

FREE Keyboard Overview

The FREE Keyboard is a collection of freeware WordPerfect 5.1 macros that are unusual because they:

- 1) Are designed to be user friendly;
- 2) Have context sensitive help where useful; and
- 3) Are heavily commented to allow for change

The macros have been used in production in a law office for more than a year and are "stable", although, because I am a lawyer, they come with absolutely no warranty.

Four of the macros will need to be customized for your use. They are the memo macro (MEMO) that has the name of my firm in it; the blackline macro (BLKLINE) that has the name and address of my firm in it; the letter macro (L_) that will have to be adjusted to print in and around your preprinted letterhead; and the chart of the Fax Macro (FAX.CHT) that is a text file (several tables). Separate documentation files (@*.DOC) are provided to help you do this. I suggest that you do the memo macro first (it is the easiest) and the letter macro last.

To get a **quick overview** of the macros available without installing the keyboard, go into WordPerfect and run ([Alt F10]) the macro SHOWKEYS. This is an index to the macros (be sure to also look at page 2). Then run the macro SHOW_H. This is a help macro - press the keys A-Z for a brief overview of each key.

The FREE Keyboard consists of three parts that may be kept in different locations (although the Install macro takes care of all of this for you):

1) The library of macros. It can be kept anywhere, but the following are the default locations:

A:\Macros\Free\	B:\Macros\Free\
C:\WP51\Macros\Free\	D:\WP51\Macros\Free\
H:\Macros\Free\	F:\Programs\WP51\Macros\Free\

2) The FREE Keyboard (FREE.WPK) and the pointer to the FREE Keyboard macro library (MACROLOC.WPM). They must be kept where you have designated the Location of the Keyboards and Macros in setup ([Shift F1]LK). Defaults to the Library.

3) Custom files for a particular user such as the letter setup macro (LTRSETUP.WPM). These are created automatically by the macros that will use them and kept near the Library. Edit LTRLOC.WPM if you need a special location for these files.

To install the FREE Keyboard, run the INSTALL macro while in WordPerfect. If the macros are in A:\ and you want to install them in a separate directory (recommended) under WordPerfect on your C drive, you would go into WordPerfect and:

Press [Alt F10]	to run a macro
Enter A:INSTALL	to say which macro
Press [Enter]	To start the macro
Answer N	No, you do not want to run off of the A drive
Answer C	Copy the macro library from the A drive
Answer C	Put them in C:\WP51\MACROS\FREE

Most of the macros have help options that explain more about the operation of the

macros. If you edit a macro, you may see the symbol <--- at the end of some comment lines. These are the places you will most likely want to change - that is, places where I made assumptions about how the macro should operate that may not be universal.