WORDPERFECT MACROS 5.0 v.6

Introduction

This is, of course, a WordPerfect 5.0 document file. It contains the sixth version of WPMAC5, which began as a translation of my original WPMACROS written for WP 4.2.

Not all of these macros will work on your computer. ALTD is a likely candidate because of the path. Also note that you must use the set-up procedure to choose between operation with 4.2 units or in inches.

Fortunately the new macro editor built into WP5 makes changing things very easy. The WP manual goes into length to show how to do this and I am willing to help if you have any insurmountable problems.

There is no reason to stick with my naming of files, some of these seem odd because I ran out of ALT key combinations when in 4.2, and have stuck with the familiar. Any renaming is valid so long as it ends in the .WPM extension, Alt key macros are named ALTX.WPM, with the "X" representing only letters A-Z. You may also now use control key macros by defining a *.WPK file.

I hope you enjoy these macros and that this encourages you to write your own. This archive file contains the copyrighted material of the author. It may not be resold without my permission, except for a nominal fee such as charged by shareware distributors.   These are NOT public domain. If you use these macros, please send me $10.00 at my address listed below.

E-Mail may be sent to me on GEnie, mailbox AM.KAPLAN, on CIS, user #73100,3602, or via the US Postal Service at my office:

Alan M. Kaplan
Suite 118
101 N. McDowell Street
Charlotte, NC 28209

* * * * * * * * * * * *

SETUP PROCEDURE

I trust that you unpacked the macros in a separate sub-directory, where they are not mixed up with others. Good! Now exit to DOS, change to that directory and type SETUP. This is necessary to choose between 4.2 units and inches.

DIRECTORY MACROS

DIRECTORY c:\wp5*.* Use ALT D. This gets the master list of files and sub-directories available for word processing. It also defaults to the name search function after the enter key has been struck twice.

To choose or switch to a different sub-directory, use   ALTD, then highlight the sub-directory, type 7 (change   directory), the hit the ENTER KEY TWICE.

DIRECTORY A: Use ALT A. This gets the list of files from drive A: without having to hit the return/enter key.

DIRECTORY B: Use ALT B. This gets the list of files from drive B: without having to hit the return/enter key.

LIST files, 4.2 style. Use MACRO list. When I started using 5.0, I had re-mapped F5 to use this macro. This defaults to name search, a loss that I missed from 4.2.

PRINT and PAGE FORMAT MACROS

EXTEND PAGE: Use ALT X. This allows you to stretch a few extra lines in at the bottom of a page.

CONDITIONAL END OF PAGE: Use macro COP. Protects the next 5 lines from a page break.

GO SENT TO PRINTER: Use ALT G. This send a "GO" to the printer when you are working in the document. Unlike the macro that comes with WP5, this stays in the Control printer menu.

LEGAL LENGTH DOCUMENTS: Use ALT F1O LEGAL to format a document for legal paper length. Do this only once. There will be a comment inserted to show that the document is legal length. If you Reveal Codes (ALT F3) you will see a and page length command which may be erased to return to normal paper. The printing is with the usual commands.

LETTER HEADER: Use MACRO HEADER. You must have the cursor at the same position as for ALT E, the document will print out with the second and subsequent pages in this format:

John Q. Smith
Page 2 of

If you Reveal Codes (ALT F3) at the top of the document, you will see a header/footer command and a suppress command which may be erased. At the bottom is a automatic reference target so that the total number of pages will be known. It is best to use this macro after the letter is finished, or take care to keep the target code at the end of the letter. Macro DH deletes the header and its associated target code.

   NOTE: I have included HEADER1.WPM from previous versions because regeneration of documents is not required, and because many prefer the following format:

John Q. Smith
Page 2

If you wish to use this, you may want to rename it as header.wpm.
Macro DH deletes as above.

LETTERHEAD FORMAT: Use ALT L. This insert a command to advance paper 8 lines. Do this only once. There will be a comment inserted to show that the document is a letter. If you Reveal Codes (ALT F3) you will see an advance line command which may be erased to return a regular document length. The printing is with the usual commands.

PAGE NUMBERING:

        Bottom Center: Use MACRO PNUMBER. This numbers the page at bottom center starting at page 2. Notice that the numbering does not use the WP default.

        Number of total pages: MACRO TPAGES. This macro creates a reference for the total number of pages in a document. This document contains total pages. If the document length changes, use macro REGEN to update the page numbers. Macro DTPAGES deletes the macro and its target.

PREVIEW PRINTING: Use ALT V. This displays the entire document to the screen within the limits of your graphics. It is set to 100 % magnification, which causes the screen to re-display.

PRINTING ENVELOPES: Use ALT E. You must have the cursor at the top left of the inside address. Make sure the envelope is inserted the same way as for regular paper. If the document requires regeneration (ALT-F5 GG) then it will do this automatically prior to printing. You may have to send a GO to print. See ALTG.

PRINTING ENTIRE DOCUMENTS: Use ALT O. The computer issues the print command, (SHIFT F7 1), then a second print command (SHIFT F7 4) to begin printing, then a "Go". If the document requires regeneration (ALT-F5 GG) then it will do this automatically prior to printing.

PRINTING ONE PAGE: Use MACRO (ALT M, or ALT F 10) PPRINT, for page printing. This works just like the ALTO macro, but only prints the page where the cursor is resting.

PARAGRAPH FORMAT AND NUMBERING

NOTE: If you have not run the SETUP macro, you will need to redefine your automatic paragraph numbering for this to work properly. Use setup (shift F1), then Alt F5 to define paragraph numbering. I use number style 4 at levels 1 and 2, and number style 3 thereafter. Punctuation style 1 is used throughout.

AUTOMATIC NUMBERED PARAGRAPHS:

TYPES:

'Normal' - Use macro ALT N. You should TAB to where you want to begin. At the left margin and first TAB you get numbers, alphabet thereafter.

'Indented' - Use macro ALT N. You must have an **[→Indent][Tab]** code for it to work. Notice the different codes generated by the macro here.

NUMBERED HANGING PARAGRAPHS:

Use ALT H. This formats the paragraph so that it looks like this one does, with numbering or lettering depending on the TAB level.

Use ALT P for alphabetic. This formats the paragraph so that it looks like this one does. You TAB to where you wish begin.

CHANGE TO AUTOMATIC NUMBER: Use macro NN. You must have the cursor under the first letter of the sentence. The macro deletes to the left margin, tabs out and then runs ALTN.

DELETE AUTOMATIC NUMBER: Use macro DN. Because of the embedded codes for automatic numbering, you can go nuts with all the confirm messages. This macro works from anywhere on the line that contains the number. WARNING: If you have no number, it will delete anyway. Use F1 un-delete to back out.

RESET AUTOMATIC NUMBER: Use macro NRESET. This allows you to start with a new number one in the middle of the document.

DELETE/COPY/MOVE MACROS

COPY BLOCK: Use ALT F10 CB. This will copy the HIGHLIGHTED (ALT F4) block in which the cursor is currently placed. You do not need to be at the beginning of the block to have it

work.

COPY PARAGRAPH: Use ALT F10 CP. This will copy the paragraph in which the cursor is currently placed. You do not need to be at the beginning of the paragraph to have it work. Notice that a paragraph is defined as the text between HRTs (hard returns).

COPY SENTENCE: Use ALT F10 CS. This will copy the sentence in which the cursor is currently placed. You do not need to be at the beginning of the sentence to have it work.

COPY RECTANGLE: Use ALT F10 CR. First you must turn the block on at the upper right corner of the rectangle and move the cursor to the lower left corner of the block to copy. Then run the macro.

DELETE BLOCK: Use ALT F10 DB. This will delete the HIGHLIGHTED (ALT F4) block in which the cursor is currently placed. You do not need to be at the beginning of the block to have it work. Notice that a sentence is defined as the text between two periods.

DELETE PARAGRAPH: Use ALT F10 DP. This will delete the para-graph in which the cursor is currently placed. You do not need to be at the beginning of the paragraph to have it work. Notice that a paragraph is defined as the text between two HRTs (hard returns).

DELETE SENTENCE: Use ALT F10 DS. This will delete the sentence in which the cursor is currently placed. You do not need to be at the beginning of the sentence to have it work. Notice that a sentence is defined as the text between two periods.

DELETE RECTANGLE: Use ALT F10 CR. First you must turn the block on at the upper right corner of the rectangle and move the cursor to the lower left corner of the block to delete. Then run the macro.

MOVE BLOCK: Use ALT F10 MB. This will delete the HIGHLIGHTED (ALT F4) block in which the cursor is currently placed. Position the cursor press ENTER to retrieve it.

MOVE PARAGRAPH: Use ALT F10 MP. This will delete the paragraph in which the cursor is currently placed. Position the cursor press ENTER to retrieve it.

MOVE SENTENCE: Use ALT F10 MS. This will delete the sentence in which the cursor is currently placed. Position the cursor press ENTER to retrieve it.

RETRIEVE COPIED TEXT: Use ALT F10 RT. This will retrieve into the document whatever is in the MOVE temporary memory. Note that each additional DELETE or COPY command replaces that text with what was formerly in MOVE memory. You may Retrieve Text as many times as you like to duplicate whatever was copied.

RETRIEVE RECTANGLE: Use ALT F10 RR. This will retrieve into text the rectangle that you copied or deleted.

SWITCH BLOCK: Use ALT F10 SB. This will copy the HIGHLIGHTED (ALT F4) block in which the cursor is currently placed, and then switch the block to the second document that you are editing. Position the cursor and press [ENTER] to retrieve the block. If you are working in Doc 1, you will be left in Doc 2 to edit, and vice versa. This is designed to be used with the split screen macro 2DOC.

SWITCH PARAGRAPH: Use ALT F10 SP. This will copy the paragraph in which the cursor is currently placed, and then switch it to the second document that you are editing. Position the cursor and press [ENTER] to retrieve the paragraph. Notice that a paragraph is defined as the text between two HRTs (hard returns). If you are working in Doc 1, you will be left in Doc 2 to edit, and vice versa. This is designed to be used with the split screen macro 2DOC.

SWITCH SENTENCE: Use ALT F10 SS. This will copy the sentence in which the cursor is currently placed, and then switch it to the second document that you are editing. Position the cursor and press [ENTER] to retrieve the sentence. Notice that a sentence is defined as the text between two periods. If you are working in Doc 1, you will be left in Doc 2 to edit, and vice versa. This is designed to be used with the split screen macro 2DOC.

SCREEN MACROS

ALTI: Is a ALT key macro that scrolls up in both screens when you have split the screen using 2DOC.

ALTK: Is a ALT key macro that scrolls down in both screens when you have split the screen using 2DOC.

EXIT TO EDITING SCREEN: Use ALT Q. This is a fixed version of the buggy WPCORP macro ALT-C.

EXIT TO CLEAR SCREEN: Use ALT Z. This is F7 (EXIT), No (do not save document), No (do not exit word processing.)

SPLIT SCREEN: Use MACRO 2DOC. Splits the screen for editing two documents a once. Use the SWITCH command (shift F3) to go back and forth.

MACRO 1DOC: Returns you to one screen. Notice whether you are editing Doc 1 or Doc 2 from the information line on the screen. You may need to SWITCH back to Doc 1.

HIDE and SEE: Turns off and on Comment and Summary displays.

DELETE COMMENT: Use macro DC. This deletes Comments from a document.

CAPITALIZATION/TEXT MARKING MACROS

CAPITALIZE a word: Use ALT C. This will CAPITALIZE an entire word, then moves forward to the next word. It is not important where the cursor is when you begin.

CAPITALIZE the first letter of a word: Use ALT U. This will Capitalize an the first letter of a word irrespective of original capitalization, then moves forward to the next word. It is not important where the cursor is when you begin. This is the WPCORP macro ALT-C modified so that if a word is in upper case when you begin it will have the second and subsequent letters in lower case.

CAPITALIZE a line: Use MACRO CL: This will capitalize an entire line.

UNCAPITALIZE a word: Use MACRO LC. This will uncapitalize an entire word, and move forward to the next word. It is not important where the cursor is when you begin.

REDLINE TEXT: Use macro RL. Block the text you wish to redline to get the effect shown here.

STRIKEOUT TEXT: Use macro SO. ~~Block the text you wish to strike-out to get the effect shown~~.

REMOVE MARKED TEXT: Use macro UNMARK. This deletes all strike-out text from document, and deletes the redline markings.

DATE MACROS

PERPETUAL DATE: Use MACRO DATE. This gives the function for the date, , and is especially useful in form letters.

TODAY'S DATE: Use ALT T. This should only be used at the top of a letter. It <u>erases the top line</u> and replaces it with today's date centered in text read off the system clock. The cursor then advances down lines for the inside address.

TODAY'S DATE (TEXT): Use macro TD. Ex: December 10, 1988

PERPETUAL MONTH AND YEAR. Use ALT Y. "" is placed in the document.

NOTE: All these read the date from DOS..... If you do not have a clock or set the time when you boot, you will have the wrong date.

MISCELLANEOUS

ASCII: Set the margins of document at 0 and 80 at top of page for working with downloaded text.

ALTS: Runs the speller for a document.

BOLD A WORD: Use macro BW. This will BOLD an entire word. It is not important where the cursor is when you begin.

DOLLARS TO TEXT: This macro converts numeric dollars to text. It is by far and away the most sophisticated macro that I have written.   The numbers must be in the following format: $999,999,999.99.99. (This happens to be the largest number that can be converted. The smallest is $1.00.)

To use, copy DT*.WPM to where you keep your macros. Simply place the cursor anywhere on the number and execute macro DT (mnemonic Dollars -> text)

EXAMPLE:

Before: The amount due is $1,896,321.98 for your mortgage payoff.

After: The amount due is One Millon Eight Hundred Ninety-six Thousand Three Hundred Twenty-one and 98/100 Dollars ($1,896,321.98) for your mortgage payoff.

This works pretty fast on my AT, I have no idea how long you will have to wait on an XT. Its a memory hog too..... But it works.

MACRO: Use ALT M. This may be faster than ALT F10 because of the key placement.

SETUP: This sets up WP5 to use the units you selected when running the setup batch file, and prepares it for the automatic numbering macros. You still need to use SHIFT F1 L K to tell WP5 where your macros are to be found. Mine are in C:\WP5\WPMACROS.

UNDERLINE A WORD: Use macro UW. This will UNDERLINE an entire word. It is not important where the cursor is when you begin.

AK'S Keyboard layout

Shift-F1 KS selects a keyboard layout. If you select this one which I have included (AK's), you get the following:

F12   Go to Shell (enhanced keyboard)
ALT-UP   ALTI macro (enhanced keyboard)
ALT-DOWN   ALTK macro (enhanced keyboard)
Control-E   text: Enclosure
Control-P   text: ¶ (paragraph)
Control-S   text: § (section)
Control-T   text: ® (trademark)

Any of the macro include here may be remapped as a Control key macro. Read your Friendly Manual for details.

CONVERSION MACROS AND NOTES

If you were a user of my old 4.2 macros, please notice that a few of these have been changed, especially the move and switch macros.

I was very disappointed in the way that the macro convert program worked. Automatic numbering from 4.2 was a disaster, and my advance to a line for letters ended up at line 14 instead of 8. I have written several macros to aid in the translation process.

N.B. DO NOT -- DO NOT -- DO NOT RUN THE CONVERT MACROS ON THE ORIGINAL COPY OF YOUR DATA. IT WILL BE OVERWRITTEN! Did I get your attention? I used XCOPY to make an complete copy of my 4.2 file in my 5.0 directory, and then converted my files. You need to be aware that your files will be 10 - 20 percent larger by the change. WP5 is a disk and memory hog.

I had both programs up and running for two weeks before archiving my 4.2 files.

These convert macros may EAT YOUR DATA! THEY ARE PROVIDED AS IS, WITH NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. If it makes you feel any better, they worked okay for me.

CONVERT: This is the guts of the conversion. Take a look at it using the macro editor (CTL-F10)E,A. It is heavily commented for your convenience. The macro uses the nest command to call two other macros, NC and LH. You may use the same IF structure to nest any macro that you would like to run during the convert.

LH: I found that my advance-to-line-8 command translated to line 14. This fixes that.

NC: The automatic numbering macro failed to translate due to a fundamental change in the overstrike command. This macro takes the mangled numbers and puts them (mostly ☻) in a proper format.

ALLCVT: This runs the convert macro on an entire sub-directory with minimum operator oversight needed. Look at the macro in the macro editor if you want to see how it works. If it quit in the middle, locate and fix the problem, then use macro RESTART to continue.

CLOSING REMARKS

I participate in the FIDO WORDPERFECT conference, the CIS WPSG, and the new GEnie WP RT. Users helping users is the best way to master any application software.

WPMAC501 notes:

I use a daisy wheel printer, and a cheap dot matrix. Don't have much use for fonts and graphics (yet). New macros will be added to this collection by request, on bug reports, and when the mood strikes. I will start by getting out the 4.2 unit macros in inches. My numbering system will have the next release for 5.0 as WPMAC502, and the first release for WP 5.1 as WPMAC511.

WPMAC502 notes:

Took care of adding inches to the macros, and added the setup procedure. Fixed a bug in the DP macro. Ran Speller on this document ☺.

WPMAC503 notes:

The following macros were buggy and fixed: CB, DR. These others were changed, I hope improved: ALTU, ALTC, ALTG, ALTE. I added descriptions for ALTI and ALTM in the code. Documents were clarified to show that overwritten data occurs only when running the convert macros.

WPMAC504 notes:

Well, I finally have gone to asking for money for the whole group of macros. If you do not want to send me your cash or check, please make a donation to the American Cancer Society.

Changed in this group are ALTY, HEADER, and DH. ALTY has no longer has a period. Added were D2TEXT, TPAGES, and DTPAGES. Changed default for pages so that top and bottom margins are equal.

WPMAC505 notes:

Just discovered the lack of documentation for NRESET, included since the beginning, and the omission of REGEN from WPMAC504. Have been distracted of late, sorry for the inconvenience that this may have caused.

WPMAC506 notes:

The 1/3/89 release of WP 5.0 asks whether you want to regenerate a document that has referenced numbering, such as done with the header macro. This caused ALTO and ALTE to crash. These have been revised, and I have added brief documentation for the AK.WPK file. Other minor document revisions added for clarity.

rev. 5/22/89