

Macros from WordPerfect 5.1 Macros and Templates, by Bantam Books /  
**WordPerfect 5.1 Macros and Templates  
Sampler Disk**

### **About the Sampler Disk**

The Sampler Disk includes over 80 advanced macros for use with WordPerfect 5.1. The macros are drawn from the book WordPerfect 5.1 Macros and Templates, by Gordon McComb (published by Bantam Computer Books). A full directory of the contents of the Sampler Disk is included in the file DISK.DIR. Open this file from within WordPerfect and print it for future reference.

The macros on this disk are copyright 1990 by Gordon McComb. This disk is distributed as Shareware. You may use these macros as you see fit without worry of a registration fee. However, the macros cannot be sold (other than for a nominal distribution charge) or included in a commercial product without the express written consent of the author.

The majority of the macros on the Sampler Disk are ready-to-run and can be used in most any application. But some are provided as "engines," and are best used when customized by you to fit a particular application. For example, the on-screen menu systems are included as samples of advanced macro techniques. Adapt these macros as you require.

### **Using the Examples Disk**

Before working with the Sampler Disk, use DOS to make a backup copy, and store the original in a safe place. You can use the copy of the Sampler Disk as-is (although some macros may need to be modified, so that WordPerfect will know how to use them).

You can also copy the files onto your hard disk drive. The contents of the Sampler Disk may be placed into a single subdirectory. Move to the WordPerfect 5.1 directory on your hard disk drive. Make one directory called SAMPDISK (type MKDIR SAMPDISK, and press [Enter]). Open the directory. Place the Sampler Disk in Drive A: or B: and copy the contents onto the hard disk drive.

You can also place the Sampler Disk macros in your regular MACRO and DOCUMENT directories (the actual names of these directories may differ on your system). These directories are used in conjunction with WordPerfect's Location of Files feature, found under the Setup key. This feature allows you to indicate special subdirectories for macro and document files (you can also indicate locations for other file types, including styles and graphics). The Location of Files feature helps you consolidate like files in one area, yet still allow instant access to your files whenever you need them.

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You will need to separate the files on the Sampler Disk when placing them in your MACRO and DOCUMENT directories. The DISK.DIR file, which describes each file on the Sampler Disk, also indicates its type, either "MACRO" or "DOC."

Here's a shortcut you can use when copying files into two directories: Make a duplicate of the Sampler Disk, then copy all files with the .WPM and .WPK extensions into the MACRO directory (for example, use the COPY \*.WPM to copy all .WPM files). On the duplicate diskette, erase all .WPM and .WPK files, then copy the remainder to the DOCUMENT directory.

### **Using the Macros on the Sampler Disk**

Once installed, you can use the macros from the Sampler Disk in the usual manner. Press **[Alt]-[F10]**, type the name of the macro file, and press **[Enter]**. This procedure assumes that the macro resides in the current macros directory.

The current macros directory is:

- . The directory indicated for macro storage with the Location of Files option (found under the Setup key).
- . The current default directory, as set with the List key.

If the macro files do not reside in the current directory or disk, you should:

- A. Indicate the full path along with the name of the file, as in: **[Alt]-[F10] A:\path\filename [Enter]**
- B. Change the current default directory with the List key (press **[F5]**, type =, then enter the new disk and/or directory).
- C. Update the macros directory in the Location of Files screen. To do so, press **[Shift]-[F1]** (for Setup), **L** (for Location of Files), and **K** (for Keyboard/Macro Files). Enter a new directory or drive, and press **[Enter]**.

Some of the macros included on the Sampler Disk {NEST} or {CHAIN} to other macros. The {NEST} and {CHAIN} commands assume the macros are contained in the current directory. If you started a macro using option A from above, WordPerfect will have no way of knowing where to find the other macro files it needs. If the macro {NEST}s or {CHAIN}s to other macro files, use option B or C.

Similarly, several of the macros require WordPerfect document files to work properly. When run, the macros expect to find these files in the current document directory. If the files can't be found, the macro stops or displays an error message. With WordPerfect 5.1, you can indicate subdirectories for documents using the Location of Files option. If you don't use the Location of Files feature, the document and style files should be contained in the default WordPerfect directory.

**IMPORTANT NOTE:** All WordPerfect documents included on the Sampler Disk are formatted using the STANDARD.PRS printer definition file. This file is included with WordPerfect, and is normally installed with the program along with your other printer file(s). If this file is missing, the macro may still work, but an error message will appear

Macros from WordPerfect 5.1 Macros and Templates, by Bantam Books / briefly on the screen. These documents should be updated for use with your particular printer file.

1. Retrieve the file into WordPerfect in the normal manner (make sure the editing screen is blank).
2. Select your printer.
3. Resave the document and clear the screen.

### **Using WordPerfect Keyboard Layouts**

Keyboard layout files change the behavior of WordPerfect's keys. Layouts also provide a convenient means of consolidating macros. The WORDSTAR.WPK file, included on the Sampler Disk, modifies some of WordPerfect's control keys to act like WordStar cursor movement keys. The EVERYDAY.WPK file includes 24 handy macros you can use when writing and editing documents.

To install a keyboard layout file:

- . Copy the file onto directory you use to store your macros.
- . In WordPerfect, press **[Shift]-[F1]** to access the Setup menu.
- . Press **K** to select the Keyboard Layout option.
- . Find the layout you want to use from the list that appears and highlight it with the cursor keys (if the layout you want isn't listed, it probably isn't in the proper directory).
- . Press **S** to select the layout and press the **[Enter]** key to return to the WordPerfect document.

When using the EVERYDAY.WPK keyboard layout, press **[F3]** to display a list of available functions. All EVERYDAY macros are actuated by pressing Alt and a letter or character key.

### **More About WordPerfect 5.1 Macros and Templates**

WordPerfect 5.1 Macros and Templates, published by Bantam Computer Books, is a compendium of ideas, tricks, and shortcuts for using WordPerfect's macro feature. The book contains 400 ready-to-run macros and other files, including a complete letter writing system with 88 pre-written business letters. All macros and support files are provided on two diskettes bundled with the book. WordPerfect 5.1 Macros and Templates is written for the intermediate to advanced WordPerfect user, but does not require previous knowledge of the macro language.

WordPerfect 5.1 Macros and Templates is divided into 21 chapters and three appendices:

PART ONE -- MACRO BASICS

Chapter 1 -- Macro Primer

Chapter 2 -- Adding Power to Macros

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Chapter 3 -- Editing Macros

Chapter 4 -- Learning the Macro Programming Language

Chapter 5 -- Making More of Macros

Chapter 6 -- Enhancing Keyboard Recorded Macros

Chapter 7 -- Creating Keyboard Layouts

Chapter 8 -- Merging With WordPerfect

Chapter 9 -- Creating Menu Systems

#### PART TWO -- MACRO APPLICATIONS

Chapter 10 -- Letters, Memos, and Correspondence

Chapter 11 -- Law Practice

Chapter 12 -- Desktop Publishing

Chapter 13 -- Invoices, Statements, and Receipts

Chapter 14 -- Mailing Labels and Envelopes

Chapter 15 -- Resumes

Chapter 16 -- Document Preparation

Chapter 17 -- Macro Potpourri

#### PART THREE -- GOING FURTHER WITH MACROS

Chapter 18 -- Macro Strategies

Chapter 19 -- For Pros Only: Advanced Techniques

Chapter 20 -- Macro Debugging

#### PART FOUR -- THE LETTER MAKER MACRO SYSTEM

Chapter 22 -- Using Letter Maker

Appendix A -- How to Use the Applications Disk

Appendix B -- Disk Contents

Appendix C -- Macro Codes

WordPerfect 5.1 Macros and Templates, by Gordon McComb, is available at most book and software stores, including B. Dalton, Waldenbooks, Software Etc., and Egghead Software. The book can also be ordered directly from the author, for \$39.95 postpaid (California residents please add 6.75% sales tax). Send check or money order to:

Gordon McComb  
2642 Hope St.  
Oceanside, CA 92056

Custom macros are also available, charged on a per-hour basis.