing address to a page defined as an envelope. This operation also places the return address on this page. Relies on ADDRSET.WPM for margins, fonts, and return address. User edits ADDRSET.WPM as necessary. See pages .
ALT TAB

MACRO NAME
DESCRIPTION
Enters WordPerfect tab set mode.
CTRL TAB (HARDCHR)

MACRO NAME
DESCRIPTION
Provides a menu driven method for creating a variety of hard tabs or characters: (1) Allows choosing of hard tabs with or without dot leaders. (2) Center or flush right text with or without dot leaders. (3) Create a hard space or hard hyphen. See CTRL TAB, page .
BARCODE

MACRO NAME
DESCRIPTION
Finds the zipcode of the mailing address and creates the appropriate barcode. This barcode is then placed as the first line of the mailing address and the address moved down accordingly. Accessed by ENVLP.WPM/ALTE. See pages .
DP (Short for: DRIVES AND PATHS)

MACRO NAME
DESCRIPTION
Provides initialization functions to other macros. Accessed by a number of other macros, see . This is a core macro and has no user utility. See page .
FN (Short for: FILE NAMES)

MACRO NAME
DESCRIPTION
Provides file renaming functions to other macros. Accessed by a number of other macros. For more information see page . This core macro has no user utility.
ENV (Short for ENVELOPES)
ENVELOP.REF

MACRO NAME
DESCRIPTION
Create Addresses for envelopes (a separate utility and function from ENVLP.WPM/ALTE). Printing require's PRNT.WPM. The ENVELOPE.REF file is a Sample Envelope format Reference file used by ENV.WPM. See page .
CTRL C (For: CHAR 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. See page .
CTRL 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). See page .
CTRL G (GRAF)

MACRO NAME
DESCRIPTION
Provides easy access to graphic boxes and lines. Additionally, if a graphic box type is chosen, this macro provides quick selection to many types of borders, margins changes, and background shading.
CTRL S (For: SUPERSCRIPT OVER SUBSCRIPT)

MACRO NAME
DESCRIPTION
Places a superscripted character over a subscripted character. See page .
CTRL T
(TABLE)

3 Menus
Main, Blocking, Options

MACRO NAME
DESCRIPTION
Supports Table related functions. The full table macro suite is composed of four macros: TBLMAIN (Main Menu), TBLBLK (Blocking - Menu #2), TBLOPT (Options - Menu #3), and TBLCURMV (used by the others).

1. **Main Menu.** Performs such tasks as calculating table formulae, positioning the table, changing cell margins, readjusting table size (row and columns). It can also enter the table options menu, math menu, or the table edit mode menu (these three menus terminate the macro). Finally, it provides access to menu's two and three.

2. **Blocking.** Blocks table segments such as row, column, cell, or the entire table. Also, allows retrieving deleted or undeleting blocks of text. Finally, it provides access to menu's one and three.

3. **Options.** This menu is the workhorse for the table macro. It simplifies use of Enhancements (size and attributes), Justification and Alignments, and cell border lines. You can copy, move, erase, or delete blocks of text. Also joins or splits cells, changes a cell's height (affects the entire row) or width (affects the entire column), changes a column's number of decimal places, and finally, lock or shade cells. See page .
CTRL X (LISTMAKE)

MACRO NAME
DESCRIPTION
Create/Update Lists (user defined, index, list of graphics boxes, table of authorities, table of contents). See page .
CTRL Z (BLNKSCRN)

MACRO NAME
DESCRIPTION
Blanks the screen and bounces a message around the screen. See page .
ALT - (PARA)

MACRO NAME
DESCRIPTION
Used for paragraph numbering/renumbering. See page .
CTRL Home (GoTo)

MACRO NAME
DESCRIPTION
Enhanced version of WordPerfect's “Go To” command. This version allows going to any page within a section much like the print command allows printing of a page within a given section. See page .
CTRL Enh PgDn
(For: Retrieve Memory Variable)

MACRO NAME
DESCRIPTION
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. See page .
CTRL Enh →/← (Uses: WRDENDLR)

MACRO NAME
DESCRIPTION
Places cursor at end of current word or previous word respectively. See pages .
Shift Enh →/← (NextSent, PrevSent)

MACRO NAME
DESCRIPTION
Places cursor at next/previous sentence, respectively. See page .
ALT Enh →/← (NEXTCOL/PREVCOL)

MACRO NAME
DESCRIPTION
Places cursor at next/previous column or table cell, respectively. If the cursor is in the last cell of the last column and ALT Enh → is pressed, the cursor is moved to the 1st cell of the 1st column (or the next unlocked cell). If the cursor is in the 1st cell of the 1st column and ALT Enh ← is pressed, the cursor is placed in the last cell of the last column (or, if that cell is locked, the last unlocked cell). See page .
Enh Del

MACRO NAME
DESCRIPTION
See CTRL Enh Del.
CTRL Enh Del/Del
(CUT)

MACRO NAME
DESCRIPTION
Deletes a word or a block of text. Functionally known as CUT. For more information see page . Holding the SHIFT key while using this function only COPIES the word, or blocked region, to the PASTE buffer(s). See Shift CTRL DEL/Enh Del, page .
CTRL Enh ↑/↓
(1STROW/LASTROW)

MACRO NAME
DESCRIPTION
Move to first/last table row (in current table column) or, if not within a table, move to previous/next paragraph. See pages .
Enh Ins

MACRO NAME
DESCRIPTION
See CTRL Ins.
CTRL Ins/Enh Ins
(PASTE)

MACRO NAME
DESCRIPTION
Undelete deleted text. Functionally equivalent to a function known as PASTE. See page .
ALT [and]
(Uses TR)

MACRO NAME
DESCRIPTION
Transpose character left/right, respectively. See page .
ALT Enh ↑/↓
(CellUp/CellDn)

MACRO NAME
DESCRIPTION
Move to previous/next row in current table column, or previous/next paragraph (if not within a table). For more information see page .
LTRHD

MACRO NAME
DESCRIPTION
Create headings for Military or Corporate letterhead (Easily modified for other types of letterhead). Customizing all heading information (margins, fonts, use of scalable font technology, return address, Military/Corporate flagger, etc) is extremely easy. See page .
MEMO

MACRO NAME
DESCRIPTION
Create a heading for a Memorandum. All necessary inputs are prompted for and displayed during the macro operation. All text placement information is easily modified to fit the type of memo needed. See page .
Special Macro Information

Dependencies and Key Mapping.
• 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 and inappropriate. The keystrokes necessary to use these macros was kept to a minimum while maintaining their utility and ease of access to a maximum.
• All macros are mapped from the supplied FMS keyboard definition file according the the following. “N/A” means the key isn't assigned. “ASSIGNED” means the macro is within the keyboard definition file and assigned to the designated key. “N/K” means that the macro isn't called from a mapped key (it's used by another macro). The macro filename is in the MACRO column and the key which activates that macro is in the KEY column (all macro filenames have a file extension of “WPM”).

MACRO NAME
DESCRIPTION

ALT KEY	MACRO			CTRL KEY	MACRO	
	NAME	LINK(S)			NAME	LINK(S)
A	ADV	-----		A	n/a	-----
B	BLK	OPT, ENH, TOC, TBLMAIN		B	n/a	-----
C	DROPCAP	-----		C	Character over Character	-----
D	DIR	DP, FN, FILESAVE		D	DATE	-----
E	ENVLP	ADDR2ENV, BARCODE, ENV, LTRHD, MEMO		E	n/a	-----
F	FILESAVE	ASCII, DIR, DP, EXIT, FN, PRNT		F	n/a	-----
G	SCIGREEK	-----		G	GRAF	-----
H	HELPFMS	ALTKEY, CTRLKEY, SHFKEY		H	n/a	-----
I	n/a	-----		I	n/a	-----
J	n/a	-----		J	n/a	-----
K	KEY	-----		K	n/a	-----
L	TYPESET	MISC		L	n/a	-----
M	MISC	TYPESET, SPRDSHET, LISTMAKE, TBLMAIN MARGINS		M	n/a	-----
N	NEWCHAR	-----		N	n/a	-----
O	n/a	-----		O	assigned	-----
P	PRNT	VIEW		P	n/a	-----
Q	n/a	-----		Q	n/a	-----
R	n/a	-----		R	n/a	-----
S	UPDN	-----		S	SUBSUP	-----
T	TYPESET	MISC		T	TBLMAIN	BLK, TBLBLK, TBLOPT, TBLCURMV
U	n/a	-----		U	n/a	-----
V	VIEW	-----		V	n/a	-----
W	n/a	-----		W	n/a	-----
X	EXIT	FILESAVE, DP, FN		X	n/a	-----
Y	n/a	-----		Y	n/a	-----
Z	n/a	-----		Z	BLNKSCRN	-----
HOME	assigned	-----		Home	GOTO	-----
[†	TR	-----		INS	PASTE	-----
]†	TR	-----		DEL	CUT	-----
Enh ↑	CELLUP	-----		Enh ↑	1STROW	-----
Enh ↓	CELLDN	-----		Enh ↓	LASTROW	-----
Enh →	NEXTCOL	-----		Enh →†	WRDENDLR	-----
Enh ←	PREVCOL	-----		Enh ←†	WRDENDLR	-----

MACRO NAME
DESCRIPTION

TAB	assigned	**-----**		TAB	HARDCHAR	**-----**
-	PARA	**-----**				

OTHER KEY	**MACRO NAME**	**MACRO LINK(S)**		**OTHER KEY**	**MACRO NAME**	**MACRO LINK(S)**
Shift Enh →	NEXTSENT	**-----**		n/k	DP	**-----**
Shift Enh ←	PREVSENT	**-----**		n/k	ENH	OPT, BLK, TOC
Enh DEL	CUT	**-----**		n/k	ENV	ENVLOC
n/k	_AK2	ALTKEY, HELPFMS		n/k	FN	**-----**
n/k	_AK3	ALTKEY, HELPFMS		n/k	LINESET	DIR, FILESAVE
n/k	_AK4	ALTKEY, HELPFMS		n/k	MARGINS	MISC
n/k	ADDR2ENV	ADDRSET		n/k	OPT	BLK, ENH, TOC
n/k	ADDRSET	**-----**		n/k	SHFKEY	ALTKEY, CTRLKEY, HELPFMS
n/a	ALTKEY	_AK2, _AK3, _AK4, CTRLKEY, SHFKEY, HELPFMS		n/k	SPRDSHET	**-----**
n/k	ASCII	DP, FN, ASCII		n/k	TBLBLK	TBLMAIN, TBLOPT, TBLCURMV
n/k	AUTORTV	DIR, FILESAVE		n/k	TBLOPT	TBLMAIN, TBLBLK, TBLCURMV
n/k	BARCODE	**-----**		n/k	TBLCURMV	TBLMAIN, TBLOPT, TBLBLK, NEXTCOL, PREVCOL
n/k	CTRLKEY	ALTKEY, SHFKEY, HELPFMS		n/k	TOC	ENH, OPT, BLK

NOTES:

† Relies upon a variable to determine appropriate action

Recommend against directly installing any macro into the keyboard definition file if it has any macro dependancies or is depended upon by another macro which exists solely within a keyboard definition file. The reason being that macros cannot access macros within keyboard definition files.

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. Access to macros is possible if you supply the full path name to the macro after hitting the WordPerfect macro execution key sequence, CTRL F10.

Most FMS 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 or Cancel keys during their operation.

The macros DP and FN are core macros which provide commonly used features to a set of macros. They have no utility on their own. ASCII, for instance, because of it's reliance on FILESAVE has no direct user utility.

ENV uses ENVELOPE.REF. See below for more information.

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 F3 B means to hit and hold the ALT and B keys simultaneously, then let up. Next, hit the characters C, then function key F3, then B, in sequence.

FILESAVE.WPM AutoRetrieve relies on information supplied by EXIT.WPM (upon a WordPerfect exit) to retrieve the last file(s) edited.

EXIT.WPM creates/updates the AutoRetrieve file used by FILESAVE.WPM.

DIR.WPM relies on LISTSET.WPM to setup WordPerfect's use of Long/Short filenames during saves and directory lists.

ASCII.WPM is heavily reliant upon FILESAVE.WPM operate and has no standalone capability.

BLK.WPM only calls TABLE if the user is in Table Edit mode. TABLE.WPM provides blocking capabilities which are table specific.

TABLE.WPM only calls BLK.WPM if the user calls TABLE.WPM directly and table edit isn't active.

MACRO NAME
DESCRIPTION

ENVLP.WPM is a menu shell. The two macros which work for it, ADDR2ENV.WPM and BARCODE.WPM, don't specifically rely on ENVLP.WPM for anything.
TYPESET.WPM relies on the LINE SPACING capabilities provided by MISC.WPM (user transparent).

User Edits Required.

ADDRSET.WPM. Used by ADDR2ENV.WPM for all defaults (margins, fonts/typefaces, etc.). You may want to change the defaults provided. ADDR2ENV.WPM is called for ENVLP.WPM (envelope macro), see ADDR2ENV, page .

DROPCAP.WPM. DropCap uses a specific typeface. You may need to change the default name as appropriate to the typeface available on your system. (see DropCap, page).

DP.WPM. This is the Drives and Paths macro. It contains initialization information for many macros. In particular, it contains the drives and paths used by your computer. This information is used by DIR.WPM (Directory) and FILESAVE.WPM (Files) for easy access to the commonly used features of your computer's drives and subdirectories. Thus, DP.WPM provides a single reference point for customizing to your system. When DIR.WPM and FILESAVE are modified, DP.WPM needn't be. (For more information about DP.WPM, see ; for customization information, see DP.WPM, page).

ENVLOC.WPM. This macro, used by ENV.WPM, requires the user to supply the path specification and file name of the file being used as the envelope template file. As supplied, the default path is: “C:\WP51” and the default file name is ENVELOPE.REF. For additional information see ENV.WPM, page).

KEY.WPM (ALTK.WPM). This macro requires the user to supply the title for each keyboard definition file option, the path the the keyboard definition file (or macro directory), and the name of the keyboard definition file for the option. See ALTK.WPM (KEY.WPM), page .

LTRHD.WPM. This macro needs your return address entered into the macro and whether this is for corporate or military letterhead. User changes are at the beginning of the macro. For additional information refer to “Letterhead”, page .

ENVELOPE.REF. This is a WordPerfect document containing a style from the style file FMS.STY. This style specifies an envelope definition, a return address, and the fonts for a return and mailing address. For more information refer to ENV.WPM, page .

MACRO NAME
DESCRIPTION
THE MACROS.

ALT A — Advance
Essentially the same as the following WordPerfect key sequence: Shift F8, (O)ther, (A)dvance menu. 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

Once an option is chosen, a message indicating the type of advance is displayed with a prompt asking for the desired amount of advance. The following keys are also valid (in order): "↑", "↓", "–", "←", "→", and ".".

Each advance is 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 the amount of advance. For instance, if the default measurement system is in inches and you need to advance the text down exactly 1.257 centimeters, you would hit ALT-A D(own) 1.257c [ENTER]. WordPerfect automatically performs the numerical conversion from centimeters to inches. Likewise, if the default measurement system is in centimeters and you need to advance text down exactly 1.86 inches, you would hit ALT-A D(own) 1.86" [ENTER].

Valid measurement characters are as follows: **", i, ** = inches; **c, :** = centimeters (early WordPerfect interim releases expect a lowercase "c"); **p, *** = points (where 72 points = 1 inch); **w, ?** = Wordperfect measurement, where 1200 WP measurements = 1 inch; or **u, +** = units (measurements made in terms of columns and lines, as used 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, etc.) with a few keystrokes. An additional feature is that if in TABLE EDIT mode a different blocking menu system is entered. Please see CTRL T (TABLE.WPM), page . Function keys enter the associated menus (i.e., F1 = Main Menu, F2 = Options Menu, F3 = Enhancements Menu and F4 = Index entries (no active block) or Table of Contents/List/Index menu (active block)).

MENU 1. MAIN MENU

When first executed, and blocking is inactive, the following menu is displayed:

[1-**C**haracter 2-**W**ORD/3-**w**ord]**s** 4-**S**entence 5-**P**aragraph 6-p**A**ge 7-**D**ocument 8-block_**R**etrieve 9-**B**lock_to 0-**T**bledit F2-**O**ptions F3-**E**nhancements F4-(*****)_list_entry (INDEX or ToA-SHORT FORM)

When the blocking action is complete, Menu 2 (Options) is displayed.

> **NOTE**: If option, **"T**blEdit," is displayed ONLY when the cursor is within a table. This option enters the Table Edit mode macro.

Description of choices:

#. This feature provides for blocking a specified number of **characters** or **words** to the right or left of the cursor's current position. To block characters, you specify the number of characters to the *left* or *right* of the cursor whereas word blocking is *forward* or *reverse* a

MACRO NAME
DESCRIPTION
specified number of words.

OPTIONS. Enters Menu #2 (Options) (Function key 2, F2). See OPTIONS.

ENHANCEMENTS. Enters Menu #3 (Enhancements) (Function key 3, F3). See ENHANCEMENTS.

BLOCK RETRIEVE. Retrieves a block of text from a temporary buffer and places it into the document such that existing text retains it's integrity (i.E., existing text is moved to make room for the material being retrieved).

BLOCK TO. Use this option to block to a given character (including such items as hard return, page break, tab, hard spaces, hard tabs and hard hyphen FORWARD from the cursor position. Use the EXIT key (F7) to return to normal macro operation (i.e. to proceed to menu 2).

CHARACTER. Blocks a character.

DOC. The entire document is blocked.

LIST ENTRY. Enters the manual mode for creating an index entry or short form of a table of authorities. (Function key F4).

PAGE. The entire page is blocked.

PARAGRAPH. An entire paragraph is blocked minus any formatting or enhancement features found at the end of the paragraph (such as page breaks, or hard returns). Blocking occurs on text from the beginning of a paragraph to the next hard return (or end of the document, whichever occurs first); if no hard return is found, the end of the paragraph is assumed to be the end of the document.

TABLE EDIT. Enters the Table Edit mode with the Table Edit specific blocking macro active. See CTRL T (Table), page .

SENTENCE. Blocks an entire sentence.

WORD. Blocks a word including any accompanying enhancements and/or punctuation at the word's ends.

word. Blocks a word, excluding any accompanying enhancements or punctuation at the word's ends.

MENU 2. OPTIONS

The Options menu is primarily concerned with activities and/or certain enhancements. Options work on defined blocks of text or, if no block is defined, a single character. This is the options menu:

[-Bl**K** 1-**C**opy **D**el 2-**M**ove 3-p**R**int true_**Q**uote (" ') 4-su**B**/5-su**P**erscript 6-**S**pell
↑-**U**p/↓-**L**ower/7-**I**nvertcase/8-1s**T**_character 9-pr**O**tect 0-**A**dd_to_dictionary
F1-m**A**in F3-**E**nhancements F4-lists_(*) F10-sa**V**e

Description of choices:

Add to Dictionary. This option adds the word on which the cursor rests to the dictionary (unless the word already exists in the dictionary or the cursor isn't on a word).

BLK. 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.

COPY. Allows copying a defined block to another location. After a region of text is defined, this option asks you to move the cursor to the desired location and hit the ENTER key. Unless you explicitly block a region of text COPY doesn't operate (there's nothing to copy). If text or punctuation exists at the spot you've indicated you wish the block to be copied to, the macro moves it to the right before inserting the text being moved.
NOTE: Reveal codes may be turned on during a copy operation to aid in exact placement of the text being

MACRO NAME
DESCRIPTION

copied. See NOTES, page , paragraphs , , and .

DELETE. Deletes a defined block or, if no block is defined, the character on which the cursor rests. The macro also recognized the DELETE key in place of the displayed letter options.

MOVE. Allows moving a defined block of text to another location. MOVE requires an active block before working (otherwise, there's nothing to move). If text or punctuation exists at the spot you've indicated as the new location, the macro moves it to the right before inserting the text being moved.

NOTE: Reveal codes may be turned on during a move operation to aid in exact placement of the text being moved. See NOTES, page , paragraphs , , and .

PRINT. This option sends a legally defined block to the printer. The block is printed on the page at its current location and NOT necessarily at the top of the page. For instance, if the beginning of the blocked region is located at 7" from the top of the page, it prints beginning at 7" from the top of the printed page.

PROTECT. Provides a block protect for the defined region. This is exactly the same as the WordPerfect block protect function: Shift F8 “Y”(es). This function merely provides an easy means to perform the same function from within the the blocking macro (BLK.WPM/ALTB) without special action.

True_**QUOTE**. Enters true quotes into a document as opposed to the typewriter type quotes supplied by the keyboard character (e.g., “” versus ""). If instead, keyboard quotes are desired, hit the HOME key. This key toggles between true quotes (“”) or keyboard quotes (""). If menu option “Q” or “"” is chosen, then the “true quotes” inserted into the document are the double quote characters (“”). If the menu option chosen is “'”, then the “true quotes” inserted is a single set of quote characters (‘’).

If a block is defined, true quotes are placed at both ends of the blocked region. If blocking is off, the macro checks the current location for text, punctuation, or a space to determine how to handle the quoting. The following examples are instances of how the quotes are entered into the document depending upon what character or formating code is found at the cursor.

If a character exists at 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 at the end of a document or paragraph, the macro 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 are NOT quoted. The cursor is placed after the text quoted.

UP/LOWER/INVERTCASE. If a block is defined, the blocked region is uppercased, lowercased, or has its character case inverted (uppercase becomes lowercase and vice-versa), as appropriate. If no blocked region is defined, the character at the cursor location is uppercased, lowercased, or the case is inverted. After changing the case of the text, the cursor is moved to immediately after the affected text region. See also 1st Character, page .

If an entire paragraph is “lowercased,” the first word of each sentence in the paragraph is uppercased.

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

SUBSCRIPT/SUPERSCRIPT. If a block is defined, the blocked region is subscripted or superscripted, as appropriate. If no blocked region is defined, a menu is displayed asking whether to work on the current character (at the cursor) or the character to the left of the cursor.

1st CHARACTER. There are four options, two each for uppercasing and lowercasing:

The first option of each works on only the first character of the defined block.

The second option of each works on the first character of every word within the

MACRO NAME
DESCRIPTION

defined block (beginning with the first character of the block, which might not be the first character of the word).

When the macro finishes, the cursor rests at the end of the blocked region or to the immediate right of the character last upper/lowercased.

Blocking must be active for this option to work; no active block results in the display of an error message. If a block of zero size (blocking on but nothing blocked) is defined, the character at the cursor is worked with.

SPELL. This spell checks a blocked region. If no region is blocked the current word is spell checked. At the conclusion of the spell check a message indicates the end of spell checking before being returned to document edit screen. If blocking is turned on, but nothing is blocked, the user is returned to menu #1.

SAVE. Executes the FILESAVE macro (ALTF). The purpose of this option is to allow saving a blocked region (such as a paragraph or page) separately from the rest of the document.

F1-Main. Goes to Menu 1

F3-Enhancements)**.** Goes to Menu 3

F4-Lists**.** Goes to Menu 4.

NOTES:

DO NOT call other macros during move or copy operations (if you do, WordPerfect may report that the macro called while this macro is still active does not exist!). However, most cursor operations, or the default WordPerfect operations, will work.

The following are valid menu options from menu 2, although they don't show up in the menu: F6 (Bold), ALT F6 (Flush Right), Shift F6 (Center), F8 (Underline), and Backspace (deletes the blocked region or, if no region is blocked the current character). These options perform their operation immediately. Ctrl F8 (Font), another valid menu option, works immediately too, but it enters menu 3.

If in menu #2 with an active block, the following options are available to adjust the size of the block:

Right and left arrow keys move the cursor right or left;
CTRL Right and left arrow keys move the cursor one word right or left;
ALT Up and Down arrow keys move the cursor up or down one line;
CTRL Up and Down arrow keys move the cursor to the start of the paragraph (or previous paragraph if already at the start of a paragraph);
END moves the cursor to the end of the current line (that's LINE, not sentence);
The following end of sentence characters move the cursor (extend the block) to that character: .!?;:(){}[]$_-=+

While in menu #2, you may turn on/off the reveal codes to help verify blocks or the cursor resting spot (with respect to formatting code...).

During a copy or a move, hitting the ENTER key while holding down either shift key enters a new line (hard return) into the document. This is valid at either prompt after the copy or move option has been chosen.

MENU 3. ENHANCEMENTS

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:

1-**B**old 2-sm**C**ap 3-**D**bl 4-**U**nd/5-**O**ut/6-**R**edline 7-**I**talic 8-sh**A**dow 9-s**T**kout
/-**E**xtra ;-**V**ery \-**L**arge [-**F**ine]-**S**mall **{**-subscript **}**-superscript
.-**M**ultiple F1-mai**N** F2-o**P**tions F4-lists_(*)

The choices are self-explanatory. The function key options “F1”, “F2” or “F4” enter the associated menu.

Note: Choosing option “F1” unblocks any region of text you might have blocked upon entry to Menu #1.

MULTIPLE. Allows choosing multiple enhancements with one limitation: only one font size at a time is allowed! During multiple options entry, the character representation of the chosen options are displayed as they are entered. During document entry, as each option is entered into the document, it is removed from the displayed list of chosen options.

MACRO NAME
DESCRIPTION
MENU 4. TABLE OF CONTENTS/INDEX/LIST

This menu allows marking a section of the document for a Table of Contents, index, or a list. The definition for a Table of Contents, Index, or List must be defined somewhere in the document in order for this feature to work. If no block is defined, there are only two available options: a table of authorities (short form) entry or an index entry. If a block is defined the following options are available:

1-**I**ndex 2-**L**ist TABLE_OF: 3-**C**ontents 4-**A**uthorities F1-**M**ain F2-**O**ptions F3-**E**nhancements

INDEX. A limitation of 62 characters is imposed by WordPerfect. Anything larger is an illegally defined block and results in an error message before returning to the main menu. The blocked region may be used as either the index's first or second level (there are two levels, the first or primary index and the secondary index). However, you don't need to use the defined block at all (just type in new text). The defined block is the default primary index (automatically selected by hitting the ENTER key without entering new text).

Entering text at the primary index entry prompt and hitting the ENTER key establishes the new text as the primary index. If new text is entered in place of the default index entry (the blocked text), the default (blocked) text becomes a candidate for the secondary index. To select as the secondary index, hit “=”.

NOTES:

Hitting the ENTER key without entering text creates a single level index.

Hitting the ENTER key after entering text selects the newly entered text as the secondary index.

LIST. A list is created from text between two list (definition and end_definition) markers. This list is recreated (updated) with each update (or generate) of the cross-references.

TABLE OF CONTENTS marks the boundaries of a blocked region as an entry into a table of contents. To determine how the text is presented in the table of contents, the user must choose one of five available levels. By way of illustration, assume each “level” to mean that the first level is equivalent to a “chapter” and the other levels are “sub-chapters”.

TABLE OF AUTHORITIES (ToA) marks the boundaries of a blocked region as an entry into a table of authorities. Please note that if too much text is marked for a ToA (full form), you aren't allowed to exit the full form entry until you've decreased the text to an acceptable amount. The WordPerfect manual mentions 30 lines as a maximum allowable. Also, it appears as if the short form accepts only about 40 characters of a blocked region. See also Edit (table of authorities, full form), page .

USING THE BLOCKING MACRO.

Default Information. A block of text may be as small as one character or as large as the entire document. The default operation for all options, except for move, copy and spell, is upon a character. If a region of text is defined however, action takes 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 becomes quoted.

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

Spell defaults to checking a word if no blocked region is defined.

Block a Text Character. Blocks any character (including all WordPerfect character sets); format codes are not valid characters.

Assume you want to bold the letter “I” in the following sentence:

MACRO NAME
DESCRIPTION

"He said I did WHAT?" he asked.

Put the cursor on the letter "I". Now, accomplish this task using one of two basic macro methods:

Method 1. ALT-B C(haracter) F3 (enhancements) B(old). Alternatively, rather than hitting "B" for bold, hit the bold key, F6.
Method 2. ALT-B F3 (enhancements) B(old). Again, hit F6 (bold) in place of the character option. This is the shortest method.

Comments.

Note that going from the main menu directly to menus 2 or 3 (in effect bypassing menu #1), as a general rule, *forces the chosen option to act upon the current character (or word in the case of the SPELL option in menu 2) upon which the cursor rests*.

Blocking text before running the blocking macro automatically enters Menu #2 (i.e., bypassing menu #1).

Uppercase letters. Described below are some interesting options available. The following examples assume the blocking macro, BLK.WPM, is mapped to ALT B. 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. Consider though: do you desire to uppercase any character or just the first character of a word? Also note that lowercasing is as easy as performing the uppercase examples below. All that's required is to choose the appropriate lowercase option.

- **Any letter**. Execute the blocking macro, ALT-B. Go directly to the Options menu (menu 2), F2. Next, choose one of two possible methods: hit "U" (for uppercase). Use the following sequences: ALT-B F2 (options) U(ppercase). The following are also valid options: ALT-B C(haracter) U(ppercase) or ALT F4 (activate block) ALT-B T (first character) E(very).
- **Word, First letter.** There are several easy methods. 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 in menu #2. This last option is as follows: ALT-B w(ord) T (first character). This blocks the word (even if it's between punctuation) and then capitalizes the first letter of that word.
- **Words, First letter of each word in a defined region.** Block the region desired either by use of the blocking macro or manually. While in the OPTIONS menu (Menu #2), choose the "1st character" option ("T"). Choosing the (E)very option uppercases the first letter of each word within the blocked region, beginning with the first character of the defined block. It's just as easy to lowercase the first letter of each word within the block by choosing the appropriate menu option, in this case e(V)ery.
- **Sentence, First Letter.** This option capitalizes the first letter of the sentence. It works in essentially the same fashion as described in the paragraphs above. However, instead of manually placing the cursor on the first word or the first character of the sentence, the cursor need only to be somewhere within the sentence. The command sequence is as follows: ALT-B S(entence) T (1st character) F(irst letter of 1st word)) (or ALT B 4 8 1). At the macro's conclusion 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. At the conclusion of this macro the cursor is left at the end of the paragraph.

Option 1. Lowercasing the paragraph generally leaves 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(aragraph) L(owercase).

MACRO NAME
DESCRIPTION

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(arapgraph) T (1st charater) F (first letter of 1st word).

- **A block of text.** If desired, you can capitalize just the first letter of the first word of a block of text. If you block a segment of text and then run the blocking macro it places you in menu 2, the OPTIONS menu. Choose the "T" option (1st character). Then, choose option "F" to capitalize the first character of the defined block. The cursor, at the completion of the macro, rests at what was the end of the block.

Saving a Blocked Region to a File. Two options are provided: save the blocked region to a separate file or append it to another file. This feature is provided by ALTF (FILESAVE.WPM) on blocked regions (for additional information see BLOCKED REGION, ALTF on page). This feature is handy for clipping segments of one file for use in another. To use, first block the desired region (say a paragraph) and then chose the save option. Next, save or append the blocked region to a file. The following example illustrates.

Action		**Keystroke(s)**
1. Block a Paragraph		ALT B P(aragraph)
2. SAVE to C:\WPDOC\TEST.BLK		F10 1 C:\WPDOC\TEST.BLK
3. Alternatively, to APPEND to file C:\WPDOC\TEST.BLK		F10 2 C:\WPDOC\TEST.BLK

Spell checking. This option has the advantage of not requiring hitting of the EXIT or CANCEL key to leave 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. This is in contrast to WordPerfect's normal spell check: should the word just spell checked be spelled correctly, WordPerfect just jumps to the next word. Providing the message makes it less ambiguous that the spell check was completed.

- **Check a Word.** Put the cursor on the word to be spell checked. Hit **ALT-B F2 (Options) S(pell check)**. You could also hit **ALT-B W(ord) S(pell check)**. If the word is acceptable a message to that effect appears and you are returned to editing. If the word needs changed/fixed, WordPerfect's normal spell checking activities spring into action; utilize as necessary. A message confirming the completion of the spell is displayed before returning to the edit screen.
- **Check a Sentence.** Place the cursor anywhere within the sentence to be spell checked. Hit the following key sequence: **ALT-B S(entence) S(pell check)**. If a word needs changed/fixed, the normal WordPerfect spell checking options 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 and the editing screen is re-entered.
- **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(aragraph) S(pell check)**, **ALT-B A (page) S(pell check)**, or **ALT-B D(ocument) S(pell check)**, respectively.

BUFFERS: Copy/Move and Undelete.

- **Copy Block to Move Buffer or Delete Buffer.** Wordperfect has two basic types of undelete buffers. The first one, usually accessed from the editing screen by the CANCEL key (F1), has three undelete levels. The other type is the copy or move buffer. Normal Wordperfect functions only put the following text into the buffer: Sentence, Paragraph and Page. An additional way is to block a region and access the MOVE (CTRL F4) function and chose the BLOCK option and then the Move or Copy option (at this point you either move the

MACRO NAME
DESCRIPTION

cursor to where you want the text and hit the ENTER key to drop it, or you hit the CANCEL key and retrieve the block later). ALTB (BLK.WPM) uses the latter method to place text into the MOVE buffer as part of the options MOVE, COPY, or DEL. An additional method of placing text into the MOVE buffer also places the text into the undelete buffers and doesn't require any special action (such as undelete or cancelling a copy or move operation). After blocking a region, hit SHIFT CTRL DEL. A message is displayed in the lower left corner of the screen indicating that the copy to the “PASTE” buffer was successful (you might call it a “CUT” operation!).

Note: there are actually two other buffers that only exist for use within table edit and are corollaries to the normal edit screen undelete buffers.

- **Deleted Text and the Buffers.**

The following are valid delete keys while within the macro. They place deletions into the MOVE buffer: **BACKSPACE**, **DEL**, **D**, **d**. Remaining text is adjusted left (to fill in the space) as necessary. This text is also only retrieved using ALTB R(etrieve) or CTRL F4 4 (retrieve) 1 (block).

The following deletes a blocked region and places the deleted text into the MOVE buffer: CTRL DEL. This is also known as a “CUT” operation. This text is retrieved using ALTB R(etrieve), CTRL F4 (move) 4 (retrieve) 1 (block), CTRL INS (the PASTE function), or CANCEL (F1) 1 (restore).

ALT C — Drop Cap

This creates a 2-, 3-, or 4-line Drop Cap. The user should be at the beginning of the paragraph or unexpected results could occur! ***Scalable typeface technology is required to use this macro.***

DROP CAP INFORMATION. Default font: 11 point Times Roman Bold (i.e., the typeface used is Times Roman Bold and typeface size is 11 points). You may arbitrarily change the default size of the font by simply changing the value of a variable within the macro (a permanent change) or dynamically changing the font size by changing it at the macro command line (a temporary change). Only alphabetical characters A-Z (enter as either upper or lowercase) are allowed. Numbers or other characters are unacceptable drop cap characters.

<u>Change default base font size.</u> Assume that, for some reason, your text is sized at 14 points. To obtain a properly sized dropcap you need to tell the macro that the base text font size is now 14 points and not 11 (the default). To do that hit “=” at the command line. A new prompt is displayed asking for the new size. Type “14” and hit the ENTER key. This returns to the main command line.

<u>Change dropcap height.</u> The default dropcap size height is 3-lines. However, 2- or 4-line high dropcaps are possible. Choose the dropcap line height by the associated line height number (2, 3, or 4). To switch to a 2-line high dropcap, for instance, hit “2”.

<u>Choosing a DropCap letter.</u> There are two ways to choose a dropcap letter (any letter from A-Z).

Macro Command Line. The macro has been executed and is asking for a dropcap letter to use. Enter a letter from A to Z (if you supply a lowercase letter the macro converts it to uppercase).

Change the effective default base text size as desired (note: affects the dropcap's final size).

Specify a different dropcap heights (choices include 2, 3, or 4 line high dropcaps).

Important: the base text size and dropcap height must be entered <u>prior</u> to selecting a dropcap character.

MACRO NAME
DESCRIPTION

Execute Macro After Blocking a Single Character. The dropcap macro uses the blocked letter as a 3-line high dropcap (provided it's an alphabetical character) in the default font.

NOTE:
1. If you aren't using a POSTSCRIPT printer, you'll need to provide this macro with the appropriate typeface name used by your printer or software program. To provide scalable font technology choose a program such as Glyphix by SWFTE, or MoreFonts by MicroLogic Software.
2. Failure to provide the correct font/typeface name will result in macro failure!

EDITING DEFINED FONT (Typeface and Point size).

● EDIT MACRO.

CTRL F10. At "**Define macro:**" prompt type "DROPCAP" and hit the ENTER key.
At the next prompt choose EDIT, option number 2.

● CHANGE THE TYPEFACE. Move the cursor down to the variable containing the name of the typeface described above and replace the current name with one your system recognizes.

▸ Identify an appropriate typeface name at Variable 9 (you'll see {ASSIGN}9~fontname~, where the supplied default *fontname* is TIMES ROMAN BOLD. After entering the name of your typeface (this typeface MUST exist for the macro to work) make sure the name of the typeface has a tilde immediately before and after it: eg., {ASSIGN}9~Times Roman Bold~.

● CHANGE THE TYPEFACE/FONT SIZE. Next, move the cursor down to the variable containing the default point size as described above (Variable BF). Change the number from the default font size to one of your choosing.

▸ IMPORTANT. Ensure a tilde is at the beginning and ending of the number chosen: e.g. {ASSIGN}BF~11~.

● SAVE/CANCEL THE CHANGE(S).

SAVE changes: EXIT the macro by hitting EXIT (F7).
CANCEL changes: hit the CANCEL key (F1) and answer "YES" the next prompt.

NOTES:

The math used to resize the dropcap letter is optimized for a Times Roman typeface (eg, CG TIMES, ROMAN, TIMES, etc). If you use some other typeface you'll probably need to create the necessary math modifications.

This macro refuses to work within a table. If you wish to place a dropcap within a table, create it outside of the table first and then copy/move the associated formatting code and text box.

The macro only works in a standard editing screen (not headers, footers, or endnotes, for example).

ALT D — Directory

This is 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. You might want to customize it to your particular subdirectory structure. All drive and subdirectory information is contained in the core macro DP.WPM. Any changes/additions to the macro drive or path options should be made to this macro. ALT D (DIR.WPM) contains no directory information itself.

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 (if this line gets too long use the variable for the third line). The available options, as supplied:

MACRO NAME
DESCRIPTION

DOCS. This option accesses the “default” directory (path) in which your documents are stored. This macro, by default, assumes the document directory is named WPDOC. The variable to modify in DP.WPM is called “WPDoc.” See the INSTALLATION NOTES at the end of this document.

MACROS. This option accesses the directory in which the macros are stored. This macro, by default, assumes the default macros directory to be “\WP51\FMS.” The variable to modify in DP.WPM is located under the directory options. It is identified by the following comment: “{;}Macro Dir~” See the INSTALLATION NOTES at the end of this document.

WP51. Access the WordPerfect subdirectory (default directory name is WP51). The DP.WPM 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 (a manual entry method).

SETUP (Shift F1). Change the type of directory LIST used by WordPerfect. This function runs the macro LISTSET.WPM. There are eight (8) available directory list/save options: four allowable File LIST and SAVE combinations and four options which change WordPerfect's response to directory lists or file saves (two options each for SAVE and LIST):

Menu Option	**FILE SAVE** Document Name Type		**LIST** Document Name Type	
	Short	**Long**	**Short**	**Long**
1	Y		Y	
2	Y			Y
3		Y	Y	
4		Y		Y
5	Y		**Default**	
6		Y	**Default**	
7	**Default**		Y	
8	**Default**			Y

Two additional valid menu options exist within this setup procedure:

“D” - Returns to the Directory Main Menu (DIR.WPM).

“F” — Enters the file save macro, ALT F (FILESAVE.WPM).

NOTES:

The WordPerfect files directory is assumed to be called WPDOC. If necessary, change it within the DP macro. Look for a variable called: DOCDIR.

This macro requires a WordPerfect interim release dated March 91 or later. Proper detection of long document names is not possible with the earlier releases. To use this macro with those earlier releases, run the LISTSET 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. If this doesn't work then update to a more recent interim release. The cost is minimal (about $15 from WP Corp for single users) but worth it! If you're up to it, you can try modifying the macro to jump around the routine(s) which use the long document name test.

If you hit Shift F3 (Switch), the macro switches from the current document to the other one.

If you hit F7 (EXIT), control is passed to the EXIT macro (ALTX/EXIT.WPM). All file exit operations are performed by EXIT.WPM.

MACRO NAME
DESCRIPTION

If you hit F10 (SAVE), control is passed to the Filesave macro (ALTF/FILESAVE.WPM). All file related operations are performed by FILESAVE.WPM (in particular all file saves).

ALT E — Envelope Related Functions (Letterhead, Memorandum, Envelope List(s), Mailing Address Copy, Zipcode Barcode)

This is a menu shell which controls five macros related to envelopes in one way or another. One macro takes a copy of an existing address to an envelope page it creates at the end of the document. A second macro creates a zipcode barcode and places it on the first line of the mailing address or at the bottom right hand corner of the page. The last macro is used to create or add to a list of addresses (on envelope pages). There are four menu options:

1-**L**etterhead **2**-**M**emorandum **3**-**E**nvelope_list **4**-**W**ith Barcode **5**-**N**o Barcode **6**-**B**arCode

Option 1 enters the LTRHD.WPM macro. This macro is used to place letterhead information onto a letterhead page. For additional information see letterhead, page .

Option 2 enters the MEMO.WPM macro. This macro is used to place basic memorandum information on a page. This information includes the type of memo (for instance, to whom it's intended), the subject matter, and who's sending the memo. For additional information see page .

Option 3 enters the ENV.WPM macro. This macro creates or adds to an list of addresse pages consisting of envelope pages. Expects a open style sheet (FMS.STY) at the top of the page and a zipcode (five digit minimum) at the end of the page. If either is missing the document is an invalid document for envelope lists. See ENV.WPM, page .

Option 4 copies the address to the envelope page and then creates the barcode. This option executes the standalone macro ADDR2ENV.WPM. See ADDR2ENV, page .

Option 5. The same as Option 1 except that no barcode is created.

Option 6 creates a zipcode barcode and places on the envelope page as either the first line of the address or at the bottom right corner of the envelope page. This option executes the standalone macro BARCODE.WPM. See BARCODE, page .

NOTES: Modifications TO ADDR2ENV.WPM are REQUIRED for your SYSTEM. See ADDR2ENV, page .

Change the “default” address to your return address.

Change the typefaces for return and mailing addresses. If your printer doesn't support the default fonts specified your macro will NOT work because WordPerfect will fail to find that font.

Identify whether or not your printer supports scalable font technology. Default is YES. If your printer doesn't have scalable fonts (or you can't provide that capability) you MUST tell the macro NOT to use scalable fonts.

Default margins and a distance adjustment between the return and mailing addresses are also provided and which you might want to change.

If while attempting to create a barcode from an existing zipcode, you get an error indicating that file *xxxxxxxx.WPK* couldn't be found (where “xxxxxxxx.WPK” is the name of a keyboard definition file for the equation editor), macro will continue to work after the error message is finished. The problem is that the keyboard definition file expected by the equation editor isn't in the same subdirectory with FMS. The solution is to copy the indicated keyboard definition file to the FMS subdirectory (from wherever it was stored intially) or to remove it from the setup menu (Shift F1 4 (initial settings) 3 (equations) 5 (keyboard for editing)).

ALT F — Files (Save/AutoRetrieve)

Saves or retrieves a file. If the current document screen is empty, the macro runs the AutoRetrieve option. If the current document is not empty (has been edited) the macro assumes you want to save the file. The save menu has a number of options,

SAVE FILE OPTIONS. If the current document screen has a file in it (or has been modified in any way) this macro saves the current file upon hitting the ENTER key. The macro also provides a number of file saving options (like saving the file to multiple locations). The macro detects files with no names and prompts for one. Long document name aware.

MACRO NAME
DESCRIPTION

NOTE: If blocking is active when ALTF is executed you may save the blocked text to its own file.

ASCII. Save a file as an ASCII/DOS file. See ASCII/DOS File Save, page for more information.

LOCK. Password protect or unprotect the current file.

MULTIPLE_SAVE. Save to one or all legal save locations (as identified in the main menu). The file is saved under its current name to each chosen location, in turn, until, finally returning to the original location (which is the last SAVE action). If a file rename is performed prior to choosing this 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). Each option may be entered only once. Remove an enter destination using the BACKSPACE key.

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

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

SUMMARY. This option enters WordPerfect's Document Summary screen. This screen is where 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).

RETRIEVE FILE − AutoRetrieve. This option is available only when the current document has never been edited.

· The macro retrieves information from a special file which contains information on up to four (4) of the last files edited (and stored via the FMS EXIT macro − ALTX/EXIT.WPM − using the “exit WordPerfect” option). Once retrieved, a menu of the available files is 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 (cursor repositioning may be overridden if desired. See below for more information.). **LIMITATION**: If page renumbering was used, the cursor may not be able to return to the exact same spot intended. However, the macro attempts to place the cursor at an “equivalent” location of matching page, line, and position on that line.

· To retrieve a file <u>without</u> repositioning the cursor (i.e., strictly a file retrieve), hit “=” after selecting a file to retrieve. A letter representing the file(s) affected (a = the 1st file, b = the 2nd file) is displayed immediately prior to any selection(s). The “=” option is a toggle which activates or inactivates cursor repositioning. Hitting “=” before selecting a file number results in an error message.

· If none of the listed files are desired for editing, hit the ENTER key to go to the Directory Macro.

· To PRINT one of the files listed, hit Shift F7 (print). This displays a menu which prompts for the number representing the file to print. The choice is limited to available menu options representing the files listed.

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.

Unnamed. The main menu isn't entered until the current file has a name. If long document names are active, the macro directly enters into the long document filename request (although requested, a long document name and it's type isn't required). After a filename is provided the macro enters the main menu. Choose the destination to which you

wish to save the file or hit the ENTER key (to complete the save action). Choosing an identified location (specific menu option) immediately stores to that location. If you choose the “OTHER PATH” option you are requested to provide a (new) path to which to store the file. This path is used when you hit the ENTER key to complete the file save activity. However, choosing a path option from the available (default or user supplied) options immediately replaces that path and the file is saved to the newly designated location.

Named. The main menu is entered and it contains a selection of drives and subdirectories to which to save the current file and a number of options as described above.

- Save to floppy, reset path. For instance, if your file is C:\WPDOC\MY_FILE.DOC and you want to store it to drive A, hit ALT F A. Your file is automatically renamed to A:MY_FILE.DOC.
- Save to floppy, remain in current drive. Assuming you want to store the file to drive A but not remain there as in the previous example you would use the multiple save option. For instance, hit ALT F M(ultiple) A.
- Save to multiple locations. Storing your file, C:\WPDOC\MY_FILE.DOC to drive A and drive B, is simple. Hit ALT F M(ultiple) AB, and then hit the ENTER key.

Blocked Region. If a region has been blocked, the macro asks if you want to “save” or “append” the blocked region to a file. To cancel this operation and enter the main menu, hit the ENTER or EXIT key. To cancel the operation completely, hit the ESC key. If you choose a menu option, the macro requests a file name:

- Save. If the file already exists, it may be overwritten, the save action cancelled, or the block renamed.
- Append. The blocked region is appended to the named file. If the file doesn't exist it's created.

File Retrieve (AutoRetrieve). A completely blank (never been edited) document screen is required to gain access to this procedure. 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 one (1) to four (4) records may exist from which to choose.
- The message at the entry screen identifies the number of files you may retrieve out of the number available (i.e., 1 out of 2 or 2 out of 2). Choose the files to retrieve by number. If obtaining two files, the first number entered goes into document screen #1.
- You may remove files from the AutoRetrieve file by hitting the letter “D” and then the number(s) of the file(s) you wish to remove. Hitting the CANCEL key returns to the Retrieve menu.
- You may cancel macro operation by hitting the CANCEL key from the main AutoRetrieve menu.
- You may exit the AutoRetrieve operation by hitting the EXIT key — this option enters the DIRECTORY Macro (DIR.WPM).

ADDITIONAL INFORMATION.

Help. If required to supply a filename, either because the file has no name or because of a file rename, a basic menu is displayed. For help, hit the “?” and an additional help menu is provided. This help provides information on how to move the cursor (while in filename mode) and how to reset to (restore) the original filename.

Other Available Options. The following options are available at the main menu:

F1, ESC, F7 (Cancel). Exits the macro. Terminates the save operation.

Shift F1 (Master Document Setup). Provides ability to expand or compress a master document.

Expanding a master document brings subdocuments (effectively, “chapters”) into the master document to form “one” document.

MACRO NAME
DESCRIPTION

Compressing effectively removes subdocuments from the master document. This feature is important because if an expanded master document is saved (while expanded), then additional save actions can't detect if the expanded master document contains subdocuments (the save action won't ask to save as expanded any longer).

Shift F3 (Switch). Switch from the current document screen to the other.

F5 (List). Use at the main menu, or the AutoRetrieve menu (feature not available if AutoRetrieve menu is accessed from the main menu, i.e, not from a blank document). It passes control to the DIRECTORY macro (ALTD/DIR.WPM).

F10, ENTER (Save). Performs the file save function.

Shift F10 (AutoRetrieve). Accessed from the main menu, this option displays the contents of the AutoRetrieve file. The file retrieve function is disabled. Besides letting you see what files are listed in the AutoRetrieve file, it lets you delete entries. This could be important if, for instance, you intend to make the current file an entry into the AutoRetrieve file, there are already four entries in the AutoRetrieve file, and you don't want a more desirable entry removed.

ALT G — Greek/German Characters

Provides quick access to Greek and German umlaut characters. There are two main menus for all of the characters. Use the Page Up/Down keys to move to one or the other. The second menu contains the umlauted characters and additional Greek characters which didn't easily fit the alphabetical scheme of the primary menu. For instance, Theta (θ) starts with the letter “t”. However, “t” is used by tau (τ) in menu #1. Therefore, to keep the mnemonical type of access, the THETA (Θ) and theta (θ) characters were moved to the secondary menu.

The Greek/German characters are chosen by hitting the alphabetical (or numerical) menu choices, as appropriate. When all desired characters are chosen, hit the ENTER key to drop them into the document.

CANCEL (normally F1) or EXIT (F7) exits the macro.

There is a limit of 60 characters entered at one time (127 characters with modifiers). Normally, this shouldn't be a problem. Modifiers come in two sets and “modify” the character with which they are entered. See ***“DOTS, BAR, HAT, PRIMES”*** below.

Use the backspace key to remove the last character of the entry string displayed on the screen.

A running total of the number of characters entered is displayed during character entry. The character chosen is displayed along with the option used to chose it (it's displayed directly below it). Because of the limitation imposed by text screens, many of the characters may not be readable on the screen (they'll display as a small square dot on the screen). Use the character below it to determine what menu option was used to choose it.

LITERAL CHARACTERS. An additional capability is the ability to add spaces or commas. These characters are interpreted literally (i.e., they are entered as spaces or commas into the document).

ALPHABETICAL. To use standard a–z, A–Z, and 0-9 characters (override the Greek/German character interpretation), hit the “=” first and then the desired letter/number.

MACRO NAME
DESCRIPTION

MENU NUMBER. The available options are displayed in the menu, alphabetical or numerical. Choosing an option enters the appropriate character for the current menu screen into the chosen option queue.

DOTS, BAR, HAT, PRIMES. The capability to create certain scientific characters is also provided. The following are provided: one or two dots (for instance: and), bar and Hat (for example: and), and three primes (′,″,‴). Character set #1 is composed of the dots, bar and hat. The primes makeup set #2. No set may be entered without a character. With a character, set #1 and set #2 may be entered singly or together. If entered together, set #1 must precede set #2 (vice-versa is disallowed).

ALT H — Help

Provides a brief description of the macros provided. Completely menu driven. Hit the character equivalent of the name of the desired macro to see its description. Hitting the ENTER key at any menu backs out to the previous menu; if at the main menu already it exits the macro.

ALT K – Key

Allows switching between macro directories and/or keyboard definition files. Provides the ability to switch between up to 6 user defined choices. The user must edit the file (KEY.WPM) to provide the following:

(1) Menu option title,
(2) Path to the macro directory desired, and
(3) The name of the keyboard definition file in the chosen directory.

The menu title is optional (though highly recommended); the other two items are required. After customizing the macro for your system, place it in every macro directory you plan to switch to or from. Give the file an easy to remember (and easy to use) name. One highly recommended name is “ALTK.WPM” (the macro, KEY.WPM, as supplied, is mapped to ALT K). This name allows hitting the “ALT K” key sequence in these other directories to execute the macro. Upon execution, the macro takes the supplied information and creates the appropriate macro options menu.

Customizing.

Edit KEY.WPM. From within WordPerfect, hit CTRL F10. At the “Define Macro:” prompt, type “KEY” and hit the ENTER key. At the next prompt, choose the EDIT Option (#2). There are six groups of routines, each beginning with {LABEL}x~, where “x” is a number from 1 to 6. The routine is as follows:

```
1  {LABEL}1~{;}Option 1~
2  {;}Option Name~
3  {ASSIGN}NM~FMS~
4  {;}Macros Directory~
5  {ASSIGN}7~C:\WP51\FMS~
6  {;}Keyboard Definition Name~
7  {ASSIGN}8~FMS~
8  {IF EXISTS}Setup~{RETURN}(ENDIF}
9  {IF}"{VAR 7}"=""&"{VAR 8}"=""~{GO}11~{ENDIF}
10 {GO}Do~
```

MACRO NAME
DESCRIPTION

There are six routines like that shown above (minus the column of numbers which are used here for referencing the appropriate macro routines' lines). These six represent the maximum menu options and the maximum number of different keyboard/macro directory or different keyboard definition files allowed. Change each routine as necessary/desired. The only three lines of real interest are the 3rd, 5th, and 7th. These lines contain variable to which the menu name, macro directory, and name of the keyboard definition file, repectively, are stored. The other lines are as follows: Line 1 is the name of the routine; there are 6 such routines, **{LABEL}**1~ — **{LABEL}**6~. Line 8 is used by the macro to setup the appropriate menu options. Line 9 checks to see if name and path have been provided (variable 7 and 8); if not then this routine won't generate a menu option.). Lines 2, 4, and 6 are comment lines which each describe the line immediately following it. The important lines, 3, 5, and 7 are more fully described below.

LINE 3. **{ASSIGN}**NM~FMS~ assigns the value “FMS” to a variable named “NM”. This means that whatever characters appear between the two tildes (~) will appear in the main menu. Be sure that you use this format EXACTLY. Don't leave out or add a tilde. It must appear exactly as shown here (except that you'll use whatever menu title you wish).

LINE 5. **{ASSIGN}**7~C:\WP51\FMS~ assigns the path of the keyboard/macro files to variable number 7. In this case, the path is the subdirectory FMS of directory WP51 of drive C (C:\WP51\MACROS). The comment about the tildes mentioned in the description of LINE 3 holds here as well!

LINE 7. **{ASSIGN}**8~FMS~ assigns the name of the keyboard definition file you want to use with the macro directory identified in line 5 to variable number 8. Don't forget the comment about the tildes mentioned above!

IMPORTANT: The macro uses line 8 of each of the six routines to build the menu display options. Line 9 of each of the six routines ensures that there is information supplied to both variables 7 (path) and 8 (keyboard definition file). If either is empty (e.g., **{ASSIGN}~~**) then no menu option is displayed.

Save the changes. Hit F7 (Exit). This automatically saves any changes made.
Abandon changes. Hit F1 (CANCEL). At the “Cancel changes? **N**o (**Y**es)” answer “Y”.

ALT L — Line

Change settings related to lines of text. This macro runs TYPESET.WPM. See ALT T, page , for more information.

ALT M — Miscellaneous Functions

Miscellaneous functions which should prove useful to most writers. This macro provides easier access to the functions supported than provided for by WordPerfect. The following functions are provided:

Menu #1

1-**C**omment 2-**J**ustification 3-**L**ines (**tab→**typeset) 4-**P**age 5-**Sp**readsheet 6-**T**able
7-c**O**lumn 8-set_**U**nderlines 9-lines/**W**indow 0-**H**yphenation [**CTRL ENTER**→lists/xrefs]

COLUMN. Enters WordPerfect's columns menu's.

COMMENT. This option is essentially the same as hitting CTRL F5 4 (Comment). There are three basic options: create, edit, and convert comment to text. If blocking is active, a

MACRO NAME
DESCRIPTION

fourth option is available: convert block to comment. The “create” option creates and enters a comment box. The “edit” option edits the first available comment to the left of (previous to) the current cursor position. The third option, “convert to text,” converts the contents of the first available comment previous to the current cursor position to text. If the fourth option is available and chosen, the blocked text is removed from the document and placed in a comment box.

HYPHENATION. Turn the WordPerfect hyphenation feature ON or OFF.

JUSTIFICATION. Justification is a menued version of WordPerfect's Shift F8 1 (line) 3 (Justification) *type*, where *type* is one of the following: left, right, center, full.

LINES. Current capabilities include changing the amount of spacing WordPerfect uses between lines and hard returns or choosing single, double or custom line heights. For additional control over text, hit the TAB key. This enters the macro TYPESET.WPM; see ALT T, page for more information.

LINES/WINDOW. Set the number of lines for the current document screen. One handy, though not very well known, use is to display the tab settings at the bottom of the screen by defining the number of lines in the active window as one less than maximum available for the edit window.

PAGE. Has most of the options usually concerned with page operations:

Keep lines together (Conditional End of Page). Sets the number of lines to keep together for a conditional end of page (similar too but NOT the same as Widow and Orphan protection).

Center Page. Center text on a page (note: this setting affects the next page if the cursor isn't at the beginning of the page when the macro is executed).

Page Numbering options. Choose placement, type of numbering used, or the style of page numbering. Also, discontinue or restart page numbering.

- Location. Top or bottom of page, or in a header or footer (either A or B). Then, whether the page numbering is on the left, right, center or alternating (note: the alternating option isn't available if the page numbering is in a header or footer). If a page numbering location has been chosen then it may be suppressed (choosing a type or style doesn't necessarily place a page number on a page); suppression may be reversed, if desired.
- Type. Arabic, roman (i) or ROMAN (I)
- Style. Six options: #, Pg #, Page #, − # −, − Pg # −, − Page # −
- Discontinue. Discontinues page numbering
- New Page. Restarts page numbering at number 1.

Header. Creates/accesses page headers A or B.

Footer. Creates/accesses page footers A or B.

6. Suppress options (for use against macro option numbers 3-5) for current page.
7. Size/Definition/Type of. Select a page definition or page size.
8. Margins. MARGINS sets any one margin, any set (left/right or top/bottom) or all margins in one operation. To set margins sets (available margin sets; left and right, top and bottom, or all margins) in one operation do the following: place an “=” immediately at the end of the margin amount provided for the first margin. For instance, if you've chosen the menu option to set both left and right margins, and you want to set them both to 1.5 inches you would type “1.5"=” before hitting the ENTER key. Likewise, to set all margins (left, right, top, and bottom) to 2 inches, you'd choose the ALL option and then type “2"=” before hitting the ENTER key.

SPREADSHEET. Performs WordPerfect's spreadsheet related functions such as importing, updating existing spreadsheet links, and creating and/or editing links to spreadsheets.

TABLE. If the cursor isn't within a table structure, the table edit or create menu is entered. If within a table, the macro enters the table edit macro. See TABLE EDIT, page .

SET UNDERLINES. UNDERLINES lets the user tell Wordperfect to underline spaces and/or

MACRO NAME
DESCRIPTION

tabs (or not underline them).

Menu #2

1-**A**dd word to dictionary 2-**C**ount words in document

ADD WORD TO DICTIONARY. Does just what it says. If the word isn't already in the supplementary dictionary, it's added. This option doesn't require a spell check to first be performed.

COUNT WORDS IN DOCUMENT. Does just what it says. Wordperfect counts as a word any continuous series of valid characters. The following are considered valid characters:

- a-z
- A-Z
- International alphabetical characters (such as è, β, and ë)
- Apostrophe (')
- Hard hyphen (home hyphen; home -)
- 0-9, provided the “word” isn't composed entirely of these numeric digits.

All other characters are considered invalid (including spaces and punctuation).
For instance, the “23” isn't counted as a word, but B222 is. In the following sequence of characters, (503) 289-7108, is counted as one word provided the “-” is a hard hyphen (the hard hyphen is a valid character which links the two sets of numbers, 289 and 7108, into a single word). The word “(503)” isn't a valid word for two reasons: (1) a parenthesis character is considered invalid and (2) since parenthesis are invalid, the remaining characters form a word composed entirely of numbers (and therefore form an invalid word).
NOTE: This macro may be used to remove a status prompt from the screen. Execute it and immediately exit the macro.

Hitting the ENTER key without entering a response (menu choice) returns to the previous menu level if not at the main menu. Hitting the ENTER key from the main menu returns to the editing screen.

ALT N — New Characters

Choose from a number of specially chosen characters in a number of different categories. Nominally organized. Choose by letter or number. If your printer doesn't recognize the character chosen, WordPerfect 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 characters which are unavailable as menu options. Multiple options are allowed − up to 70 characters. Options separated by a space (or comma) are entered into the document with a space (or comma) between them.

There are multiple menus. Hitting the page up or page down keys moves to the next/previous menu. Unavailable choices entered from the keyboard are ignored.

ATTENTION! There is one symbol which uses a Postscript user defined character specification (Character set: 12, 113). The option is “k” (Shadowed Box). Unless you're using Adobe PostScript ITC Zapf Dingbats, it may or may not print (a blank might result or some other character). Redefine as necessary.

MACRO NAME
DESCRIPTION
ALT P — Print
Print options are provided to print all or part of a file. It also provides the means to control certain aspects of printing such as print quantity (number of copies), printer initialization, entering the Control menu, or go to the WordPerfect print menu (Shift F7). Just prior to exiting, the macro reports that fact. This feature is provided for the much slower machines (especially 12MHz and slower) which may take some time before being able to actually exit or quit the macro.

The following describes options provided:

File Print. This sends the entire document to the printer. During the time the document is initially being sent to the printer the macro identifies the complete document name in the 2nd line of the displayed menu. This option is essentially the same as WordPerfect's key sequence Shift F7 1.

Page Print. This option sends the current page (as identified in the header 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 WordPerfects key sequence Shift F7 2.

Multiple Page(s). When the multiple page print option is chosen, the number of characters used to identify the pages is limited to 31–the limits are identified on screen 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, not macro, imposed limit. Choosing page numbers is the same as WordPerfect's Multiple Pages option (key sequence: Shift F7 5). Additional enhancements to printing multiple pages follow.

Pages to Print		Command to print from the		
		Beginning of the document to the current page.		Current page to the end of the document.
ALL ODD EVEN		- -O, O- -E, E-		+ +O, O+ +E, E-

Options. Lets the user set the following print options: printer selection, binding, copies generated by either WordPerfect or the printer, print quality of graphics or text, and finally count the number of sections in the document. Upon entering this menu, the macro displays the current setting of the options supported. If desired, the user may select the CUSTOM option. This option is for manually modifying the options (via the normal WordPerfect menuing). This is the long way to go since Shift F7 does the same thing. However, the CUSTOM option was provided for completeness.

Control. Enters the WordPerfect print control screen.

Print Quantity. Set the number of copies of each print job.

Reset Quantity. Resets the number of copies to one.

View. Enters the print preview mode.

Summary. Prints the document summary.

Count_Sections. Performs a count of the number of sections within the current document and number of pages per section. This option is also available in the OPTIONS menu above. This capability is important to be able to print a specific page within a given section. It's also important if you want to go to a specific page within a given section. There is a WordPerfect bug related to section numbering. See the notes below.

MACRO NAME
DESCRIPTION

NOTES:

Blocked Region. If a region is blocked when this macro is executed, an option to print that blocked region is provided. Choosing to not print the block results in disabling the blocked region and entry into the main print menu.

Document Sections. BUG REPORT. The Wordperfect “print multiple pages” has a problem counting sections. Apparently it's unable to recognize page renumbering codes which specify roman (i, ii, iii... or I, II, III...) type of counting. If you want to print these sections you'll have to go to the specific pages to print them or block the section to print. This is a limitation of WordPerfect and **not** the macro. For a more complete desciption, see WordPerfect Bugs, page .

ALT S – Subscript/Superscript Characters

This macro makes it easy to superscript or subscript (with or without underlining) the one or two characters to the immediate left of the cursor, or a blocked region of characters.

NOTE: Not all printers move the underline with superscripted or subscripted text.

ALT T – Typesetting Functions

Provides easy access to certain WordPerfect typesetting functions: kerning, word/letter spacing adjustments, word justification adjustments, and setting a typesetter's baseline. This macro is also accessed by MISC.WPM (ALT M) by using the TAB key.

Kerning is either on or off.

Word/letter spacing adjustments provide control over the spacing between words, letters, or both. It also provides for setting spacing between both words and letters simultaneously to optimum or normal spacing. The options available in the words and letters space setting menus are the same as WordPerfect's. Note: When changing the pitch percent of either words or letters you are actually within a WordPerfect menu (though it may not appear that you are). Unfortunately, WordPerfect provides NO method for macros to automatically obtain the pitch being used. For that reason, and to provide as much control as possible, this macro uses the native WordPerfect option itself. Therefore, there is no direct CANCEL or EXIT possible as with other menu choices. To exit the menu, hit the CANCEL key once followed by hitting the EXIT key once (this is the quickest method). You could, alternatively, hit the ENTER key and then BACKSPACE to remove the resulting word/letter justification code (you'll need to answer “YES” to the prompt to delete the code if reveal codes isn't on).

The **Word Justification** option changes the amount of compression or expansion applied to words during justification.

The **Typesetter's Baseline** option sets the location from which a line location is determined from the WordPerfect default of the top of the line to it's bottom. With it set, the user has the macro determine optimum fixed line height based upon the size of the current font (or the user can determine a fixed line height to use). For a typesetter's baseline to work the baseline setting must be set on and a fixed line height must be chosen (which the macro does for you).

Lines adjustments are for specifying 1 line, 2 line or custom (user defined) line heights. Additionally, the amount of spacing between lines may also be increased beyond the default amount. There are two adjustments which are possible here: the amount a spacing added to a soft return (i.e., the spacing assigned to the wordwrap) and the amount of spacing added to a hard return (i.e., the spacing assigned to ENTER). Refer also LINES (ALT M/MISC.WPM), page ; NOTE: if this macro doesn't provide you the type of control desired hit the TAB key. This enters the Miscellaneous functions macro.

- Using spacing adjustments to the soft and/or hard returns makes it possible to have different line heights between paragraphs (which typically end in at least one hard

MACRO NAME
DESCRIPTION

return). Typically, the soft and hard returns have the same amount of spacing assigned to each. The adjustments of these two is especially useful if you need to change the default line height from 1 to something else (say 2 lines). If you do this, then, spacing between paragraphs can get extremely wide (since two returns are often used to separate paragraphs, the distance between paragraphs has now been changed to 4 lines – lots of additional space!).

- To make life a little easier, you could change the soft return to an equivalent of 2 lines and make the hard return the equivalent of 1.25 lines, for instance, and leave the line spacing to single spacing instead! The advantage here is that the line spacing on screen still looks like single spacing (you don't lose any lines on your screen; changing line spacing to 2 cuts the number of visible lines on screen in half!).

ALT V — View Document

Similar to WordPerfect's Shift F7 6 or Shift F7 V(iew), this macro provides quick access to document previewing (one keystroke rather than two). The following are differences/enhancements from the standard WordPerfect print preview:

Shift F3 Switches from current document preview to preview of other document screen

= Shift F3 Switches print preview screen color scheme. The "=" means to use the standard WordPerfect function

F5, N, /, TAB Show current screen's document name. Time Delayed display. Hit ENTER to cut delay short.

F1, F7, ESC, X Exit print preview.

GOTO (CTRL HOME) Provides the ability to go to a specific section and page. WordPerfect's GOTO only allows a page number.

CTRL Home CTRL Home Returns to the last page viewed. Improves upon WordPerfect's basic function by allowing the return to the location occupied prior to hitting GOTO GOTO (WordPerfect doesn't allow this). NOTE: a GOTO GOTO may return to an equivalent page within a different section than expected. For instance, if you were in section 2, page 5 and used GOTO to go to page 20 in section 3, a GOTO GOTO will probably return to the page 5 of section 3 rather than the section 2 page 5.

NOTES:

1. All standard WordPerfect print preview features are available
2. To exit the print preview screen using ALTX you must execute it twice. The first time ALTX is executed it exits the print preview macro, VIEW.WPM. The second time it's executed the print preview screen is exited.

ALT X — Exit Document(s)/WordPerfect

Exit from WP or the document. Upon execution you are presented information on each document screen and a menu of choices: the current document, or the current document to go to the next document, exit All documents, exit WordPerfect. The information on each document screen reports the default document number (the document screen in which the macro was executed — this number is highlighted), and the path specification for the file (if there is one). Additionally, the status of the file is reported. "OK" = the file has been saved or is not modified; "Mod" = the file has been changed and not saved, "Blank" = no document in this screen, "NoSave" = the file won't be saved upon exit.

EDIT Options (File Specification).

1 or **2**. Choosing one of these options presumes the file is not blank. If blank, this option is not valid. This option allows the user to change the filename or specify that this file won't

MACRO NAME
DESCRIPTION

be saved upon exit. A NoSave option is handy when you don't want to save the file with any changes made to it. Upon making the changes, if any, the user is returned to the exit menu.

EXIT Options.

All (A). Option “A”. Exits all open documents. If a document needs named you must provide a name or chose NOT to save the file (the “/” option). If a file is modified it's saved before being exited.

document (d). Option “d”. The document status is checked. If it's been modified, FILESAVE.WPM (ALT F) is executed for save functions. If the CANCEL key is hit while in FILESAVE.WPM, the document exit operation is terminated and you remain in the current document (no document exit).

Document (D). 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.

Everything (E) - Save all modified documents, won't update the AutoRetrieve file, exit WordPerfect.

Immediate (I) - No document saves are performed, won't update the AutoRetrieve file, exits WordPerfect.

No Save (N) - No document saves are performed, won't update the AutoRetrieve file, remain in WordPerfect.

Save (S) - Save all modified documents, update the AutoRetrieve file, remain in WordPerfect.

This Doc (t/T) - “t” Exits the current document without saving the file. “T” Exits the current document without saving the file and switches to the other document screen if it isn't blank.

Wordperfect (W). Option “W”. The same as option “A” except that after all files are exited the macro updates file information in the AutoRetrieve file. This file contains file name and cursor location information. If a file entry has the same name and path as one of those just exited only the cursor location information is updated. No more than four (4) file entries are maintained. If the most recent AutoRetrieve file entries increases the number of entries to greater than allowed, the extra files are removed from top of the list 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 created.

Notes:

If required to supply a filename, either because the file has no name or during file renaming, a basic menu is displayed. Hit “?” for additional help is provided. This help provides information on how to move the cursor (while in filename mode) and how to NOT SAVE the file, if that's desired.

Displayed Menu command options: 1, 2, document/DOCUMENT, this/THIS document, and W.

All file save operations are performed by FILESAVE.WPM (ALTF).

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

If a WordPerfect exit is chosen and both files are Blank, no document status information is stored to the AutoRetrieve file.

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 returns to a blank document screen.

“?”, “H”, or “h” pull up a help menu screen. It's actually an edit screen for file edit options 1 and 2 but available nonetheless. These options toggle the help menu on or off.

“O” or “o” are available Exit Options. These options toggle the options menu on or off.

ALT - — Paragraph Numbering

MACRO NAME
DESCRIPTION
Provides paragraph numbering.

Level Desired? (**=/A, 1-8**) [-**N**ew Count **]-S**etup
or
[**RESET**] Level Desired? (**=/A, 0-8**) **]-S**etup

Hitting “A”, “=”, or “ENTER” at the menu places 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 numbers the paragraph with the specific level chosen.

The Option “N” (“[”) resets the paragraph number to the first level in the paragraph numbering sequence used. Additionally, after choosing NEW, the RESET menu (second menu line above) is entered. 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 places a paragraph numbering code into the document.

The Setup 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.

ALT TAB − Tab Set
Enters WordPerfect's tab set mode.

CTRL TAB - Hard Tabs/Characters
Menu provides options to choose hard tabs (left tab, center tab, right tab) with or without dot leaders, center or flush right text with or without dot leaders, and a hard hyphen or hard space. An additional option is for the creation of a hanging indent. This type of indent is represented by the first line of a paragraph being extended to the left from the rest of the paragraph. Although these tabs or characters are easily created without using the macro, creating them isn't exactly obvious unless you use them often.

- A **hard tab**, unlike other tabs, doesn't change character as it's moved left or right by one or more tabs. Normally, if you have two tabs, one being a right tab and the next being a left tab, the second tab will always be a left tab. Let's say you create your first tab as a hard right tab and then the cursor moved back over it and hit the tab key. What you'll end up with is two right tabs (the first one is a regular right tab and the second one is the hard right tab). With normal tabs, in this case, if a tab is inserted before the first tab, the first tab will switche from being a right tab to a left tab.
- **Dot leaders** are a series of dots from the point where the tab is created to the location where the text is placed by the tab. Typically, this type of tab is seen in table of contents and indexes.
- A hard hyphen is used to keep a word from being split at the hyphen (becomes an integral part of the word).

MACRO NAME
DESCRIPTION

- A **hard space** can keep two (or more) words together on the same line if they were one (keeps them from being split between lines).
- A **hanging indent** is nothing more than an indent followed immediately by a margin release (i.e., F4, Shift Tab).
- **Normal tab keys** consist of the following:

TAB - Left Tab	Shift TAB - Margin Release
Shift F6 - Center Text	ALT F6 - Flush Right
F4 - Indent from Left Margin	Alt F4 - Indent from both margins

CTRL HOME (Go To)

Enhanced version of WordPerfect's “Go to” command. If within a table, this macro allows going to a particular cell by providing that address. Additionally, it provides the following ability as well (choose one or the other). When outside of a table (or as an option if the cursor is within a table) the macro requests a section and page. NOTE: GOTO GOTO (i.e., return to last location) is also available. IMPORTANT: the GOTO macro is assigned to the CTRL white Home key (number 7 on the numeric keypad). The CTRL dark Home key (part of the enhanced keys to the immediate left of the numeric keypad and to the right of qwerty keyboard keys) is the standard WordPerfect GOTO function (e.g., it hasn't been reassigned). The CTRL white Home key works as follows:

Within a table. When GO TO is executed within a table a menu asking to go to a cell or page address is displayed. Typing the menu option for the table cell address enters a prompt requesting that address. Likewise, by typing the cell address automatically enters the table cell address mode. If a numerical entry is begun, the document (section:page) prompt is entered. If a cursor move mode is requested (by hitting ALT-Home or Home) the document prompt is entered. See section below.

Outside of a table. This version allows going to any page within a section much like the print command allows printing of a page within a given section. The format is the same as for the print command: *section #:page number*. If no colon (“:”) is provided then the macro goes to the specified page. If a section number is requested without a page number, that number is converted to a page number. A document without a renumbering page code is a single section; the renumber code, **[Pg Num:x]**, defined the beginning of a new section. This macro is assigned to the GOTO (CTRL Home) of the numeric keypad, not the enhanced GOTO (CTRL Enh Home, or dark CTRL Home key). ALT-Home is equivalent to hitting the HOME key twice.

For instance, assume you have a document with the following characteristics:

1. An introductory section (no page numbering) with a total of 5 pages, this is section 1;
2. A table of contents section with 6 pages (i-vi), this is section 2; and
3. A main section of 32 pages, this is section 3.

The following gets you around:

COMMAND		**EXPLANATION**
CTRL Home 1:4 [ENTER]		Goes to the page 4 of the section 1
CTRL Home 2:3 [ENTER]		Goes to page 3 (or iii) of the section 2
CTRL Home 3:8 [ENTER]		Goes to page 8 of the section 3
CTRL Home 4:15 [ENTER]		Generates an error message and goes to page 15 of section 3 (the closest page to that requested

MACRO NAME
DESCRIPTION

CTRL Home 32 [ENTER]		Goes to page 32 (there's only one page 32 in the entire document)
CTRL Home 2:20 [ENTER]		Goes to section 3 page 20 because there is no page 20 in section 2
CTRL Home CTRL Home		Returns to page 32
ALT HOME UP or HOME HOME Up arrow		Goes To the Top of the document
HOME HOME Down arrow or ALT Home Down arrow		Goes to the bottom of the document
CTRL Home = V		Goes to the first occurrence of the uppercase letter “V”

While the cursor is within the confines of a table, The following keystrokes are recognized by GOTO (CTRL Home) to move the cursor around the confines of a table:

LOCATION		CURSOR KEYS NOTE: Hit CTRL HOME followed by hitting:
Last cell in column		Home Down arrow ALT-Home Down arrow
Last cell in row		Home Right arrow ALT-Home Right arrow
Last cell in table		Home Home Down arrow ALT-Home Home Down arrow
First cell in column		Home Up arrow ALT-Home Up arrow
First cell in row		Home Left arrow ALT-Home Left arrow
First cell in table		Home Home Up arrow ALT-Home Home Up arrow
First line of text (Within Cell)		Up arrow
Last Line of Text (Within Cell)		Down arrow
To Character		“character” [ENTER]. For example, to go to the character “X” while within a table, hit CTRL Home X [ENTER] (or, if you obey the menuing system, hit “[” and hit the letter X followed by hitting the ENTER key. If you use the option “]”, you must first hit the “=” before entering the desired charater.

CTRL C — Character over Character
Places one character over the previous character (no space separation between the two). 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

MACRO NAME
DESCRIPTION
results (for instance, H→).

CTRL D — Insert Date
Places a date into a document. There are eight (8) basic date options, four (4) options each for a text or date code date. Additionally, there is a date RESET and a date SETUP option. The RESET option provides 4 preset date options. SETUP allows a variety of date formats.

Date options are (options 1 & 5) Military (day month year), (options 2 & 6) Contracting (year month day), (options 3 & 7) Standard (month day, year), and (options 4 & 8) Default (the date format shown on the first menu line). Options 1, 2, 3, and 4 are date text options, while options 5, 6, 7, and 8 are date code options. Selecting any option from 1 - 3 or 5 - 7 places the request date into the document. Once entered, the macro resets the date option to a preset value (as supplied that preset value is the Standard date format). Selecting the DEFAULT date option (options 4 or 8) places the default date into the document but performs no reset to a preset date value.

The RESET option selects a default date option without entering it into the document: military, contracting, standard, or preset. As supplied, the preset option is “standard.” This option (RESET) can be used to set the date format (shift F5 3). To do this, choose an option and, upon return to the main menu, hit the ENTER key without making another option.

The SETUP option enters the WordPerfect date setup or sets the WordPerfect date system to three defined date formats: **Standard** (Format: Month Day, Year), **Military** (Format: Day Month Year), or **Contracting** (Format: Year Month Day). Entering the Wordperfect date setup option places the user in the Wordperfect date edit screen and terminates the macro. The other three options offer options for 1) month and year and 2) day in their respective formats. After choosing a format (military, contracting, or standard), the macro asks you to choose from six predefined formats (three are date numbers and month name formats and three are numerical month and year formats). Choosing from the first three formats enters another menu which allows you to choose the manner in which you wish the numerical day of the month to be displayed; three options are offered – numbers less than 10 are padded with spaces (1), zeros (01), or no padding (1). Choosing from the final three options automatically selects a numerical day of the month date representation compatible with the date option chosen.

CTRL G – Graphics
After choosing a graphic type the user is placed into a menu which allows the user to access the graphic (create, edit, new number, or box options) or to change the borders, margins, and/or box background shading. Choosing access to a box option a line enters the actual WordPerfect menu for the graphic chosen.
Choosing a border, margin, or shade disables other accesses to the graphic. Hitting the BACKSPACE key resets the options chosen (border, margin, shade) to an undefined state and re-enables access to the graphic.

BORDER. All of the standard Wordperfect options are available (none, single, double, dashed, dotted, thick, or extra thick). Selecting one sets all borders to the option selected. Additionally, 8 different shadow boxes available (4 boxes with thick shadows and 4 with extra thick shadows). There are 11 miscellaneous border options as well. These were selected as representative of a group most often selected for certain types of applications. To allow the maximum amount of flexibility, there is a manual selection capability in which each separate border is selectable.

MARGINS. Graphic margins involve the left, right, top, and bottom margins.

MACRO NAME
DESCRIPTION

- There are 3 margin resets (i.e., all margins are set to zero): inside margins, outside margins, or inside and outside margins.
- There are 3 margin sets. In this selection, the margins are selectable either as the inside margins, outside margins, or the inside and outside margins. Selecting one of these allows the user to provide a desired margin size for each margin. However, also provided is a method by which all margins within a type of margin (inside or outside) are set simultaneously to the width specified. This is accomplished by doing the following: subsequent to the **first** margin setting, place an "=". For instance, to set the inside margins of a figure box to 0.5" hit the following keys: CTRL G 1 2 4 0.5"= [ENTER] [ENTER]. The first [ENTER] selects the margins to the equivalent of ½". The screen pauses to show the selections followed by the main options menu is display. At the main menu, since an option has now been chosen, you'll see **"USER-IN"** (the type of margin selected). The second [ENTER] puts the [Fig Opt] code into the document (all figures following this hidden code are affected by it)

SHADING. The macro provides shading options in increments of 10% from 0 – 100%. To select a box background shading of 20%, select the shading option from the main options menu (option #3) and then the #2 (the option for 20%). The main options menu should display 20 %. Manual selections of other percents is possible by using the CUSTOM option.

Choosing any other option enters WordPerfect's default graphics menuing. If you choose to edit a graphic box's options:

If there are no graphic boxes, the option code is dropped into the document at the current cursor location;

If there are graphic boxes, but no option number reported, the option code is dropped at the current cursor location;

If there are graphic boxes and a graphic number is chosen (or the default number identified by the macro is accepted by hitting the ENTER key), the macro first locates that box, and then drops the graphic box option code immediately preceeding that graphic box;

If there are graphic boxes and a "0" is entered, the option code is dropped at the current cursor location. A legal graphic box number is dependant upon the numbering scheme used for the box type chosen. Typically, numbers will work for all types (numbers, letters, roman numerals). However, letters will not work to identify boxes specified numerically

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. It is meant for a document in which you aren't likely to change the font size. That's one thing to which it's sensitive. 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.

The cursor should be immediately to the right of the character/word which'll be superscripted.

NOTE: You may place the character/word over a character/word under macro control (let it prompt you for the subscripted and superscripted character(s)/word(s)) or let it work on the two previous words. If you chose to use the two previous words each word must be separated from each other by one space and the first word must be one space from the character/word previous to it.

MACRO NAME
DESCRIPTION

CTRL T – Table Edit

This macro augments table editing functions. It's essentially the TABLE counterpart of the document BLOCKING macro, BLK/ALTB (which can also access this macro directly) with a few extras thrown in. If not within a table when executed, the macro requests to create or edit one. If the request is refused, control is transferred to the blocking macro, BLK.WPM (unless CANCEL/F1, EXIT/F7, or ESC is used to quit the macro). If the *edit* option is chosen the macro enters the first table previous to the current cursor position. This option is especially useful for tables whose cells are locked. If *create* option is chosen, the macro creates a “seed” table and asks for the number of desired columns and cells. Upon entering this information the “seed” table is replaced by a table of the desired size. If the macro is within a column an error message is displayed and the macro exited. When entered, the macro has three (3) menus: main, blocking, and options.

If blocking is active when the macro is executed, the cursor is NOT within a table, and the create option is chosen, two addition options are offered (as in standard WordPerfect menuing): create a table from a tabular column or a parallel column. If the *tabular* option is chosen and the cursor is within a column an error is raised. Otherwise, the blocked region is placed into a table. If the *parallel* option is chosen and the cursor is either in a non-parallel column or isn't within a column, an error is raised. Otherwise, the column ON code is removed text from the beginning of the column and the end of the defined block are placed within a table. NOTE: you may not have started the blocked region anywhere near the beginning of the column even though that's what you'll appear to have done. WordPerfect automatically extends the beginning of the block to the column on code.

Table Menu's.

Menu 1 - The Main Menu.

OPTIONS Provided:

Size, Table Options, Math, Calculate, Position, Margins, WordPerfect Table Edit menu, Menu's 2 and 3

CALCULATE. Updates the formulae in a table. If in table edit mode, menu #1 is re-entered. However, if table edit mode isn't active, after the calculations are performed the macro exits to the document edit screen.

MATH. Enters WordPerfect's table edit math menu. The macro is exited.

POSITION. Lets the user select table equivalent of justification: left, right, center, full, or specified location. The current setting is shown to aid the selection of desired placement. Once a selection is made the new location setting is displayed before returning to the main menu (if table edit mode is active) or the document edit screen (if table edit mode is inactive).

SIZE. Set table size by number of rows and or columns. The macro reports the current number of rows and columns found. For complicated tables this number could be in error; however, for most tables, the number of cells and rows is accurately reported.

TABLE OPTIONS. Enters WordPerfect's table edit options menu. The macro is exited.

F1. The function key F1, enters table edit mode and exits the macro.

F2. The function key F2, enters menu #2, the blocking menu.

F3. Enters the options menu.

Menu 2 - Table Blocks.

Options Provided:

MACRO NAME
DESCRIPTION
Table, Cell, Column, Row, Retrieve, Undelete, Menu's 1 and 3

This is basically the blocking menu and is used to block or retrieve blocks of text. The blocking options supported include the blocking of a row, column, cell, or the entire table. Retrieving or undeleting blocks of text is reserved for simple deletions (block retrieves). Explicitly retrieving deletions as rows or columns requires using the WordPerfect's table MOVE function (CTRL F4 4-retrieve *row* or *column*). The function keys F1 and F3 enter the main menu (menu #1) and the options menu (menu #3), respectively.

Menu 3 - Options

Options Provided:
Copy, Del, Erase, Join, Line, Move, Shade, Split, Enhance, Justify, Width, Column.xx, Height, Lock, Menu's 1 and 2

COPY and **MOVE** allows copies or moves of text regions as either text moves (cell contents only), rows or columns within a table or between tables. Moving/Copying between tables requires that after table edit mode is exited, the table macro be reentered before the move/copy operation is completeable.
ERASE. Removes the contents of a cell or blocked region.
DELETE. Deletes one or more rows or columns or removes the contents of a blocked region. If a row or column has been blocked using menu #2 and this option is chosen, the blocked region is removed immediately without prompts for how many (rows or columns) to delete.
JOIN. Joins cells without the verification prompt WordPerfect normally requires.
SPLIT. Performs the same operation as the WordPerfect table edit split option.
SHADE. Turn shade on or off. Select shade value by percentage or user selectable value.
LOCK. Turn cell lock on or off. Cells which are locked won't allow the cursor to enter them while within the document edit screen.
LINE. Select the border options for a cell or blocked region. Unlike the WordPerfect border selection option, the user remains in this menu while selecting border options. When all border selections are made the user then exits this menu. Blocking options remain active while in this menu.
ENHANCE. Selects all available text size and attribute options. When all desired options have been selected the user then exits this menu level. Unlike the WordPerfect attributes or size selection options, the user remains in this menu while selecting options.
JUSTIFY. Select text alignment with respect cell borders both horizontally and vertically. Unlike the WordPerfect menu selections, you remain in this menu level until all selections have been made.
WIDTH. Select column width.
COLUMN.xx. Select the number of decimals allowed in the column.
HEIGHT. Select row height.
Functions keys F1 and F2 enter the main menu (menu #1) and the blocks menu (menu #2), respectively.
While using the macro, move to a previous menu level by hitting the ENTER or CANCEL key. Exit the macro by hitting ESC.

Key features:
While in menu number 1, the functions “calculate” and table “position” return to the main editing screen at their conclusion if table edit mode isn't shown as active. The “table Options” and “Math” options drop the user within the appropriate WordPerfect menu. Menu #1 (Main) can directly enter or exit table edit mode using “-” to toggle between the

two. For instance, if menu #1 indicates *IN TABLE EDIT MODE*, hitting ENTER drops the user off in the WordPerfect table edit menu (same thing as hitting F1); if *NOT in TABLE EDIT* mode, hitting ENTER leaves the user within the document edit screen.

LINES, ENHANCEMENT (Size and Attribute), JUSTIFY, and MARGINS menus do not exit upon making a choice; the user remains at the same menu level until finished.

COPY/MOVE. If blocking is active, copying/moving or moving a blocked region is performed as a text, row, or column block copy/move. If blocking is inactive when the copy/move option is chosen, there is no need to identify the type of block to copy/move (turn blocking on for that). As such, the CANCEL key quits the copy/move action; if MOVE has been chosen, the text will need to be retrieved (as it has already been deleted).

The difference between DELETE and ERASE is that a delete can remove rows or columns or merely removed the contents of cell(s), while ERASE only removes the cells' contents.

In any of the three main menus the following functions are nearly always available:

The cursor keys may be used to reposition the cursor (←, ↑, ↓, →, page up/down, end, dark -/+);

Blocking may be turned on or off. When blocking is active, moving the cursor resizes the block;

The Home and any of the arrow keys work as they do in standard WordPerfect table edit mode;

The GOTO function works the same way as in standard WordPerfect Table Edit mode (i.e., CTRL Home *cell address* [ENTER]). When blocking is active when GOTO is used, the block is resized from the original cell to the new cell address;

Moving the cursor multiple cells or columns automatically is accomplished in three steps: begin by hitting “=”, supply the number of columns or row you wish to move the cursor, and then hitting the arrow key representing the direction in which you wish the cursor to move. If blocking is active, moving the cursor resizes the block;

Hitting the DELETE or INSERT key automatically enters a menu asking how many rows or columns you wish to delete or insert. In the case of DELETE, you may also delete the contents of the defined block or cell. Default is NONE (no action taken).

NOTES:

1. This macro can save keystrokes in many, not all, circumstances. It augments, not replaces, the functions performed by the TABLE EDIT MODE menus.
2. BUG REPORT: WordPerfect macros have NO direct method for determining if blocking is active while within Table Edit Mode. Unfortunately, the only work around method available has a maddening tendency to turn blocking ON if no deletes have been performed while in table edit mode. Hit BACKSPACE or DELETE on an empty cell and the problem goes away (for that editing session). This is a Wordperfect bug/limitation and not a macro artifact. This problem exists up to and including interim release 3/09/92.
3. Under certain circumstances (table cell configurations) the macro may not be able to block the entire table as desired. If this occurs, you'll have to manually block the table.

Go To Cell Address (CTRL Home). Provides you with the ability to go to a specific cell. Hitting CTRL Home CTRL Home returns the cursor to a previous position.

Copying/Moving Blocks Between Tables. The table macro makes this function nearly painless (easy). Just block the region of interest and then, from menu #3 (the primary features menu), choose the COPY or MOVE option. The next step is to identify the type of COPY/MOVE from between a text, row, or column copy/move. Finally, hit EXIT twice (once to leave the macro and once to leave table edit). Then, position the cursor in the table to which you desire to COPY/MOVE the text. Reenter the table macro by hitting CTRL T or ALT B 0 (table edit). Then hit the ENTER key in the starting cell of where you wish to drop the text.

Table Create. If the macro is executed outside of a table, it asks to create one. If allowed to create a table, the macro first creates a “seed” table, one column by one row and the table SIZE option is executed. The “seed” table is deleted once the desired dimensions

MACRO NAME
DESCRIPTION

(rows and columns) are obtained. Then the actual table is created. If no additional dimensions are provided, the “seed” table becomes the table of desired size.

NOTES:

WordPerfect provides no method for detecting the status blocking while within table edit mode. Upon entering the table edit mode blocking macro, FMS may activate blocking and enter menu #2. The reason for this is the method used by FMS to attempt detection of an active block. For more information see below.

If in menu #1, turning blocking on (using ALT F4 or, on enhanced keyboards, F12), enters menu #2.

If in menu #2, hitting the ENTER key enters menu #1. If blocking was on while in menu #2, it's turned off when menu #1 is entered. If, for some reason blocking remains on, hit the “-” key (only use “-” to turn blocking OFF!).

Tables can't be entered into columns directly. Any attempt to do so results in an error.

CTRL X - Lists/Cross-References

This macro makes it easy for the user to create list definitions. These definitions are where the particular type of list is created (or updated) with each cross-references update. A list is an index, a list of user defined lists, a table of contents, table of authorities, or a list of graphic boxes (such a a table of figures). This macro provides the following capabilities:

Update cross-reference links (the links which exist between target and reference marker pairs). A *target* is a marker identifying something you want to refer to at a later date (something like a graphic, footnote, endnote, page, or paragraph). A *reference* points to a target marker of the same name.

Create a reference or target marker separately or both at the same time.

Create a list definition. There are five user defined lists, five predefined lists (graphic boxes, an a table of contents and a table of authorities) and/or an index.

Edit a Table of Authorities entry (Full Form). It's up to the user to correctly place the cursor at the full form to edit. Once edited, it's necessary to update the cross-references before any changes will appear in the table of authorities. If no table of authorities entries exist an error message is generated and the user is returned to the document.

NOTES:

When choosing to update the cross-references, the cursor is returned to where it was when the macro was executed. Normally, upon completion of a normal cross-references update (ALT F5 6 5), WordPerfect drops the cursor off at the top of a list (if one exists) or at the top of the document (if one doesn't).

If blocking is active, control is transferred to the blocking macro's menu #4 (table of contents/index/lists). The reason is that WordPerfect doesn't allow the creation of target or reference markers (including lists, table of contents, or index definition markers) while blocking is active. The only thing possible is to create a marker (i.e., mark the defined block of text) for table of contents, index, or a user specified/defined list. An error message is displayed before transfer occurs.

CTRL Z — Screen Blanker (ZAP)

This macro is useful for keeping whatever is on your screen “private” whenever someone walks into your office. It blanks the screen and displays a message which “randomly” bounces around the screen. The macro has several features:

It's quick and easy to operate.

The displayed message is on-the-fly customizable (enhance with bold, reverse video, and flashing characters).

A customized message may be removed and the “default” message restored on the fly.

The displayed message may be displayed as a static message or a scrolled message.

The macro is exited, and the screen restored, with one keystroke unless the screen has been password protected.

The screen is password protectable. The password is case sensitive. Once entered, exit

from the macro is achieved only by reentering the macro as originally entered. Exit via the ESC, CANCEL, EXIT, or any other key is disallowed unless first entering the password correctly. Failed attempts to enter the password are counted. A report of the number of password failures is displayed upon correct entry of the password (and the screen is restored).

A count of the number of times the screen message has bounced is displayed in the upper left hand corner. While this might seem a tad strange, this number does provide a means to determine (relatively) whether the screen blanking has been disturbed since execution of the macro (if, for instance, you had to leave the area for some reason). It's a very minor “security” device which could prove handy.

MESSAGE. Two message types are available: (1) Hard (Default) and (2) Soft (Displayed).

(1) The default message is hard coded into the macro and may be modified as described below. This is the message which is displayed immediately upon execution of the macro. Note: if a soft message exists exists, it takes precedence over the hard coded default message.

(2) Changing the displayed (soft) message is possible by hitting “M” while the macro is executing.

(a) New message exists only for the current editing session. Exiting WordPerfect removes the soft message from memory and restores the hard, default message.

(b) Entering a space as the first character of the new message restores the hard, default message.

Customize “Default” Message

Enter Wordperfect.

Hit CTRL F10. At the prompt “Define macro:” type “BLNKSCRN” and hit the ENTER key.

At the resulting prompt choose the edit option (#2).

Move the cursor down the resulting window to the line below the message “user defined screen message”. This line looks like: {ASSIGN}MsgTxt~[MESSAGE]~, where **[MESSAGE]** is the text displayed on the screen while the screen blanking macro is running. Change this text to anything desired. However, keep the number of characters below 80. Also, ensure that there's ONLY one “~” before the text of the message and ONLY 1 “~” AFTER the text of the message. IT'S VERY IMPORTANT TO KEEP THE FOLLOWING FORMAT OR THE MACRO WILL FAIL: **{ASSIGN}MsgTxt~[message]~**

Hit F7 (EXIT) to exit the macro and save your changes. If you don't want to keep your changes hit the cancel key (F1) and, at the “Cancel Changes? No (Yes)” prompt, choose “YES”.

Change Message Bounce Rate

Enter WordPerfect.

Hit CTRL F10. At the prompt “Define macro:”, type “BLNKSCRN” and hit the ENTER key.

At the resulting prompt choose the EDIT option (#2).

Move the cursor down the resulting window to the line below the following comment: “Message Bounce Delay Value”. This line looks like: {ASSIGN}Delay~#~, where **#** is the value used as a delay value for the macro. The larger the number the longer the text displayed in a single location, the smaller the number, the quicker the message moves about the screen. Change this number to NUMBER desired. Also, ensure that there's ONLY one “~” before the number and ONLY 1 “~” AFTER the text of the number. IT'S VERY IMPORTANT TO KEEP THIS FORMAT OR THE MACRO WILL FAIL: **{ASSIGN}Delay~400~**

Recommended delay values for speed rated computers:

MACRO NAME
DESCRIPTION

- 12 MHz – 150
- 16 MHz – 200
- 33 MHz – 400 (80386 and 80486 CPUs; default supplied value)
- > 33 MHz – 600 +

Hit F7 (EXIT) to exit the macro and save your changes. If you don't want to keep your changes hit the cancel key (F1) and, at the “Cancel Changes> No (Yes)” prompt, choose “YES”.

PASSWORD. Entering a password (access by hitting “P”) “locks” the uninvited out of the current editing session(s). DON'T FORGET YOUR PASSWORD or you won't get back to your document(s) either! This option is handy for when you need to leave the immediate are for a short period of time. Once you enter the password you are prompted to reenter it. Correctly entering the password the second time establishes password control over the screen blanker. Any attempt to exit results in a request for the password. Correct entry of the password returns the user to the editing screen(s). Failure(s) to enter the correct password results in a log of password attempts. This log (in the form of the number of failed password attempts) is displayed after correct entry of the password.

NOTE: The password option is a low security device. Don't rely on it to keep prying eyes away from documents being edited.

MACRO NAME
DESCRIPTION
Enhanced Keys (for Enhanced Keyboards)
These keys are typically the 10 dark keys to the immediate right of the character keys and to the immediate left of the numeric key pad. For the purposes of this document, they are the following keys: insert, home, page up, delete, end, page up, ←, ↓, →, and ↑.

Enh Del – Delete Character/Block
With blocking off. Deletes current character. Retrieve deleted character using CANCEL Restore (F1 1) (or the PASTE option: CTRL INS).
With blocking on. Deletes the region blocked without asking to confirm. Retrieve using CANCEL Restore (or the PASTE option: CTRL INS).

Shift CTRL Del/Enh Del – Copy To PASTE Buffer
No active block. Copies current word into the paste (first undelete) buffer. Retrieve using PASTE (CTRL INS) or CANCEL retrieve (F1 1)
With an active block. Copies current word into the paste (first undelete and copy/move) buffers. Retrieve using PASTE or CANCEL retrieve (F1 1). Also may use ALTB R (block retrieve), or CTRL F4 (move) 4 (retrieve) 1 (block).

Shift Left Arrow – To Previous Sentence
Moves the cursor to the beginning of the previous sentence (if blocking is active the block size changes size with the cursor movement).

Shift Right Arrow – To Next Sentence
Moves the cursor to the beginning of the next sentence (if blocking is active the block size changes size with the cursor movement).

ALT Left Arrow – To Previous Word/Column/Table Cell
● Outside of a column or table: moves to the previous word.
● Inside of a column: cursor moves to the previous column. If in the first column the cursor moves to the last column.
● Inside of a table: cursor moves to the previous table cell. If in the first cell the cursor moves to the last 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. If in the last column the cursor moves to the first column.
● Inside of a table: Moves to the next table cell. If in the last cell the cursor moves to the first cell.

ALT Up Arrow – To Previous Table Row/Paragraph
Moves the cursor up one row in the same column. If the cursor is in the topmost unlocked cell the cursor is wrapped to the last unlocked cell in the current column. If the cursor isn't within a table it's moved to the beginning of the next paragraph.

MACRO NAME
DESCRIPTION
ALT Down Arrow – To Next Table Row/Paragraph
Moves the cursor down one row in the same column. If the cursor is in the last unlocked cell, the cursor is wrapped to the first unlocked cell of the current column. If the cursor isn't within a table it's moved to the beginning of the previous paragraph.

CTRL Page Down – Retrieve Memory Variable
When executed the first time, the macro performs the same function as the default WordPerfect function (i.e., asks to perform a deletion of the remainder of the page). When hit the second time, however, the macro asks for the name of the memory variable to retrieve. To use this macro, the memory variable must exist or there's nothing to retrieve. To assign a memory variable from the keyboard, block the text desired (up to 127 characters) and hit Ctrl Page Up. At the variable prompt, provide a name and hit enter. Or, hit Ctrl Page Up and, at the variable prompt, provide a name and hit the enter key. At the value prompt, enter the desired text. To retrieve hit Ctrl Page Up 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: There is a limit of 127 characters per variable. When more than 127 characters are defined only the first 127 are stored in the specified variable.

CTRL Del/Enh Del – Delete Word/Block/Table Row
This is equivalent to a function known as CUT.
With blocking off. There are two separate conditions under which this macro acts: inside and outside of the confines of a table. When the cursor is:
Inside the confines of a table. A menu with the following options is displayed: delete a table row or the current word. The deletion chosen occurs immediately. Undelete a deleted table row by entering table edit mode and hitting CANCEL and answering “Yes” to the resulting prompt requesting to undelete the row. Retrieve a deleted word with “CANCEL Restore.” NOTE: this operation won't remove a table row if the table is only has a single row.
Outside the confines of a table. The current word is immediately deleted. Retrieve with “CANCEL Restore.”
With blocking on. Deletes the blocked region. The deleted region is placed in a special delete buffer. A CANCEL Restore operation DOES work with this type of deletion. Retrieve with the BLOCK macro (ALT B R) or Ctrl F4 (move) 4 (retrieve) 1 (block) or CANCEL Retrieve. Also, use PASTE (Ctrl Ins) to retrieve deleted text. See also PASTE, page .

CTRL Ins/Enh Ins – Retrieve Deleted Text/Code or Insert Table Row
If the cursor is within the confines of a table, the macro displays a menu asking to insert a row in the current table or to insert the last deleted text (the PASTE function). Choosing the row option inserts a row into the current table. If outside a table or the user has chosen the text option, the following information applies.
This is equivalent to a function known as PASTE.
Retrieves text which has been deleted with Ctrl End, Ctrl Backspace, CTRL DEL, and DEL. If this macro can't find anything in the delete levels, the move/copy buffer is retrieved (if there's something there to retrieve).

CTRL Left Arrow – To End of Previous Word

MACRO NAME
DESCRIPTION
Moves to the end of the previous word (if blocking is active the block size changes size with the cursor movement). In tab or table edit mode it works normally (moves tab or decreases width of cell, respectively).

CTRL Right Arrow – To End of Next Word
Moves to the end of the current word (if blocking is active the block size changes size with the cursor movement). In tab or table edit mode it works normally (moves tab or increases width of cell, respectively).

CTRL Up Arrow – To First Table Row/Previous Paragraph
Moves the cursor to the first row of the current column in a table. If the cursor is already in the first row it's moved to the last row of the table, same column. Note: you needn't be in table edit mode. If the cursor isn't within a table it'll move to the beginning of the previous paragraph (if blocking is active the block size changes size with the cursor movement).

CTRL Down Arrow – To Last Table Row/Next Paragraph
Moves the cursor to the last row of the current column in a table. If the cursor is already in the last row it's moved to the first row of the table, same column. Note: you needn't be in table edit mode. If the cursor isn't within a table it'll move to the beginning of the next paragraph (if blocking is active the block size changes size with the cursor movement).

MACRO NAME
DESCRIPTION
NAMED Macros

ADDR2ENV − Copy Mailing Address to Envelope Page
This macro takes an existing address from a document and places an envelope page at the very end of it. User modifications are required. At a minimum you must provide your own return address to avoid having the macro place the bogus address lines supplied into your envelope page. Additionally, a default envelope name is provided as are names of the fonts used for both the return and mailing address. Failure to provide a name your WordPerfect recognizes will result in macro failure (WordPerfect, unable to find the designated name, stops at the first failure to find). The macro is setup to use scalable fonts. If your system doesn't use scalable fonts you must tell the macro so that it won't fail.

USING THE MACRO. Access via either through ALTE (ENVLP.WPM) or directly through the WordPerfect function macro function (ALT F10). The macro requests that the cursor be placed at the very beginning of the mailing address and hitting the ENTER key. After the enter key is hit a time delay is provided during which you may decide to cancel the action by hitting the CANCEL key. If no CANCEL is detected the macro searches from its current location forward for two hard returns (enter codes). The two hard returns indicate the location of the end of the mailing address (an error message is displayed if not found). If found, the cursor is moved to the end of the document and a new page is created − this page is the envelope page. Its size (definition) is determined by the type of page selected by the user in ADDRSET.WPM (see below). After the page is defined (page size selected), the return address is placed on the page followed by the mailing address. Note that each address is defined to be a particular font size (with the return address font size being smaller than the mailing address) as defined in ADDRSET.WPM. At the conclusion of the address copy, the macro “resets” the margins and font for subsequent pages.

Alternatively, the address could be manually blocked prior to running the macro. In this case, there is no time delay and the address is copied as described above. NOTE: if a barcode zipcode was requested, it's placed after the addresses have been placed.

SUPPLIED DEFAULTS. All user changes should be made to a macro called ADDRSET.WPM. This macro performs initialization for ADDR2ENV.WPM (which performs all the work). The following are the supplied defaults:

Scalable Font = YES
Return Address = Bogus text used for default address - You must provide your own address.
Return Address Font = Times Roman, 11 Point
Mailing Address Font = Helvenica Bold, 18 Point
Reset-Document-To Font = Times Roman, 11 Point
Page Definition = Envelope-Wide
Text Adjustment, Mailing from Return Address: 0.65c
Copy Mail Address to Envelope Page Time Delay Value: 1000
Margins (Top, Bottom, Left, Right) = 2.00c, 0.76c, 2.00c, 0.76c
Margins Reset (at end of page definition) = 2.54c (1") - all margins

CHANGING DEFAULTS (Customizing). ADDR2Env uses the information provided by ADDRSET to place the address information.

To edit ADDRSET, hit CTRL F10. At the prompt for macro name type ADDRSET [enter]. At the prompt hit, 2 (edit).

ADDRESS. Arrow down to the address lines. Remove all non-essential text between the two tilde's (“~”) and replace it with appropriate return address information (name, street address, and the City State and Zipcode). Find the other categories you need to edit and edit the information between the two tildes.

MACRO NAME
DESCRIPTION

FORMAT: {ASSIGN}variable_name~address_text~

A blank variable looks like the following: {ASSIGN}variable_name~~

TYPEFACE/FONT (Typeface and its Size). Arrow down and locate the Return Address, Mailing Address, and Reset-Document fonts. Ensure the correct name for the typeface(s) (scalable) or font(s) (non-scalable) defined for your printer. Failure to do so guarantees macro failure.

ENVELOPE Definition. Ensure that the name of the page definition used to identify your envelope size is correct as well. Failure to do so guarantees macro failure.

SCALABLE or NON-SCALABLE. If you're not using scalable fonts with your printer, ensure that you set the scalable font flag to 2 (NO). The default is 1 (YES). NOTE: macro's don't provide scalable font technology (it just uses it if it's there!)!

MARGINS. Set the defined margins as you see fit.

TIME DELAY. The variable MCyTD (Mail Copy Time Delay) is used by the ADDR2ENV to provide you the opportunity to cancel the copy to envelope operation if necessary. The time delay varies depending upon the speed of your system. If the time delay is too long, make the number smaller. If too short, make the number larger.

COMPLETE. When you done hit F7 (EXIT) to save your changes. If, at any time you need to quit without saving your changes hit F1 (cancel) and answer YES to the CANCEL without changes prompt. Refer to the Example's, at the end of this manual, on how to customize DP. They provide simple examples of how to edit a macro.

NOTE:

The end of a MAILING ADDRESS is expected to end in TWO HARD RETURNS. If you run the macro before you've entered the two hard returns (aka “carriage returns”) the macro will fail. These returns are expected and are used to signal the end of the address. This information is then copied to a page who's size has been defined as an envelope. The return address is also placed on the newly created page. If your address doesn't need all of the address lines just delete the information between the two “~”s. Or, refer to the WordPerfect manual

IMPORTANT! If you haven't specified the correct font/typeface for the return and mailing addresses the macro WILL fail (an error message results)..

ASCII/DOS File Save (Called by FILESAVE.WPM)

(NOTE: This is NOT a standalone macro. It MUST be executed from within FILESAVE.WPM/ALT F)

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”. (NOTE: You may edit the macro and change the default extension to one of your own choosing. This variable is located at the beginning of the macro.)

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 FILESAVE.WPM (ALTF) is executed.

RENAME

Choosing this option provides a command line with the name and path (these two items 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. NOTE: For rename operation, “1” or “R” edits the provided ASCII filename, “2” or “r” edits the original filename.

If you desire to use an extension other than the default extension (“TXT”) place an “=” at the end of the new name. This forces the macro to use whatever file name you've

MACRO NAME
DESCRIPTION

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 FILESAVE.WPM (ALTF).

BARCODE − ZipCode BarCodes

For use on envelope pages to print the barcode of an existing mailing address. The macro can be executed as a standalone macro or through ENVLP.WPM (ALT E).

The macro attempts to find a valid zipcode. If no number is found, an error message is generated and the macro ends. If a valid number is located the macro asks for validation (is it really the zipcode or part of the address?). If the zipcode found isn't valid (for instance, if it's really part of the address) answer “NO” so the macro can continue searching. Once found, two locations for placement of the barcode are offered: (1) as the first line of the address or, (2) at the bottom right corner of the envelope page. If no option is entered (i.e., if the ENTER key is hit) the macro returns to the zipcode verification request.

Once an option is chosen, an empty set of boxes will appear on the screen for a brief moment as the macro enters the equation editor to create the barcode. This barcode is placed according to the option chosen.

NOTES:

To ensure correct placement of the barcode, make sure the envelope size is specified correctly (especially critical for laser printers). Also, the bottom margin shouldn't be any larger than about 0.80c (0.315"). Those using dot matrix printers will have to be particularly careful to ensure correct placement of the envelope in the printer to guarantee correct barcode placement (good luck!).

WordPerfect, by default, assigns EQUATION.WPK, as the keyboard definition file to use while using the equation editor. You may copy this macro into the directory to which you've installed FMS or you can edit the initial settings − Shift F1 (setup) 4 (intial settings) 3 (equations) 5 (keyboard for editing) − for no keyboard or one of your choice.

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 the current record, viewing the document or current record, deleting the current page or adding another record. If you've updated FMS from a version prior to February 1993 you'll want to edit the new ENVELOPE.REF document (the new version should exist in the macros subdirectory to which FMS was installed), to enter your return address. Then, copy this document over the older version. Also, copy FMS.STY to the directory where your styles are kept (often this is your WordPerfect subdirectory). The reason for this is that the ENVELOPE.REF file utilizes the FMS.STY (a style) for the return address information. The use of a style in the ENVELOPE.REF file should help

MACRO NAME
DESCRIPTION
make changes to address file lists easier by not requiring an edit of each separate address page to change/update your return address. The edit capabilities of this macro are limited because it's easier to manipulate the text from a document edit screen once the text has been placed. The purpose of the macro is essentially only to allow quick and easy text placement on a page defined as an envelope.

Run the macro from any page (each page represents another envelope) − the macro will proceed to the last record, if it exists, or enters the new record entry mode. Eventually, you'll have a number of addresses (pages of the document) which you won't need to create from scratch when needed again. Run this macro whenever you need to add an address to your list of addresses.

NOTES:

You might make a smaller, but similar document, using mail merge. However, this listing method (sort of a brute force) has a few advantages over the mail merge 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! Mail merges have advantages of their own which I won't go into here.

Place the ENVELOPE.REF and FMS.STY files in the WordPerfect subdirectory (for example: c:\wp51). Open the file as a WordPerfect document and edit the FMS.STY file associated with it (ALT F8 to list the available styles) to enter your return address.

You may want to edit ENVLOC.WPM to identify the location and/or name of the ENVELOPE.REF file. As supplied the default is location and name is “C:\WP51\ENVELOPE.”REF. The line you need to modify using the WordPerfect Macro Editor is: **{ASSIGN}**Env~C:\WP51\ENVELOPE.REF~. As supplied, the name and location is on a line by itself to aid you in editing it. Change ONLY the information BETWEEN the two tildes (“~”). The macro has additional information to aid your editing.

LETTERHEAD
Uses preprinted letterhead for Military or Corporate. Default is Corporate. The only real difference between how the Military and Corporate letterheads are treated is that Corporate doesn't ask if letter is for use on- or off-base.

To change the type of letterhead default you must edit the macro:

START MACRO EDIT: At the “Define Macro” prompt: At the next menu choose the edit option:	CTRL F10 LTRHD [enter] 2

You should now be in the macro. Look for the following line:

{;}Letter type: 1 = Military, 2 = Corporate

Immediately below this is the assignment line (rememeber, default is the Corporate format: 2):

{ASSIGN}LtrType~2~

To have the macro choose Military letterhead format, change the assignment to “1”:

{ASSIGN}LtrType~1~

NOTES:

If no addressee name is provided, it's assumed that the letterhead paper already has preprinted organization name and address (Military and Corporate).

MACRO NAME
DESCRIPTION

For the Military letterhead, in line with latest direction received (10 July 92), letters going off-base use a mailing address while those staying on-base use only the organization mail stop (or something of a similar nature).

MEMORANDUM

The macro prompts 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.

MACRO NAME
DESCRIPTION
MISCELLANEOUS.

Hints.

Keyboard Definition File. 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's a simple task.

Permanent Text On The Screen. If a string of text appears at the bottom or top of your screen which doesn't disappear with a screen refresh (SCREEN SCREEN or, by keystroke specification: CTRL F3 CTRL F3), hit ALTB [ENTER] or ALTM [ENTER]. This text is often a menu which remains on screen after the macro doesn't exit properly.

Copying/Moving Text Between Tables. The table edit blocking macro makes it easier to copy and/or move table elements (one or more of the following: cell, column, row) between tables. The number of keystrokes saved may not seem like much, but the ease with which the copy/move is performed makes it seem like more keystrokes are saved. Excluding the number of keystrokes necessary to move the cursor from one table to the next:

The number of keystrokes to copy a row in native WordPerfect mode is three (3), the same as required by the table edit blocking macro.

After moving the cursor to the next table and entering table edit mode: the number of keystrokes needed in native WordPerfect mode to retrieve the row held in the copy buffer is three (3). The number required when the blocking macro was used is 1 (the enter key).

Any subsequent retrieve of the material held in the copy/move buffer by the table edit blocking macro is only 2 keystrokes (ALTB R). The native Wordperfect block retrieve takes no less than three (CTRL F4 4 #, where “#” is the type of block being retrieved, as in block (1), row (2), or column (3)). The macro takes care of that for you automatically. Using the macro is also more intuitive because of the mnemonical method behind it: ALTB (think: BLOCK) R (think: RETRIEVE). The native WordPerfect mode is NOT nearly as intuitive.

Copying/Moving a Block of Text. Real simple. Just define the block of text you want to copy or move. You do this by blocking the text prior to executing the blocking macro or by choosing a menu option from menu #1 of the blocking macro. While in menu #2 chose the copy or the move option. At this point a prompt appears which tells you to move the cursor to the point at which you wish to drop it.

The problem is that you just might not want to drop the text without first inserting a line or two. You're in luck! A provision was added to the macro to add up to two blank lines before you drop your text…and all you've got to do is to hold down one key, the shift key (left or right) when you hit the ENTER key.

Hitting the ENTER key at the first prompt (which tells you to move the cursor) while holding the shift key enters a blank line into the document.

Hitting the ENTER key at the second prompt (which tells you to hit the ENTER key to drop the text) while holding down the shift key inserts an additional line before dropping the block of text.

No extra line of text is entered if the shift key isn't depressed when the ENTER key is hit.

Repeated Words.

MACRO NAME
DESCRIPTION

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

Using delete function. 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. Using the PASTE function (CTRL INS) retrieves the most recent deletion.

Simple Equations without using the Equation editor.

Simple equations may be entered without using the equation editor simply by using a few simple macros to perform some of the harder work or to reduce the number of required keystrokes. For instance, the following simple equation is possible without any special effort:

$$V = 2\pi\int \quad dr$$

This was created with ALTN (NEWCHAR.WPM), ALTG (SCIGREEK.WPM), and CTRLS (SUPSUB.WPM). ALTG supplied pi (π) and r dot (). ALTN provided the integral sign (∫) and the infinity symbol (∞). Placing the infinity symbol over the 1 was accomplished by first entering a space after the integral sign, then the 1, another space, and finally, the infinity sign. Then CTRLS was executed and option 1 chosen. To create the equation above was simple. Type the following sequence (where "space" means to hit the space bar):

V space = space 2 ALTG p enter
ALTN i space = 1 space I enter
CTRLS 1 space ALTG = r . enter space dr

MACRO NAME
DESCRIPTION
As you can see, while not fancy, it's very effective. 26 Keystrokes created that equation (not bad considering that 14 characters compose the equation, including spaces)! And, it shows what you can do without having to resort to the equation editor for simple types of equations.

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 move the cursor to the beginning of the previous/next sentence, respectively.

Next/Previous Column. The ALT Enh Left/Right arrow keys move to the previous/next column. Excellent for easily moving from one column or another. If the cursor is in the last column, Alt Enhanced Right Arrow moves the cursor to the first column. Likewise, if the cursor is in the first column, Alt Enhanced Left Arrow moves the cursor to the last column.

Within a Table.

Next/Previous Row. Alt Down Arrow moves the cursor to the next row in the same column while Alt Up Arrow moves the cursor to the previous row of the same column.

First/Last Row. Ctrl Up arrow moves the cursor to the first row of the current column while Ctrl Down arrow moves to the last row of the current column. If the cursor is in the last row when Ctrl Down arrow is hit, the cursor moves to the column's first row. Likewise, if the cursor is in the first row when Ctrl Up arrow is hit, the cursor moves to the column's last row.

Next/Previous Cell (1). Alt Right/Left arrow moves the cursor to the next/previous cell just like the TAB/Shift Tab keys. However, unlike the tab/shift tab keys when the cursor gets to the last/first cell it's moved to the last/first cell. Using the tab keys, the cursor stays in place at the table boundaries (first/last cell). This is a real handy and fast way to move to the beginning or end of a table.

Next/Previous Cell (2). Ctrl Right/Left arrow moves to the next/previous cell *if the cell is empty*. Otherwise, the cursor is moved to the end of the next/previous word.

Specific Cell. Hit CTRL Home x#, where “x” is an alpha designation for a column (valid column designations are A – FA and “#” is a number representing the row.

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 F3 M BIL [enter]. This chooses the blocking macro (ALT-B); block a word (W); go to menu 3 (F3); 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 one option at a time and reenter as desired. 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 entering text. ALT-B W F3 M BIL [enter]. This chooses the blocking macro (ALT-B); block a word (W); go to menu 3 (F3); chooses multiple options (M) B=bold, I=italic,

MACRO NAME
DESCRIPTION

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 remains in the center of the options.

Setting up and Creating a Table of Contents.

To create a table of contents for your document you need two things: a table of contents definition at the location you want the table of contents to appear in your document and text marked throughout your document for use as table of contents entries. If you have the table of contents definition but no marked text, your table of contents will appear with NO entries. Likewise, if you have the text marked but have no table of contents definition, there's no place WordPerfect to put the text – hence, no table of contents!

Create the Table of Contents Definition. Before creating the table of contents definition, determine the number of paragraph heading levels you'll need (there are three in this document). You may define it with more than the number of levels you'll immediately need but you shouldn't define fewer.

Move the cursor to the page where you wish the table of contents to appear. Now, use the lists/cross-references macro (LISTMAKE.WPM/CTRL X) to create the necessary definition. Hit CTRL X (execute the macro). At the menu, choose option number 5 (Lists).

At the *Create a List Definition* menu, choose option number 8 (Table of Contents). At this point the macro terminates and leaves you within WordPerfect's Table of Contents Definition menu. Now, choose option 1 to select the number of levels for your Table of Contents. Using option 3 to determine placement and appearance of the page numbers associated with each Table of Contents entries. If you choose a type which displays the page numbers flush right to the page, option 2 can't be used. Otherwise, it treats long headings just like paragraphs in the way it wraps them to the next line. Hitting F7 (EXIT) leaves the table of contents menu, drops the definition code into the document and leaves you at the editing screen.

Define the Headings for Use in the Table of Contents. The next step is to mark text for your table of contents entries. Typically, these are paragraph headings. Choose the text by blocking it. Once blocked, hit ALT B. You'll be in menu #2 (Options). But you want menu #4 (Lists) so hit the function key option F4. Choose the Table of Contents option (“3”, or “C”). You'll be prompted to enter a level number (in the range of 1 to the maximum number of you table of contents definition) for the blocked region of text. Hit an appropriate number. When you've completed marking the text you're done with the table of contents definition phase.

Creating the Table of Contents List. The final step is actually creating the table of contents. For this exercise, move the cursor to the page on which your table of contents definition resides. Now, hit CTRL X, 0 (update). You should see the cross-references generation task begin when the numbers at the bottom of the screen begin changing. When the macro terminates, you should see your new table of contents. If you want to give the page a title, place it BEFORE the table of contents definition code (if you don't, the title won't be there after the next cross-references update!).

NOTE: Don't Place The Cursor Between [MARK:TOC,#] and [END MARK:TOC,#] Marks When Updating Cross-References! If You Do, You'll Need To Remove Some Dashes Used By The Macro To Return The Cursor To Its Original Location (another method of removing these markers is to move the cursor outside of the MARK and END mark codes and update the cross-references again).

Hyphenation and the Enhanced Left/Right Arrow Keys.

MACRO NAME
DESCRIPTION

WordPerfect Bug Description. WordPerfect has a relatively minor bug relating to the enhanced left/right arrow keys (those dark arrow keys just to the left of the numeric keypad). If a macro of any sort has been assigned to either of these keys they can't be used to place the hyphen in a word during WordPerfect's hyphenation function (when hyphenation is turned ON) − ***WordPerfect turns these keys OFF!*** However, the white arrow keys are available and still work. If you insist on using the enhanced arrow keys for this minor operation, reassign the assigned macros to other keys as described below. As supplied, the macros assigned to these keys move the cursor to the start of the next/previous sentence.

Reassign Enhanced Left/Right Arrow Keys. This section describes reassiging the macros to the "." and "," keys. Because the macro is looking to see if the shift key is pressed, the reassignment is effectively made to the ">" and "<" keys. So, pressing "ALT Shift ," (ALT <) moves the cursor to the start of the previous sentence and pressing "ALT Shift ." (ALT >) moves the cursor to the start of the next sentence.

Begin. Enter the keyboard setup menu, **Shift F1, 5, 7** (edit). Step 1 saves the old macros to a temporary macro. Step 2 assigns these temporary macros to their new key. Step 3 removes any key assignment from the left and right arrow keys.

Step 1 (create temporary macro). Move the cursor down to the "en Left" key. Now, hit **6** (save). Choose "L" as the name of the new macro. Move the cursor down to the "en Right" key. Hit, **6** (save). Choose "R" as the name of the new macro.

Step 2 (retrieve temporary macro to new key assignment). Hit **7** (retrieve). At the prompt for key hit the **ALT** key and the **period**. At the prompt for macro name type "R". Hit **7** (retrieve). At the prompt for key, hit the **ALT** key and the **comma**. At the prompt for macro name type "L".

Step 3 (unassign the enhanced left and right arrow keys). Move the cursor to "en Left" and hit 3 (original). At the prompt asking if you really want to delete "en Left" answer YES. Move the cursor to "en Right" and hit 3 (original). At the prompt asking if you really want to delete "en Right" answer YES. Now, the left and right arrow keys function as normal during Wordperfect's hypenation function.

MACRO NAME
DESCRIPTION
INSTALLATION NOTES:

> *NOTE: Ensure that your CONFIG.SYS file has enough FILES specified to handle printing tasks which might include large files with graphical elements (including equation graphics, tables, and figures). Typically, a statement such as FILES=20 is sufficient. However, under rare circumstances, you'll probably want a statement specifying more (such as FILES=30 or FILES=40).*

Initial Installation and Setup (Manual Installation)
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). Default drive is C.

CD\WP51 (go to the WordPerfect subdirectory)
MD FMS (make a directory for the keyboard definition and macro files)
CD FMS (enter the new directory)
A: (go to drive A)

Assuming the macros archive file is called WPMACROS.EXE and is located on drive A. Unarchive the files to the FMS subdirectory:

A:WPMACROS C:\WP51\FMS\

This unarchives A:WPMACROS.ZIP and places all files within it into the specified subdirectory (c:\WP51\FMS). NOTE: the final “\” is important. Without it, the unarchive thinks you're trying to extract a file called “FMS” which has an embedded directory location of “C:\wp51”! Now, copy the ENVELOPE.REF file to the WP51 subdirectory (this is the envelope definition file used by ENV.WPM):

COPY ENVELOPE.REF \WP51

NOTE: Only perform the copy if this is your first installation.

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\FMS

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

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

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

This completes the manual installation.

Initial Installation and Setup (Automatic Installation)

MACRO NAME
DESCRIPTION
If you obtained a distribution copy of this macro it came with a batch file called FMS.BAT. This batch file is editable with an ASCII word processor (or text editor). EDIT, part of MS–DOS 5.0x/6.0x, is fine for this task. Edit the batch file variables used to specify the WordPerfect subdirectory, macros subdirectory, and drives for both. It also identifies the name of the macros archive and the name by which WordPerfect is executed. Next, run the batch file. It'll automatically install the macros and execute WordPerfect and the SETUP macro. This macro asks for the drive from which the macros are being installed from. When you supply the name the setup macro looks in the batch file for the variables used to install the macros and uses this information to tell WordPerfect what it needs to know to complete the installation. WordPerfect is exited and the setup macro is deleted (it's no longer needed).

That's all there is to it!

IMPORTANT: As supplied, FMS is activated by selecting the keyboard definition file FMS (FMS.WPK). Unless the FMS keyboard definition file is selected, the Fenimore's Macro Suite macros are accessible by the WordPerfect Macro execution key sequence, CTRL F10 [macro name] [ENTER].

AutoRetrieve.
If you're updating FMS from a version dated prior to October 1991, the AutoRetrieve data structure changed to accomodate retrieving more than one file from a list of up to four previously edited files. Run the macro CONVERT from within a blank, never been edited document screen to convert the older format AutoRetrieve file to the newer format. The original AutoRetrieve file remains but its contents are converted to the new file structure and stored into a new AutoRetrieve file. If you choose not to perform the conversion (to retain the AutoRetrieve data on the last file you edited), FILESAVE.WPM (ALT F) has no file from which to retrieve a previously edited file. EXIT.WPM (ALT X) must first create the AutoRetrieve file on an exit option which updates the AutoRetrieve file.

Drives and Subdirectories
ALTD (DIR.WPM) and ALTF (FILESAVE.WPM) both depend upon a common file for directory information: DP.WPM.

The specific location within DP.WPM, where this information is identified, is at the beginning of that file under the following labels: “SBD2”, “PATHS”, “INIT”. “DirOpt”, “FileOpt”, and “DrvOpt”

- SBD2 defines valid Operations options,
- PATHs defines valid PATHs options,
- INIT (***init***ialize) is where the menu options for the calling macros are defined,
- DirOpt (***dir***ectory ***opt***ions) is used to define valid MENU path options for the DIRECTORY macro (DIR.WPM/ALTD) macro,
- FileOpt (***file opt***ions) is used to define valid MENU path options for the FILESAVE.WPM (ALTF) macro, and
- DrvOpt (***dr***i***v***e ***opt***ions)is used to determine valid DRIVEs in your system.

The information displayed by the DIR.WPM and FILESAVE.WPM menu's 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 an option only once - use only those letters (or numbers) NOT already used. The routine SBD is for operations (such as multiple save, no save, print, ASCII save, etc) while PATHS are the options for drive and subdirectories.

- Directly below the PATHS routine are two routines used by the macro to trap invalid menu entries. If you make changes to the default menu's (like adding new subdirectories to your menus) then be sure to include the menu option letter (or number) to the variable indicated below. If you change a menu selection to be strictly uppercase or lowercase (i.e., not both) then be sure to remove the option which is no longer valid from the appropriate variable as indicated below.
  - -- The routine DirOpt contains all valid menu options used by DIR.WPM (ALTD).
  - -- The routine FileOpt contains all valid menu options used by FILESAVE.WPM (ALTF).
- If both the uppercase and lowercase letters are found under the “SBD” label you may remove one of those cases for use elsewhere (IMPORTANT: leave at least ONE option).
- If you add, modify, or change valid options you'll need to know where to make the appropriate options. NORMALLY, NO CHANGES NEED BE MADE BELOW THE “SPECIFIC INITIALIZATION” SECTION — make all necessary changes above this point.
  - -- **Valid drives** are found in under the LABEL DrvOpt. Valid menu options which identify these options are located below that in the variable “Drvs”.
  - -- **Valid ALTD** (for DIR.WPM) menu options are found under the LABEL DirOpt.
  - -- **Valid ALTF** (for FILESAVE) menu options are found under the LABEL FileOpt.
  - -- The display of the valid menu options is determined by the following variables:
    Drives: Drvs
    Subdirectories: DirsA, DirsB,
    Operations: FOpts (used by FILESAVE.WPM ONLY)
  - -- Under DirOpt and FileOpt, the options are broken up into two user accessible parts. These parts the Operations (Ops) and Directory (Dir). They compose the valid menu selections for DIR (ALTD) and FILE (ALTF) operation. Valid drives are obtained from drives identified under the DrvOpt label. The valid menu options for each macro type were broken up like this to make it less confusing for the users to update their systems' menu structure.

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

HINTS:
1) Make a copy of DP.WPM 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...

Example - Customizing DP.WPM for your system

As supplied the DP.WPM macro supports

- The following system drives: A B C

MACRO NAME
DESCRIPTION

- And the following paths:

MENU ITEM		DEFAULT PATH		Menu Option
DOCs		C:\WPDOC\		/
MACROS		C:\WP51\FMS\		.
WP51		C:\WP51\		\

Let's assume several things about your system which we need to add to DP.WPM for DIR.WPM and FILESAVE.WPM

1. Your system has drives A through E
2. Your Document directory is a subdirectory of WP51 and is called FILES
3. You need to add a directory called LETTERS to your documents directory
4. You need to add a directory called MINE

Modifications - Introduction

At the risk of being redundant I'm going to step you through each item identified above one at a time. Realistically speaking, at least once you've done this before, you'll probably do each item in a linear fashion.

This section attempts to show you how to customize DP.WPM to include this new information. I'm assuming you're going to use the WordPerfect macro editor and not the macro editor which is part of WordPerfect Office. I'm also assuming that you've completed the installation of “Fenimore's Macro Suite”.

When I show the letters CTRL or ALT it refers to the control or the alternate keys. A sequence of ***CTRL R*** means to depress the CTRL and the “R” keys simultaneously. Likewise, ***ALT 0*** means to depress the ALT and the “0” keys at the same time.

Begin Modifications - Deactivate Keyboard Definition File

To start things off you'll first need to temporarily disable the keyboard definition file. Hit the CTRL 6 once. You won't see anything happen. However, if you hit Shift F1 (setup), you should notice that item 5 (Keyboard Layout) has nothing listed behind it. If you should hit CTRL 6 CTRL 6 you should see “**Active Keyboard - FMS**” display briefly at the bottom of the screen. MAKE SURE YOU TURN THE KEYBOARD OFF. If you don't, some of your keystrokes will retrieve another macro's code into your current macro. That's a sure fire way to really through some sand into the gears!

Now, let's start things off by opening the macro DP.WPM for editing. Hit the following keystrokes:

Keystrokes		Information
CTRL F10		See DEFINE MACRO:
DP		

MACRO NAME
DESCRIPTION

ENTER		See **DP.WPM Already Exists: 1 R**eplace; **2 E**dit; **3 D**escription
2 (or “E” for Edit)		

This should open the macro. Now, go to the section below in which you're interested.

Add a Drive

Let's add the drives D and E to DP.WPM.

Hit the Page Down key, and continue doing so until you see the following comment line:

{;}DRIVES STEP 1 (Validate Drives)~

Move the cursor to the next line:

{ASSIGN}@~**{VARIABLE}**@~abcABC~

This variable “@” is a temporary storage place in memory which contains the only valid (recognized) system drives: A, B and C. Note that both the uppercase and lowercase values for the drives are provided. This indicates that both types of selections are valid drive indicators. Note also that the drives are listed alphabetically. The macro doesn't care if the list is alphabetical or not. However, it makes it easier on the user if he/she needs to edit the drives list later on if the list is alphabetical. I've split the uppercase selections from the lowercase selections to make it even easier to tell if I've made a lowercase and/or an uppercase option available.

Now, move the cursor to the area of “abcABC” and add “de” and “DE” such that you end up with

{ASSIGN}@~**{VARIABLE}**@~abcdeABCDE~

The macro now recognizes drive A—E.

Our next step is provide the appropriate menu selections. Hit the down arrow key, and continue doing so, until you reach the following comment line (NOTE: the “•” represents a space in the macro editor):

{;}DRIVES STEP 2 (Menu)~

Below this line you'll notice the following line:

{ASSIGN}Drvs~**{R}**A**{S} {R}**B**{S} {R}**C**{S}**~

This variable provides the menu list of the valid system drives. The default drives are A, B, and C. A “**{R}**” is obtained by hitting a CTRL R. This code starts a highlight for the menu. A “**{S}**” is obtained by a CTRL S. This code ends a highlight for the menu. Anything between these two codes is highlighted. Let's add the menu selections for the newly added drives “D” and “E”. Move the cursor to the last tilde (~) and hit the following: space bar, CTRL R, the

MACRO NAME
DESCRIPTION
letter “D”, CTRL S, space bar, CTRL R, the letter “E”, CTRL S. You should end up with the following line when you've finished:

{ASSIGN}Drvs~**{R}**A**{S} {R}**B**{S} {R}**C**{S} {R}**D**{S} {R}**E**{S}**~

That completes the changes necessary to add two new drives to your system. By changing adding “de” and “DE” to the variable “@”, you've provided access to drives D and E by either the upper or lowercase version of the letter via macro. Go to page for information on saving your changes.

Change Your Document Directory

From the top of the macro move the cursor down to the following comment line:

{;}DEFAULT STEP 1~

Immediately below this are variables which contain the default values for the location, in turn, of: the default drive, WordPerfect directory, and the WordPerfect document directory. As supplied these are “C:”, “\WP51\”, and “\WPDOC\”, respectively. Move the cursor to the following line:

{ASSIGN}WPDoc~\WPDOC\~

Next, move the cursor to the first character after the first tilde (~) and hit CTRL END. This deletes all text from the cursor to the end of the line. Now type the following:

1. CTRL PageUp (you'll see a small window in the upper right hand corner).

2. V (the cursor will highlight a line which looks like “**{VARIABLE}**var~”) and hit the ENTER key.

3. WPDIR~FILES\~

This completes the change of the default document directory to one your system uses. This last change provided the following line if you've done it correctly:

{ASSIGN}WPDoc~**{VARIABLE}**WPDir~FILES\~

Go to page for information on saving your changes.

Add a New Document Subdirectory

Move the cursor to the following comment line:

{;}DIRECTORIES STEP 1~

Move the cursor to immediately below this line to the third occurrence of “**{IF}**”. This is the area in which we'll enter the new document directory test and path information. Hit the enter key and move the cursor up to the blank line just created. What we want to do is to create a test for an option entered at the macro menu (either from DIR.WPM or

MACRO NAME
DESCRIPTION
FILESAVE.WPM). I'll assume you want the valid menu option to be the letter “L” or “l”.

The test consists of the following lines:

	{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~ **{ASSIGN}**Path~**{VARIABLE}**DefDrv~**{VARIABLE}**WPDoc~Letters\~ **{END IF}**

This says: If the user has entered an “L” or an “l” at the menu then the associated directory for this option is C:\WP51\FILES\Letters\ (where the default drive, as indicated by the variable DefDrv, is: *C:*; the Wordperfect document directory, as indicated by the variable WPDoc, (if you've made no modifications to the contents of this variable then it's value is: \ *WPDOC*\. If you've made the modifications indicated above it's value is: *W51**FILES*\; and your new directory is: *Letters*\).

Here's how you do it:

Hit CTRL PageUP. You should see a small window appear in the upper right of the screen. Now, hit the letter “I”. You should see: **{IF}**expr~ highlighted by a bar. Hit the enter key. This chooses this command and places it inside the macro.

{IF}	You should now see this command in the macro.

Next, hit the quote key ("), then CTRL V (NOTE: you should see “Press Command Key” at the bottom of the screen), followed by ALT 0 (NOTE: that's the ALT key and the number “0”, not the letter “O”) and another quote ("). You should see "**{VAR 0}**" in the macro now. If you don't you've done something wrong. Use the backspace key to erase he erroneous stuff and try again.

{IF}"**{VAR 0}**"	Now, assuming you've done it correctly, type the following exactly: ="L".

The next symbol we want to enter is the "|" symbol. It's found as a shift character on the "\" key. This symbol means "OR" to the WordPerfect macro language. Enter it now.

{IF}"**{VAR 0}**"="L"|	Enter the following for the lowercase test exactly as follows: "**{VAR 0}**"="l"~
{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~	

This line performs the test on the character entered at the menu. But, we aren't yet done. Now we have to enter the next lines which, if the test is satisfied (i.e., is an “l” or an “L”), identifies the associated directory information.

Now hit the enter key and up arrow again to enter a blank line. The line we'll add assigns the appropriate path information to a temporary storage place in memory (a “variable”) called “Path”. To start this line hit the tab key once to indent the line a small amount. It's not really necessary but it helps make the code easier to read. Now, hit CTRL Page Up and hit the letter “A”. You should see **{ASSIGN}**var~expr~ highlighted. Hit the enter key to place the assigned command into your macro.

MACRO NAME
DESCRIPTION

{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~ **{ASSIGN}**	This is what you should have entered by now. You just entered this command. Now, type: PATH~
{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~ **{ASSIGN}**PATH~	Now hit CTRL Page Up and hit the letter "V". You should see **{VARIABLE}**var~ highlighted. Hit the enter key to place it inside the macro. Now type: DefDrv~
{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~ **{ASSIGN}**PATH~**{VARIABLE}**DefDrv~	Hit CTRL Page Up and hit the enter key again. Then type: WPDoc~Letters\~

{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~
{ASSIGN}PATH~**{VARIABLE}**DefDrv~**{VARIABLE}**WPDoc~Letters\~

Now, hit the enter key, then CTRL Page Up, and finally the letter "E". Hit the down arrow twice to highlight **{END IF}** and hit the enter key. You should end up with the following:

{IF}"**{VAR 0}**"="L"|"**{VAR 0}**"="l"~
{ASSIGN}PATH~**{VARIABLE}**DefDrv~**{VARIABLE}**WPDoc~Letters\~
{END IF}

That concludes creating the test of the menu entry. for DIR.WPM and FILESAVE.WPM (directory and file macros, respectively).

Next, we move to step #2. To tell valid from invalid menu entries each macro checks the menu selections (one macro may accept all uppercase selections of a letter while one accepts both uppercase and lowercase, for instance). We now need to tell each macro that "l" and "L" are now valid menu entries for DIR.WPM and FILESAVE.WPM. So, hit the down arrow key (and continue to do so) until you see the following comment line:

{;}DIRECTORIES STEP 2~

Now, move the cursor down one line to:

{ASSIGN}@~**{VARIABLE}**@~\./~

Move the cursor over to the "/" and enter "l" and then "L". You should end up with the following:

{ASSIGN}@~**{VARIABLE}**@~\./lL~

That tells the directory macro that "l" and "L" are valid menu options.

Now, move the cursor down again to the comment line

{;}DIRECTORIES STEP 4~

(Forget step 3 for now, that's an edit step for later...)
The variable you're going to edit is exactly the same as for step #2. You'll start out with:

{ASSIGN}@~**{VARIABLE}**@~\./~

and, after entering “l” and “L”, you should end up with:

{ASSIGN}@~**{VARIABLE}**@~\./lL~

This completes telling both the Directory and FILES macros about your new valid menu options. Note that the entries are listed alphabetically. The macro doesn't care if the list is alphabetical or not. However, it makes it easier on the user if he/she needs to edit the directory list later on if it's alphabetical. I've split the uppercase selections from the lowercase selections to make it even easier to tell if I've made a lowercase and/or an uppercase option available.

Next, we need to update the menu so you can see what to chose (or you COULD leave one or more options OFF this menu to keep a “hidden” path option...).

Now move the cursor down the macro to the line just below the following comment line:

{;}MENU STEP 2~

(Forget about Step 1 for now...that's for a later)

The cursor should be at the beginning of the following line:

{ASSIGN}DirsA~

Move the cursor to the character to the immediate right of the first “~”. Once there hit, CTRL R, “L”, CTRL S, “etters”, and hit the space bar. You started out with:

{ASSIGN}DirsA~**{R}**/**{S}**-DOCS **{R}**.**{S}**-MACROS **{R}****{S}**-WP51~

you should end up with:

{ASSIGN}DirsA~**{R}**L**{S}**etters **{R}**/**{S}**-DOCS **{R}**.**{S}**-MACROS **{R}****{S}**-WP51~

That completes the addition of a new directory. Go to page for information on saving your changes.

Add a New Directory

You want to add a new MENU directory called MINE. You also want the letter “m” to choose this directory. Let's assume your new directory is located off of the root directory instead of the WordPerfect document directory. Adding this new directory is, for all practical purposes, just like the “Adding a New Document Directory” section above.

Move the cursor to the following comment line:

{;}DIRECTORIES STEP 1~

Move the cursor to immediately below this line to the last occurrence of “**{IF}**”. This is the

MACRO NAME
DESCRIPTION
area in which we'll enter the new document directory test and path information. Hit the enter key once and move the cursor up to the blank line just created. I'll assume you want the valid menu option to be the letter “m” or “M”.

The test consists of the following lines:

	{IF}"**{VAR 0}**"="m"|"**{VAR 0}**"="M"~ **{ASSIGN}**Path~**{VARIABLE}**DefDrv~\MINE\~ **{END IF}**

This says: If the user has entered an “m” or an “M” at the menu, the associated directory for this option is C:\MINE\ (where the default drive, as indicated by the variable DefDrv, is, in this case assumed to be: *C:* and the new directory is \MINE\).

Hit CTRL PageUP. You should see a small window appear in the upper right of the screen. Now, hit the letter “I”. You should see: **{IF}**expr~ highlighted by a bar. Hit the ENTER key. This chooses the command and places it inside the macro.

{IF}	You should now see this command in the macro.

Next, hit the quote key ("), then CTRL V (See “Press Command Key” at the bottom of the screen), followed by ALT 0 (that's the ALT key and the number “0” not the letter “O”) and another quote ("). You should see **{IF}**"**{VAR 0}**" in the macro now. If you don't you've done something wrong. Use the backspace key to erase the erroneous stuff and try again.

{IF}"**{VAR 0}**"	Now, assuming you've done it correctly, type the following exactly: ="m"~

{IF}"**{VAR 0}**"="m"	Now, hit “|” (it's the character over “\” on your keyboard). Now enter, "**{VAR 0}**"="M"~. Remember, **{VAR 0}** is entered by hitting CTRL V, followed hitting ALT 0.

This completes the line which performs the test on the character entered at the menu. We aren't done yet. Now we have to enter the next lines which, if the test is satisfied (i.e., is an “m”) identifies the associated directory information.

Now hit the ENTER key. What you'll do now is to enter the line which specifies the appropriate directory information. Note: this line assigns the appropriate path information to a temporary storage place in memory (a “variable”) called “Path”. To start this line please hit the tab key once to indent the line a small amount. It's not really necessary but it helps make the code easier to read. Now, hit CTRL Page Up and hit the letter “A”. You should see **{ASSIGN}**var~expr~ highlighted. Hit the enter key to place the assigned command into your macro.

{IF}"**{VAR 0}**"m"|"**{VAR 0}**"="M"~ **{ASSIGN}**	This is what you should have entered by now. You just entered this command. Now, type: PATH~
{IF}"**{VAR 0}**"m"|**{VAR 0}**"="M"~	Now hit CTRL Page Up and hit the letter “V”.

MACRO NAME
DESCRIPTION

{ASSIGN}PATH~	You should see **{VARIABLE}**var~ highlighted. Hit the enter key to place it inside the macro. Now type: DefDrv~\mine\~

{IF}"**{VAR 0}**"="m"|**{VAR 0}**"="M"~
    {ASSIGN}PATH~**{VARIABLE}**DefDrv~\mine\~

Now, hit the enter key, then CTRL Page Up, and finally the letter “E”. Hit the down arrow twice to highlight **{END IF}** and hit the ENTER key. You should end up with the following:

{IF}"**{VAR 0}**"="m"|**{VAR 0}**"="M"~
{ASSIGN}PATH~**{VARIABLE}**DefDrv~\mine\~
{END IF}

That concludes creating the test routine of the menu entry for the DIR.WPM and FILESAVE.WPM macros (directory and file macros, respectively).

Now we move to the next change − that of telling the DIRectory and FILESAVE macros that you're adding another valid menu entry. To tell valid from invalid menu entries, each macro checks the menu selections assigned to it (one macro may accept all uppercase selections of a letter while one accepts both uppercase and lowercase, for instance). We now need to tell each macro appropriately.

Now, move the cursor to the next line after the following line:

{;}DIRECTORIES STEP 4~

You're starting out with:

{ASSIGN}@~**{VARIABLE}**@~\./lL~

and, after you add the letter “m”, you should end up with:

{ASSIGN}@~**{VARIABLE}**@~\./lmLM~

This completes telling both the Directory (DIR.WPM) and file save (FILESAVE.WPM) macros about your new valid menu options. Note that the entries are listed alphabetically even though the macro doesn't care whether or not the list is alphabetical. However, alphabetizing the list makes it easier on the user if he/she needs to edit the directory list later. I've split the uppercase selections from the lowercase selections to make it even easier to tell if I've made a lowercase and/or an uppercase option available.

Next, we need to update the menu so you can see what to chose when you execute the macro (or you COULD leave one or more options OFF this menu to keep a “hidden” path option...).

Now move the cursor down the macro to the line just below the following comment line:

{;}MENU STEP 2~

(Forget about Step 1 for now...that's for a later)

MACRO NAME
DESCRIPTION

The cursor should be at the beginning of the following line:

{ASSIGN}DirsA~

Move the cursor to the character to the immediate right of the “s” of **{R}**L**{S}**etters. Once there hit, CTRL R, “m”, CTRL S, “ine”, and hit the space bar. You started out with:

{ASSIGN}DirsA~**{R}**L**{S}**etters **{R}**/**{S}**-DOCS **{R}**.**{S}**-MACROS **{R}****{S}**-WP51~

you should end up with:

{ASSIGN}DirsA~**{R}**L**{S}**etters **{R}**M**{S}**ine **{R}**/**{S}**-DOCS **{R}**.**{S}**-MACROS **{R}****{S}**-WP51~

That completes the addition of a new directory.

Done with Modifications - Reactivate Keyboard Definition File

Now, it's time to save this macro and reactivate the keyboard definition file. Hit the EXIT key (F7), and then hit CTRL 6 CTRL 6. You should see “**Active Keyboard - FMS**” display briefly at the bottom of the screen.

If you've done it correctly you should see the following menu lines in ALTD or ALTF (provided to made all of the changes above...if not, then you should have the specific information you entered displayed here):

Drvs: ***A B C D E***
Dirs: ***L***etters ***M***ine ***/***-DOCS ***.***-MACROS \-WP51

The following keystrokes “ALT D L” should give you a directory of the “Letters” subdirectory (it should exist first though). And “ALT D D” should provide a directory of drive D. If not, re-edit the macro using the instructions provided above and correct as necessary.

MACRO NAME
DESCRIPTION
About the Author

Dale L. Fenimore is a 1983 graduate of the University of Portland, Portland, Oregon. He graduated Cum Laude with a Bachelor of Science in Electrical Engineering. He is, at this writing, a Captain in the United States Air Force and stationed at Wright-Patterson AFB in Ohio. He is also a bone fide Oregonian!

MACRO NAME
DESCRIPTION
Alphabetical list of supplied files

MACROS
_AK2.WPM
_AK3.WPM
_AK4.WPM
1STROW.WPM
ADDR2ENV.WPM
ADDRSET.WPM
ADV.WPM
ALTKEY.WPM
ASCII.WPM
AUTORTV.WPM
BARCODE.WPM
BLK.WPM
BLNKSCRN.WPM
CELLDN.WPM
CELLUP.WPM
CONVERT.WPM
CTRLKEY.WPM
CUT.WPM
DATE.WPM
DIR.WPM
DP.WPM
DROPCAP.WPM
ENH.WPM
ENV.WPM

MACRO NAME
DESCRIPTION
ENVLOC.WPM
ENVLP.WPM
EXIT.WPM
FILESAVE.WPM
FN.WPM
GOTO.WPM
GRAF.WPM
HELPFMS.WPM
HARDCHAR.WPM
LASTROW.WPM
LISTSET.WPM
LTRHD.WPM
MARGINS.WPM
MEMO.WPM
MISC.WPM
NEWCHAR.WPM
NEXTCOL.WPM
NEXTSENT.WPM
OPT.WPM
PARA.WPM
PASTE.WPM
PREVCOL.WPM
PREVSENT.WPM
PRNT.WPM

MACRO NAME
DESCRIPTION
SCIGREEK.WPM
SHFKEY.WPM
SPRDSHET.WPM
SUPSUB.WPM
TBLCURMV.WPM
TBLBLK.WPM
TBLMAIN.WPM
TBLOPT.WPM
TOC.WPM
TR.WPM
TYPESET.WPM
UPDN.WPM
VIEW.WPM
WRDENDLR.WPM
FMS.WPK
FMS.STY

DOCUMENTS
ENVELOPE.REF
WHATSNEW.FMS
README.FMS
MANUAL.FMS

MACRO NAME
DESCRIPTION
INDEX

Add word to Dictionary 18, 34
ADDR2ENV10, 16, 27, 55, 56
    ADDRSET10, 16, 55
    Customizing55
    DEFAULTS55
    See ALT E55
Advance7, 17
    ALT A7, 17
    default measurement system17
    Down17
    Left17
    measurement indicators17
    Position on a Line17
    Right17
    Specific Line17
    Up17
Alt -11, 39
ALT A7, 17
    advance17
ALT B7, 53, 64
    #18
    BLOCK TO18
    Blocking7, 17
    CHARACTER18
    DOC18
    Document24
    ENH7
    Enhancements7, 20
    OPT7
    Options7, 18
    PAGE18, 24
    PARAGRAPH18
    RETRIEVE BLOCK18
    See Block17
    SENTENCE18
    spell22, 23
    spell check17, 20, 23
    Spell checking7
    TABLE7, 45
    Table Edit7, 18
    table edit mode7, 11
    Table of Contents/Index/List8, 21
    TOC7
    WORD18
Alt C8, 16, 24
    CHANGING FONT25
    DROP CAP INFORMATION24
    INFORMATION24
ALT D8, 25, 26
    ALT L (List)26

MACRO NAME
DESCRIPTION

Change to SAVE macro (ALT X)27
Change to the SAVE macro (ALT F)27
Directory macro8, 25
FILES26
Long Document Name26
OTHER26
Relation to DP26
Short document name26
Switch document27
WP5126
Alt Down Arrow
Next Row/Paragraph52
Alt E8, 27
ADDR2ENV10
BARCODE10
Default envelope definition8
ENV27
Envelope8
Envelope list27
letterhead12, 27
MEMO12
Memorandum27
Alt Enh Down arrow12
Next table row12
ALT Enh Left arrow12
Previous column/cell12
ALT Enh Right arrow12
next column/cell12
Alt Enh Up arrow12
previous table row12
Alt F8, 28
ASCII28
ASCII/DOS28
ASCII/DOS Text56
Block Save23, 29
Files8
Lock28
MULTIPLE_SAVE28
Password protect28
PRINT28
Reliance on DP8
RENAME28
RETRIEVE FILE28
SAVE FILE28
See also ALT D (Directory)26
SUMMARY28
Alt G8, 30
alphabetical entries8, 30, 31
DOTS, BAR, HAT, PRIMES31
German umlaut characters8
Greek Alphabet8
LITERAL CHARACTERS31

MACRO NAME
DESCRIPTION

MENU31
Numerical entries8, 30, 31
ALT H
Help31
ALT K
keyboard definition file31
Keyboard definition file macro9
macros directories31
Alt L9, 32
Line settings; See TYPESET or ALT T32
Alt Left Arrow
Previous Word/Column/Cell51
Alt M9
Add word to dictionary34
COMMENTS33
Count words in document34
HYPHENATION33
JUSTIFICATION33
LINE SPACING33
LINES/WINDOW33
MARGINS34
Miscellaneous Functions33
Miscellaneous macro9
PAGE33
SCREEN_RESET34
SET UNDERLINING34
Alt N9
ATTENTION non-Postscript users!35
New Characters9
specially chosen characters35
Alt P9
File35
Multiple pages35
Page Print35
Print9, 35
Alt Right Arrow
Next Word/Column/Cell52
ALT S9, 36
subscript9, 36
superscript9, 36
ALT T9, 36
Kerning36
Typeset9
Typesetter's Baseline37
Typesetting Functions36
Word/letter spacing36
Alt Up Arrow
Previous Row/Paragraph52
Alt V9
View9
Alt X9
All38

MACRO NAME
DESCRIPTION

- document38
- Everything38
- Exit macro9
- Immediate38
- No Save38
- non-document editing screen39
- Notes39
- Save38
- This Doc39
- WordPerfect39

ALT [12
- Transpose character left12

ALT]12
- Transpose character right12

ALTB
- TABLE11

An Envelope macro for address lists
- ENV10

Append
- block23, 29

ASCII/DOS
- See ALT F56

AutoRetrieve
- Convert68
- file29
- print29
- retrieve file from29
- retrieve file without cursor repositioning29

BARCODE10, 27, 57
- See ALT E10, 57

BLOCK
- #18
- Add to Dictionary18
- Alt B7
- BLK18
- Block to18
- Character18
- COPY19
- DELETE19
- Document18
- INDEX21
- LIST21
- LOWERCASE 1st CHARACTER20
- MOVE19
- MULTIPLE ENHANCEMENTS21
- Page18
- Paragraph18
- PRINT19
- protect19
- Retrieve18
- save20, 23, 29
- Sentence18

MACRO NAME
DESCRIPTION

SPELL20
SUBSCRIPT20
Superscript20
TABLE EDIT17, 18
TABLE OF CONTENTS21
True_QUOTE19
UP/LOWER/INVERTCASE19
UPPERCASE 1st CHARACTER20
WORD18
BOLD3
Buffer
Copy24, 53, 61
Delete24, 53
Deleted Text24
memory62
Move24, 53
paste12, 51
temporary18
undelete24
CANCEL3
Center Text40
with dot leaders40
Character
Go To41, 42
Character over Character
See CTRL C10, 42
Copy To PASTE Buffer51
See Shift CTRL Del51
Core Macro
Customizing DP.WPM69
DP10, 15, 69
DP.WPM26
FN10, 15
Count words in document34
Creating a Table of Contents64
Cross-reference48, 64
generation64
Index48
lists48
reference mark48
Table of Authorities48
Table of Contents48
target mark48
update21, 64
Cross-references
generate21
update48, 64, 65
CTRL C42
Character over Character10, 42
CTRL D
Contracting10
Contracting Date43

MACRO NAME
DESCRIPTION

DATE10
Military10
Military Date43
Standard10
Standard Date43
Ctrl Del12
Delete Table Row52
Delete Word/Block52
See Also CUT12
Ctrl Down Arrow
Last Row/Next Paragraph53
CTRL Enh Del
Delete Table Row52
Delete Word/Block52
See Also CUT12
Ctrl Enh Down arrow12
Last table row/next paragraph12
CTRL Enh Ins
Insert Table Row53
PASTE53
CTRL Enh Left arrow12
End of previous word12
CTRL Enh Page Down
Retrieve memory variable4, 11, 52
CTRL Enh PgDn
Retrieve Memory Variable11
CTRL Enh Right arrow12
End of current word12
Ctrl Enh Up arrow12
1st table row/prev. paragraph12
CTRL Enhanced Page Up
Assign a memory variable4
CTRL G
BORDER43
GRAF10
MARGINS43
SHADING44
CTRL Home4
moving cursor within a table41
See GOTO40
CTRL Ins12
Insert Table Row53
PASTE53
Ctrl Left Arrow
End of Previous Word53
Ctrl Right Arrow
End of Next Word53
CTRL S44
Superscript over Subscript11
CTRL T
Copying/Moving between tables47
Go To (cell)47

MACRO NAME
DESCRIPTION

Table Edit Macro11, 45
Ctrl Up Arrow
First Row/Previous Paragraph53
CTRL X36
Edit Table of Authorities entry (Full Form)48
List definition, create48
Reference, create48
Target, create48
Update cross-reference links48
CTRL Z48
CUSTOMIZE MESSAGE49
MESSAGE BOUNCE RATE49
Screen Blanker11
Cut24, 52
CTRL Del12
Enh Del12
DATE10, 43
Contracting10, 43
Military10, 43
See CTRL D43
Standard10, 43
default measurement system
advance17
Delete Word/Block/Table Row52
Dependencies
Macros13
Dictionary
add word to18, 34
Document sections36
Document Sections, count36
Dot leaders40
DP10, 69
DP.WPM69
Dropcap
Alt C8, 16, 24
CHANGING FONT25
INFORMATION24
End of Next Word53
End of Previous Word53
Enh Del12, 51
See Also CUT12
Enh Ins12
ENV10
An ENVELOPE macro58
Depends on ENVELOPE.REF58
ENVELOPE.REF10, 15, 16, 58, 67
ENV.WPM27
Envelope
Alt E8
Create Lists Of...58
ENVELOPE.REF
See ENV58

MACRO NAME
DESCRIPTION

Equation8, 10, 62, 63, 67
    editor10, 62
    Simple10, 62, 63
Equations
    simple63
ESC3
EXIT1, 3, 9, 18, 23, 25, 28, 38, 39
    See ALT X38
EXIT Macro
    ALT X9
    See ALT X27
F124, 25, 49, 56
    Cancel3, 15
F1025, 27, 30
    Save3
F10, Shift
    Retrieve3
    Retrieve (AutoRetrieve)30
F2, Shift
    Search3
F3, Shift30
    Switch3, 27, 30
F4
    Indent from left margin40
F4, ALT
    Indent from both margins40
F527
    List3, 25, 30
F6
    Bold3
F6, ALT
    Flush Right40
F6, Shift
    Center Text40
F715, 25, 27, 49
    Exit3, 15, 18, 25, 27, 30
    exit macro30, 49, 56
F8
    Underline3
File
    count of sections36
    MULTIPLE_SAVE28
    PRINT28
    RENAME28
    RETRIEVE28
    SAVE28
    SUMMARY28
Flush Right40
flush right text
    with dot leaders40
FN10
Footer33

MACRO NAME
DESCRIPTION

Generate
    cross-references21
    See update21
German
    See ALT G30
    umlaut8, 30
Go To4
    Character41, 42
GOTO40
GRAF10
    See CTRL G43
Graphic
    Margins43
Graphics
    borders43
    See CTRL G43
    shading44
Greek8
    Alphabet8, 30
    See Alt G30
Hard character
    hyphen40
    space40
Hard Characters40
Hard hyphen18, 40
Hard return18, 20
Hard space18, 40
Hard tab18, 40
    center40
    left40
    right40
    with dot leaders40
Hard Tabs40
Header33
Help
    See ALT H31
Hint
    Copying/Moving a block of text61
    Copying/Moving Text Between Tables61
    Keyboard Definition File61
    Permanent Text On The Screen61
Hints61
HYPHENATION33, 65
    Bug Fix65
    Wordperfect bug65
Indent40
    hanging40
Initial Installation
    automatic68
    manual67
Insert table row53
Installation67, 68, 70

MACRO NAME
DESCRIPTION

Kerning36
keyboard definition file31
    switch31
LETTERHEAD12, 58
    Corporate12, 16, 58
    Corporate style58
    Military12, 16, 58
    Military style59
Line32
    See ALT L9, 32
line height33, 37
    fixed37
LIST3, 26
    Index8
    long document name8
    See ALT D26
    short document name8
    Table of Authorities8
    Table of Contents8
    User Defined8
LISTSET8
    See ALTD8
Long Document Name26
LTRHD27
Macro
    standalone15, 27, 56, 61
Macro Help
    Alt H9
macros directories
    switch31
MACROS REQUIRING USER EDITS16
    ADDRSET16
    ALT C16
    DP16
    ENVELOPE.REF16
    LTRHD16
Margin Release40
Margins34
    graphics43
Margins set
    all34
    inside43
    inside and outside43
    left and right34
    outside43
    top and bottom34
Measurement
    Centimeters17
    Inches17
    Points17
    Wordperfect lines/columns units17
    Wordperfect Units17

MACRO NAME
DESCRIPTION

Memo12, 27, 59
MEMORANDUM12
Miscellaneous Functions
    See ALT M33
Miscellaneous Macro9
Moving the Cursor63
    among columns63
    end of a word63
    outside a table41
    to the sentence beginning63
    within a table41, 42, 63
Multiple Enhancements
    See ALT B63
Page
    definition34
    Footer33
    Header33
    size34
Paragraph Numbering
    Alt -11, 39
    See ALT -39
Password protect28
Paste12, 24, 51, 53, 62
    CTRL Enh Ins12
    CTRL Ins12
Pitch
    See ALT T;Word/Letter spacing36
Pitch, changing36
Print9
    AutoRetrieve29
    File35
    multiple pages35
    Page print35
Quote76
    key73, 76
    keyboard19
    text19
    true18, 19
    true double18
    true single18
Quotes19
    true7
Rename28
    ASCII file57
    block29
    file8, 28, 57
Retrieve Deleted Text/Code53
Retrieve Memory Variable11, 52
    Ctrl Enh PgDn11
SAVE3
    ASCII28, 56, 69
    ASCII/DOS28

MACRO NAME
DESCRIPTION

block23, 28, 29
during file/Wordperfect exit38
file9, 26-29
multiple28, 69
with long name26
with short name26
Screen
permanent text on61
rewrite (ALTB)61
rewrite (ALTM)61
Screen Blanker11
CUSTOMIZE MESSAGE49
See CTRL Z48
Shading44
graphics44
Shift CTRL Del51
Shift Enh Left arrow12
Previous sentence12
Shift Enh Right arrow12
Next sentence12
Shift Left Arrow51
Shift Right Arrow51
Short Document Name26
Simple Equations62
simple63
Spacing
Justification limits37
Line33
Word/letter36
Special Characters
ALT N9
Spell Check
Paragraph24
Sentence23
Word23
Spell checking7
standalone macro15, 27, 56, 61
Subscript7, 9, 20, 21, 36
Summary8
Superscript7, 9, 20, 21, 36
Superscript over Subscript11
See CTRL S44
Tab40
Left40
tab set40
Tab, Shift
Margin Release40
TABLE11, 45
Table edit mode5, 7, 17, 18, 45, 47, 53, 61
WordPerfect bug47
Table of Authorities21, 48
Full Form21

MACRO NAME
DESCRIPTION
Full Form, edit21, 48
Short Form21
Table of Contents8, 20, 21, 48, 64
Tabs40
Text file8, 56
To Next Sentence
See Shift Right Arrow51
To Previous Sentence
See Shift Left Arrow51
Transpose character left
ALT [12
Transpose character right
ALT]12
Typeset macro9
Typesetter's Baseline37
Typesetting Functions
See ALT T36
UNDERLINE3
update64
cross-reference21, 48, 64
View
See ALT V37
VIEW Macro
ALT V9
Zipcode27
Zipcode Barcode27, 57