CONTENTS OF THE WORDPERFECT 5.0 MACRO SAMPLER DISK

Notes:
1.   Many of the following macro are drawn from and discussed more fully in WordPerfect 5.0 Macros and Templates, by Gordon McComb (published 1988 by Bantam Computer Books).
2.   If you find yourself using a macro more than occasionally, think about elevating it to an [Alt]-letter macro. To do so, change the name and place it in the current drive and directory (or the drive and directory you have indicated in the Setup menu). For example, to change DATE.WPM to the [Alt]-G combination, rename it ALTA.WPM (don't forget the .WPM extension).
3.   Some macros require the use of text documents. These documents were formatted with the STANDARD.PRS printer driver, included on the WordPerfect #2 diskette. Be sure this driver is available for WordPerfect or these macros will not work properly.
4.   Some macros call upon other macros. If the macros aren't on the default disk or directory, WordPerfect won't be able to find them. To counter this problem, be sure to change the current directory or use the Location of Auxiliary files option in the Setup menu.

ALTZ.WPM   Used With REPMEMO.WPM to add reply boxes to an inter-office reply memo.

ANSWERS.TXT   Answer sheet for QUIZ.WPM.

AUTOMERG.WPM   Sample "engine" for creating secondary merge files. The macro asks a series of questions and automatically formats the entries in the proper secondary merge document format. Modify the macro as required.

OVRSTRIK.WPM   Lets you enter characters (up to 29) for overstriking. Each character you type is repeated at the same position on the printer. The editing screen displays the first character you entered, however.

BEGIN.WPM   Part of CONTRACT.WPM.

BKPRINT.WPM   Prints a document in reverse page order (helpful, for example, when using the older HP LaserJet). Specify the number of pages in the document when asked to do so by the macro.

BOXER.WPM   Puts boxes around existing text (works best when the format is set to single space). To use, start the macro and place the cursor at the upper left corner of the text you want to frame. Press **[Enter]**. Press the right arrow key to enlarge the width of the box and the down arrow key to enlarge the length of the box. Press **[Enter]** again and the box is drawn. For best results, press the right arrow key first, then the down arrow key. The numbers in the upper left corner of the screen indicate the row and column number relative to where you started the box.

CENTER.WPM   Centers blocked text. Position the cursor on the first line
you want to center. Start the macro, then place the cursor at the last line you want to center.
Press **[Enter]**.

CLEAN.WPM   Suppress headers, footers, and page number for current
page.

CLS.WPM   Clears the current document window WITHOUT saving
anything to disk. The macro checks your entry with a Yes/No prompt.

COL-L.WPM   Moves the cursor to the next column on the left when
writing or editing in column mode. Best used when given an [Alt]-letter name.

COL-R.WPM   Moves the cursor to the next column on the right when
writing or editing in column mode. Best used when given an [Alt]-letter name.

CONTRACT.MEN   Menu page for CONTRACT.WPM.

CONTRACT.WPM   Sample contract engine using a highlight menu screen.
Start the macro and press the up or down arrow keys to select a boilerplate paragraph of the
contract to include. The sample contract includes the first three paragraphs only, BEGIN,
PUBRITE, and WARRANTY. Press **[Enter]** to select the paragraph of your choice. When the
boilerplate paragraph has been entered, the macro returns to the menu screen. Press **[F1]** to exit
the menu and edit the contract text. Refer to BEGIN.WPM, PUBRITE.WPM, and
WARRANTY.WPM on ways to construct each paragraph macro. Note that PUBRITE.WPM
uses the automatic reference feature of WordPerfect.

COPY.WPM   Copies blocked text. Position the cursor on the first line
you want to copy. Start the macro, then place the cursor at the last line you want to copy. Press
[Enter]. The text is now in the buffer. See also CUT.WPM and PASTE.WPM.

COUNT.WPM   Counts the number of occurrences of a specified
word in a document. Enter the exact word to search (including case, if necessary), and press
[Enter].

CUSTMENU.WPM   Sample menu using pop-up windows and highlighted menu
item selection. Press the up and down arrow keys to choose an item and press **[Enter]**. The
macro only presents the main menu; the menu options are not implemented. Modify the macro
as you see fit to work in your own application. With the macro in its present form, you are
limited to a maximum of eight menu items.

CUT.WPM   Cuts blocked text. Position the cursor on the first line you
want to cut. Start the macro, then place the cursor at the last line you want to cut. Press **[Enter]**.
The text is now in the buffer. See also COPY.WPM and PASTE.WPM.

DATE.WPM   Enters the text of the current date (as set by DOS). See also

TIME.WPM.

DATECODE.WPM   Enters the date code of the current date (as set by DOS).
See also TIMECODE.WPM.

DELPAR.WPM   Deletes the paragraph starting from the current cursor
position.

DELSENT.WPM   Deletes the sentence starting from the current cursor
position.

DOUBLE.WPM   Changes to double spacing. See also SINGLE.WPM and
ONEHALF.WPM.

DRAFT.WPM   Switches to Draft quality print mode. See also LQ.WPM
and NLQ.WPM.

FINDNOTE.WPM   Finds the next footnote reference in text.

FONT.WPM   Sample font chooser macro for PostScript compatible
printers. The macro uses a "moving bar" menu system. Press the right or left arrow key to
highlight the desired font and press **[Enter]** (alternatively, press the first letter of the font you
want to use). Indicate a font typeface (press a number, then enter a point size (4 to 127). Press
[Enter] when done. You must select a PostScript printer (such as the Apple Laserwriter) before
using this macro.

FONT1.WPM   Supplementary macros for FONT.WPM

FONT2.WPM

FONT3.WPM

FONT4.WPM

FONT5.WPM

FONT6.WPM

FONT7.WPM

FONTSIZE.WPM   Brings up font size menu. Make a selection and you are
returned to the editing screen.

FONTSTYL.WPM   Brings up font style menu. Make a selection and you are
returned to the editing screen.

FOOTMEMO.WPM   "RAM resident" notepad macro that uses the footnote window as a memo scratchpad. The macro creates a temporary footnote with a number of 1000 so that any existing footnotes are not disturbed. See also SWMEMO.WPM for a version that uses Doc 2 for the scratch pad.

GLOSSARY.WPM   Expands a shortened abbreviation into its longer form. For example, type **asap** (without a space after the "p"), run the macro, and the word is expanded to **as soon as possible**. You can add your own glossary entries as desired. The macro has four glossary entries already defined:

	Short Form	Full Form
	wp	**WordPerfect**
	asap	**as soon as possible**
	sy	**Sincerely,** (with four returns for the closing of a letter)
	lkfwd	**I look forward to hearing from you soon**

GO.WPM   Sends a "Go" command to the printer.

HANG-IND.WPM   Formats a paragraph with a "hanging" indent, such as:
                                Now is the time for all good people to come to the aid of
                                        their IBM PCs.

HEADER.WPM   Opens the A Header editing window.

HELP.TXT   Text document for the HELP.WPM help macro.

HELP.WPM   Help macro engine. You can use this macro to create your own help menus.

HELVWIN.WPM   A pop-up menu sample for selecting the Helvetica PostScript font. Choose a Helvetica typeface, indicate a point size, and press **[Enter]**. You must have a PostScript printer currently installed to use this macro.

HPG.WPM   Removes hard page breaks from the document (starting from the current cursor position forward).

LIST-IND.WPM   Formats a paragraph for a bullet list, such as:
                            .   This is the first paragraph of the list. You can use a period or other character for the "bullet."
                            .   This is the second paragraph of the list. Indent each bullet by pressing **[Spacebar]** three times, typing the character, adding one more space, and running the LIST-IND macro.
                            .   All text following LIST-IND.WPM formatting (consisting of a margin release and tab) will appear as it does here.

LQ.WPM   Switches to High text mode for printing. See also
DRAFT.WPM and NLQ.WPM.

MACLIST.WPM   Displays only .WPM files on the current drive and
directory.

MEMO.WPM   Enters standard interoffice memo header text. Enter text
for the DATE, SUBJECT, TO, and FROM fields, pressing **[Enter]** between each one. The macro
ends after you enter the FROM field.

MENU.WPM   A sample menu system using a boxed list of options and
highlighting with the up and down cursor keys. The macro uses MENUBOX.TMP document to
display the basic text screen. Note that the macro doesn't do anything more than present the
main menu. You can alter the screen as desired and create macros that perform those functions
you have specified in the menu.

MENUBOX.TMP   Menu text document for MENU.WPM.

MOVE-BAR.WPM   Sample macro using a top-of-screen "moving bar" menu (as
popularized by Lotus 1-2-3). The one line text that appears under the menu items as you move
the highlight (via the right and left cursor keys) explains what the selection does. Modify the
macro to provide your own options. This macro presents the main menu choices only. The
individual menu options are not implemented. Press **[F1]** to cancel the macro.

NLQ.WPM   Switches to Medium text mode for printing. See also
DRAFT.WPM and LQ.WPM.

ONEHALF.WPM   Switches to one and a half spacing. See also
SINGLE.WPM and DOUBLE.WPM.

OUTLINE.WPM   Helps you write outlines easier. The macro remembers the
topic level you are currently at and automatically indents to the proper level when you press the
[Enter] key. Press **[Ctrl]-[Right Arrow]** to demote a topic and **[Ctrl]-[Left Arrow]** to promote
a topic. Exit the macro by pressing **[Ctrl]-C**.

PAGEBRK.WPM   Displays pages with the page break in the middle of the
screen. Press **[F1]** to cancel the macro.

PARNORM.WPM   Switches to normal (invisible) hard return paragraph
symbols. See also PARSYMB.WPM.

PARSYMB.WPM   Displays a paragraph symbol (¶) at each hard carriage
return. Revert to the normal display with the PARNORM.WPM macro.

PASTE.WPM   Pastes the contents of the buffer at the current location of

the cursor. See also COPY.WPM and CUT.WPM.

PRBLOCK.WPM   Prints a selected block of text. Position the cursor at the
start of the block you want to print. Run the macro, then place the cursor at the last line you
want to print. Press **[Enter]**. Be sure that the printer is ready before starting the macro.

PRINT-GO.WPM   Starts printing (entire document) and sends the "Go"
command to the printer one second later (use this macro when you have selected a form type not
currently available).

PRLABEL.WPM   Prints an address label (one at a time) on standard 1-up
label stock.

PRPAGE.WPM   Prints the selected page range from within the current
document (that is, you can print only a certain range of pages of the document you are currently
writing or editing).

PUBRITE.WPM   Part of CONTRACT.WPM.

QUIKCALC.WPM   Crude but useful quick calculator. This one handles
integers and fractional numbers, showing negative numbers in parenthesis.

QUIZ.WPM   A quiz engine using the ANSWER.TXT question/answer
document. The macro can be used with any question/answer document that follows the
formatting procedure used in ANSWER.TXT (number all questions consecutively, proceed each
answer with a @ character, end each answer with a ^ caret character). The macro keeps track of
the number of questions answered correctly and incorrectly and displays the results at the end.

REPMEMO.WPM   Enters interoffice memo header text and provides a prompt
for adding a set of "reply boxes" at the end of the memo text. Enter text for the DATE,
SUBJECT, TO, and FROM fields, pressing **[Enter]** between each one. The macro ends after you
enter the FROM: field. Enter the reply boxes by pressing **[Alt]-Z**.

RESCREEN.WPM   Removes split screen display. See also SPSCREEN.WPM.

RETURN.WPM   Returns you to the main editing window from wherever
you are in WordPerfect. Best used as an [Alt]-letter macro.

RULEROFF.WPM   Turns ruler display off. See also RULERON.WPM.

RULERON.WPM   Turns ruler display on. See also RULEROFF.WPM.

SINGLE.WPM   Switches to single spacing. See also DOUBLE.WPM and
ONEHALF.WPM.

SPSCREEN.WPM   Splits screen evenly between Doc 1 and Doc 2. See also

RESCREEN.WPM.

SUPFOOT.WPM   Suppresses both footer A and B for the current page.

SUPHEAD.WPM   Suppresses both header A and B for the current page.

SUPPAGE.WPM   Suppresses page number for the current page.

SWMEMO.WPM   "RAM resident" notepad macro that uses Doc 2 (or Doc 1 if you are already in Doc 2) as a memo scratchpad. See also FOOTMEMO.WPM for a version that uses the footnote window for the scratch pad.

TIME.WPM   Enters the text of the current time (as set by DOS). See also DATE.WPM.

TIMECODE.WPM   Enters the code for the current time (as set by DOS). See also DATE.WPM.

TIMETRAK.WPM   Keeps track of time spent on the telephone. Runs in the background so you can continue to use WordPerfect as usual. Follow the instructions presented by the macro to start and stop the clock. The time log is saved in a file with the name you give for the person calling (use first or last names as you desire, or change the file name specifications in the macro). You can append as many time logs to an existing file as you like. Use the file at the end of the month to tally up phone expenses or consulting fees.

TRPOSE.WPM   Transposes the last two characters. For example, if you type **teh**, keep the cursor after the **h** and start the macro. The macro will automatically transpose the word so it reads **the**. The macro won't let you transpose command codes and works either in regular document view or Reveal Codes.

TYPE-C.WPM   Sets print type-thru, character-by-character.

TYPE-L.WPM   Sets print type-thru, line-by-line.

WARRANTY.WPM   Part of CONTRACT.WPM.

WDCOUNT.WPM   Counts the number of words in a document. The speller utility must be available on the disk.

WILEOUT1.WPM   A "RAM resident" while-you-were-out telephone note pad. Run the macro to record the particulars about a call for someone else. The phone log is automatically appended to a file name specified by the text you entered for "Who is the call for." The macro adds a .PHN file extension so you can readily identify phone logs. Note that only the first eight characters of a longer name will appear as the file name.

WILEOUT2.WPM   Same as WILEOUT1.WPM, but this version asks you to

provide a file name for saving the phone log and also uses the footnote window as the memo scratch pad area (WILEOUT1.WPM uses Doc 2).

WORDSTAR.WPK   WordStar equivalent cursor key layout. Only the most basic (but most used) WordStar keys are included:

                        [Ctrl]-A   Back one word
                        [Ctrl]-C Down one screen
                        [Ctrl]-D Ahead one character
                        [Ctrl]-F Ahead one word
                        [Ctrl]-G Delete character
                        [Ctrl]-Q   Control Q top/bottom of document (press R to move
to the top and C to move to the bottom)
                        [Ctrl]-R Up one screen
                        [Ctrl]-S Back one character
                        [Ctrl]-T Delete word right
                        [Ctrl]-Y Delete current line.

                        Four quick key macros are also included in the layout.

                        [Alt]-Z Undo (undelete last)
                        [Alt]-X Cut (same as CUT.WPM)
                        [Alt]-C Copy (same as COPY.WPM)
                        [Alt]-V Paste (same as PASTE.WPM)

                        And another for calling up the on-line help macro system.

                        [Ctrl]-\   Call up help (when on current drive and directory)

Game Directory   The WordPerfect text adventure uses macros to construct a sample, skeleton all-text interactive fiction game. The sample has six rooms to "explore" with numerous objects to pick up and examine. The adventure game is presented more as a means to teach advanced WordPerfect 5.0 macros than as a serious adventure game. Feel free to modify and improve the game as you see fit. To start the game, run the ADVENT.WPM macro. To stop the game, press option **7** in the main menu. Be sure to change current directories before running the adventure or WordPerfect won't be able to find the necessary supplemental macros and room object document.

        ADVENT.TXT   Room object document.
        ADVENT.WPM   Main adventure macro.
        DROP.WPM   Drop object macro.
        EXAMINE.WPM   Examine object macro.
        GET.WPM   Get object macro.
        INVENT.WPM   Check current object inventory macro.
        LOOK.WPM   Look at object macro.

ROOM0.WPM   Room definition macros (rooms 0 through 5).
ROOM1.WPM
ROOM2.WPM
ROOM3.WPM
ROOM4.WPM
ROOM5.WPM