

WordPerfect Mac News

NOVELL *The Perfect Way to Get WP Mac Info.*

November 1995
Issue 11

Click on one.

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F. A. Q.'s

Your turn

Editor's corner

Howdy, from the crossroads of the West! Autumn is in full swing here in Utah. For those of you living in the sun belt, Autumn is when the leaves on trees change into beautiful golds, reds and yellows before falling into crinkly piles.

This month's newsletter includes more great tips, macros and resolutions to those nasty little problems you might be encountering. John Rethorst explains global macro variables in the Mastering Macros section. Back by popular demand we re-present the emboss macro created by the former editor of WP Mac News, Daniel Midgley. Have you ever seen a typeface waterfall? If not check out the Typeface Info macro! This month's Feature Highlight focuses on using Styles. Once you learn how to use Styles you'll wonder what you ever did without them.

Please tell a fellow user about WordPerfect Mac News! If you have any questions please contact us at MacMail@novell.com. Enjoy! 

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 **next article**


 **main menu**



You can reach us by e-mail at macmail@novell.com, or by fax at (801) 222-6980. We welcome your comments, feedback, tips & tricks, and questions. Due to the sheer volume of mail we receive, you may not get a personal reply. If you need support for a WordPerfect product, use the support number in your User's Guide.

 **A new and converted WordPerfect user, Gerry Hoeltge:**

As a new user of WordPerfect, I stumbled upon your magazine using AOL's keyword "WordPerfect". What a treat! This is one powerful word processor! I am amazed with its potential....WordPerfect is fast and faithful to the Mac interface. It is complex – probably more complex than W*** 6.0 – but your product's detail is stored in your powerful macro command language rather than in nested menus. Your electronic magazine is a wonderful learning tool. Keep up the good work!

 **The new Envelope feature is great, but I have encountered a few problems. I have to select the right edge print feed even though my HP4M is a left edge printer, and the print envelope dialog does not recognize my envelope feeder?**

— Both problems are known problems. You are using the HP LaserWriter driver provided by Hewlett Packard. Even though the HP4 is a left edge printer (meaning you feed the envelope on the left side of the tray) the HP provided driver causes the envelope data to




be printed on the right side! You may use the Apple LaserWriter Pro 630 driver with the HP4M and then the printer will print the envelope correctly. Or, you can continue to choose right edge printer feed in the Print Envelope dialog. As for the envelope feeder not being recognized we are aware of this problem and the developers are working on a fix. A work around is to print using QuickDraw GX, then the envelope feeder will be available.

 **I'm getting a -108 error when installing WordPerfect 3.5 from the CDROM?**

— The "Install WordPerfect" icon on the root level of the CD launches a Macromind Director interface for the install process. You can bypass this by installing from the WP Installer file found in the "Installers" folder (scroll window down to view the Installers folder).

 **How can I set up a WordPerfect installer on my network?**

— If you wish users to install WordPerfect from a file server to their individual hard drives, copy the **contents** of each install disk into a single folder on your file server. Each user can then execute the installation onto their own hard drive from the file server. 



Tips & tricks

1 GREAT TIP FROM JOHN RETHORST!

The Sumex Info-Mac software archives at Stanford contain the most comprehensive collection of Macintosh shareware and freeware on the Internet. As of September 29, they have a new folder for WordPerfect enhancements! It's URL is ftp://sumex-aim.stanford.edu/info-mac/text/wp, and contains the files in the list below. These files are various readmes and macros to assist you in doing things in WP for Macintosh.

| | | |
|------------------------------------|------------------------------------|--------------------------------|
| append-copy-cut-wp.hqx.gz | indexing-macros-10-wp.hqx | link-documents-wp.hqx.gz |
| arabic-to-roman-numeral-wp.hqx.gz | johns-bookmarks-wp.hqx.gz | re-number-11-wp.hqx.gz |
| auto-insert-date-20-wp.hqx.gz | johns-char-styles-101-wp.hqx.gz | time-last-opened-103-wp.hqx.gz |
| classification-201-wp.hqx.gz | johns-citations-wp.hqx.gz | times-opened-103-wp.hqx.gz |
| classification-alerts-10-wp.hqx.gz | johns-find-recent-macros-wp.hqx.gz | word-list-21-wp.hqx.gz |
| copy-text-only-wp.hqx.gz | johns-glossary-macros-wp.hqx.gz | |
| copy-x-of-y-copies-20-wp.hqx.gz | johns-note-editor-wp.hqx.gz | |
| cut-and-append-to-file-wp.hqx.gz | johns-outlining-40-wp.hqx.gz | |
| extended-counting-wp.hqx.gz | johns-window-manager-wp.hqx.gz | |
| georges-bookmarks-10-wp.hqx.gz | letter-spacing-wp.hqx.gz | |



2 FONT SUGGESTION

If you regularly transfer documents between the PC and the Macintosh, use fonts that exist by the same name on each platform. Also choose the same printer driver on each platform.


3 TIMED BACKUP

When working on a Powerbook or portable, make sure your timed backup is set to a number less than your sleep time. WordPerfect defaults to 15 minutes and the Sleep time usually defaults to 5 minutes. The problem with having a sleep time less than timed backup is that you can lose your document if you lose power to the machine. And we all know what a bummer losing data is.

4 SCREEN CAPTURE

An easy keystroke to capture a picture of your screen is **Command-Shift-3**. A PICT file will be saved to your hard drive named "Picture 1" (the number will increment for each file created).

5 OPTION HYPHEN

Use Option-Hyphen to eliminate a word breaking at the hyphen when at the end of a line. 





Mastering Macros

by John Rethorst

Going Global

Up to now, we've used read-write variables that we wrote a value to, and then could read that value from, while the macro was running. When the macro ended, the values simply disappeared. We call these *local variables*, and they're nice for many uses. At other times, though, we need a variable that will hold its value after a macro ends – until you quit WP or write something else to the variable. These are *global variables*. Like the local variables, there are 50 of them, denoted **GlobalVar00 - GlobalVar49**. Let's see what we can do with these.

Making a glossary

One use is to keep any piece of text until you need it. Put access to the contents of several global variables on a menu, and you have a glossary feature. I wrote one of these, with a menu giving you up to



26 glossary entries, each up to 255 characters (the maximum string length a WP variable can hold).

Aside from the length limit, there's quite an advantage to putting a glossary entry in a variable rather than putting the actual text in the macro script, as we did last month with an address on a work menu. Simply, the entry is much easier to change if we put it in some reference document, which a macro could read, and then put in a variable. You could of course change the text in the script itself, but as you become more advanced with macros you'll find yourself writing them for associates as well as yourself and, if your associate isn't learning macros too, asking him/her to edit a script is a daunting task. So let's do it better.

For a start, create a new document with a table of one column and 26 rows. Don't have any blank lines above the table. Name this document "Glossary File" and save it in the WordPerfect folder in the Preferences folder in your System Folder (or leave the Preferences folder out of that path if you're using system 6). Put a few words of text in the first cell of that table, and close the file.



Now we want to cook up a macro that will open this file (probably when you start WP), and put the contents of that cell into a global variable. A second macro, which we'll call when we want to insert the glossary entry, will put the contents of that variable on a menu, and the user can just click on it. The macro will then type the variable into the document at the insertion point.

The macro to assign entries

So the first macro starts by opening the glossary file you just made. How does the macro find it? When you start WP, one of the things it does is ask your Mac for the location of its system folder, and then puts that into a read-only variable called **BootDir**. So we can start the path with that, and not worry about what you or anyone else has named their hard disk, or how many levels deep the System Folder is, and so on. The first command is then:

```
Open Document (BootDir$"Preferences:WordPerfect:Glossary File")
```

with the join operator (\$) hooking up the read-only variable with the character expression containing the rest of the path to the file. As a character expression, it's in quotes.



With the file open, and a table at the top of the file, the insertion point will be in the first cell. From there we can :

- 1) select the contents of the cell
- 2) copy
- 3) assign a global variable to the clipboard

and, since people generally start using variables 1, 2, 3 etc. in their macros, let's start using globals from the other end, the better to stay out of another macro's way. Since our globals are going to stay around as long as WP is running, the other guy's globals will too. So we'll start with GlobalVar49. Make a new macro entitled "Assign Glossary Entries" (no need for a keystroke), and put this script in it:

```
Select TableCell
```

```
Copy
```

```
Assign (GlobalVar49;Clipboard)
```

```
Close
```

We'll add to this later, but all we'll need to add are repetitions for more glossary entries, to be contained in more globals.



A menu for global variables

Our next macro will put the globals (the one we have now, and more later on a menu. A case command will follow, to send macro execution to the proper label. Make another macro, call it “Glossary,” and assign it a keystroke you like. Start it off with this script:

```
Menu (Var01;"Glossary";{GlobalVar49})
```

```
Case (Var01;{1;49};cancel)
```

```
Label (cancel)
```

```
End Macro
```

```
Label (49)
```

```
Type Var (GlobalVar49)
```

and let’s look at a few points. First, we’re using a local variable, Var01, for the menu and case commands. Why not? We can use both local and global variables within one macro. We’ll have no need for the contents of Var01 after this macro ends, so a local variable is a good place for it.

Second, there’s a new command in the script above, and an important one: **Type Var** will put the contents of any variable into the active document at the insertion point. Not a bad macro command for a word processor to have.



Third, we’ve written menus with *character expressions* (i.e. regular text), as in:

```
Menu (Var01;"Menu Title";{"Menu Choice 1";"Menu Choice 2"})
```

where text has to be in quotes. The Glossary menu above uses GlobalVar49 as a menu choice, and it's not in quotes. If it were, you’d see, literally, “GlobalVar49” on the menu – probably not much help. But the *contents* of a variable can be used in place of a character expression, where the variable replaces the expression and the quotes marking it as such. Think of the variable containing text the same way that quotes contain text.

The point of doing the menu this way is greatly expanded WYSIWYG. This menu won’t say something like “Glossary Entry 1” but will show the actual text written to the variable, or as much of it as will fit on the menu.

Try these macros out: run the Assign macro first, then the Glossary macro. You see the potential, with more entries. You also see the potential for error, if the user runs Glossary without running Assign first. One way around that, for the users who need a glossary feature on a regular basis, is to have their **OnStartup** macro run the Assign macro. OnStartup runs whenever you start WP (and **OnOpenDocument** runs whenever you open a document containing it or, if it’s in the Library, whenever you open any document), so



a line in OnStartup could be:

```
Run ("Assign Glossary Entries")
```

which is one way to run one macro from another.

But our user, bless his little heart, may not want to add that line to OnStartup. Well, in any case we can have the Glossary macro check to see if Assign has been run – that's to say, see whether it's put anything in GlobalVar49. Put these lines at the top of Glossary:

```
If (GlobalVar49="")
```

```
Run ("Assign Glossary Entries")
```

```
End If
```

and the structure of things is largely finished. All we need to do now is add the code for multiple entries. As you might expect, this will be fairly repetitive, as is a lot of code. Copy and Paste are good friends when writing a comprehensive script.

For the Assign macro, though, we need to tell the macro how to go from one glossary entry (that is, one cell in the table) to the next. What command would we use? **Down ()**? Nope. It moves the insertion point down a line, which may be in the same cell for a multi-line glossary entry. Here's a good place to click **Pause** at the



top of the script editor window, and go back into the program to see what it does. Play with a table for a minute and you'll see that **Tab** is the best keystroke to go from one table cell to the next.

As a nice touch for the user, you can add a **prompt** while assigning entries. This line, at the top of the Assign macro, would be something like:

```
Prompt (75;125;"Glossary";"Reading glossary information . . .")
```

where the first and second parameters are the distance in pixels/points from the top left of the screen to the top left of the prompt. The third parameter is the title, and the fourth is the text. Put an **End Prompt** command at the end of the Assign macro, so as not to leave the prompt on screen.

You should be able to figure things out from here but, if you run into trouble, the complete macro set accompanies this issue of the News.




Conceptual point: in past columns I've talked about recording part of a macro and scripting the rest. Here, though, we've scripted part of things and then gone back to the program not to record but just to see how things work. We then take that observation and write our script to fit.

Quiz time

Answer to last month's quiz: the code to print the current page is:

```
Print Options (PhysicalPage;PhysicalPage;1;Document;Every Page;Forward;Print Overlay)
```

```
Print (Document)
```

This month's quiz: The user may have other data in some of these global variables, and may have forgotten that. If he or she then calls Glossary and if GlobalVar49 is empty, Glossary will run Assign Glossary Entries and overwrite anything else in globals 24 through 49. As an alternative, rewrite the Assign macro so that if GlobalVar49 is empty, the macro posts an Alert saying that the Assign macro needs to be run. 

* * *

John Rethorst, author of *Teach Yourself WordPerfect*, finds macros mellifluous, mystical and majestic.



Macros of the month

Emboss

by Daniel Midgley

Back by popular demand! Many customers have called technical support asking for the Emboss macro. It was first published in our July newsletter.

This macro will take your text and change it into a cool embossed graphic, much like the one below.

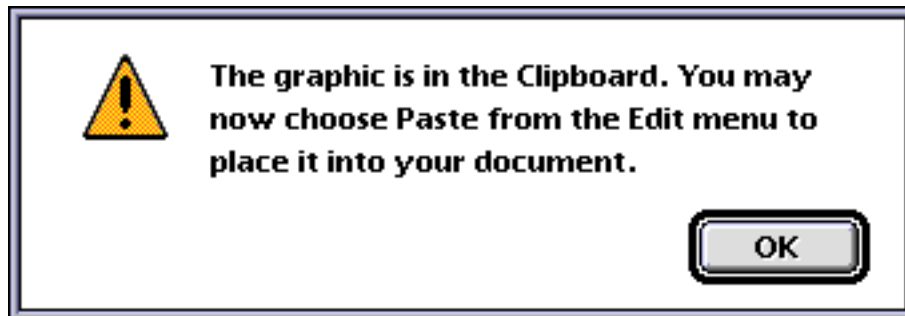


Here's another example.



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-  [next article](#)
-  [main menu](#)

All you have to do is highlight some text, and run the macro. WordPerfect will do the embossing, and then display the message below:



Click OK, choose Paste from the Edit menu, and your embossed text will be placed in your document.

The macro does not affect your original document until you decide to Paste.

Some tips:


- The embossed graphic looks best when you use larger size fonts (24 pt. and up).
- The bolder the font, the better. (This is what typographers call “text color”; the “darker” fonts look better.)

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-  [next article](#)
-  [main menu](#)

- Make sure your printer is set to “Color/Grayscale” or the equivalent before printing. The embossed graphic won’t print out well on a black and white printer. Of course, it doesn’t look great on a black and white monitor, either.


The idea for this macro came from Tips and Tricks mini-magazine by Image Club Graphics. Additional assistance came from Macworld’s Macintosh Secrets by Pogue and Schorr. Both are excellent resources.

Typeface Info by Gene Bowley

 The Typeface Info macro will allow you generate some sample text, for a given font, in two forms:

1. A typeface waterfall
2. A character map containing all 255 characters.



This information can be useful if you want to create printed archive of what your fonts look like (see waterfall example below). 

Lucida Bright

Font size=2 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=3 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=4 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=5 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=6 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=7 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=8 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=9 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=10 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=11 Sample text:1234567890123 abcdefghi ABCDEFGHI

Font size=12 Sample text:1234567890123 abcdefghi ABCDEFGHI



Feature highlight

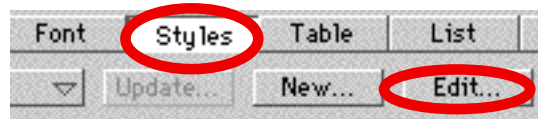
Styles

by **Hans Rasmussen**
and **Lisa Foster**

What are Styles

Styles can quickly apply any formatting to multiple sections of a document. You'll be able to create and format documents much faster and maintain consistency.

The **Document Style** is the default style for every document. Any font, tab setting, margin, line spacing, etc. you want applied to every new document, can be set as a document default through the Document Style. To access this style, select the Styles Tool Bar and click on the Edit button.



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-  **next article**
-  **main menu**

You will notice that this provides you a listing of all styles that dictate the common features in WordPerfect. Feel free to edit and modify any style to fit your custom needs.



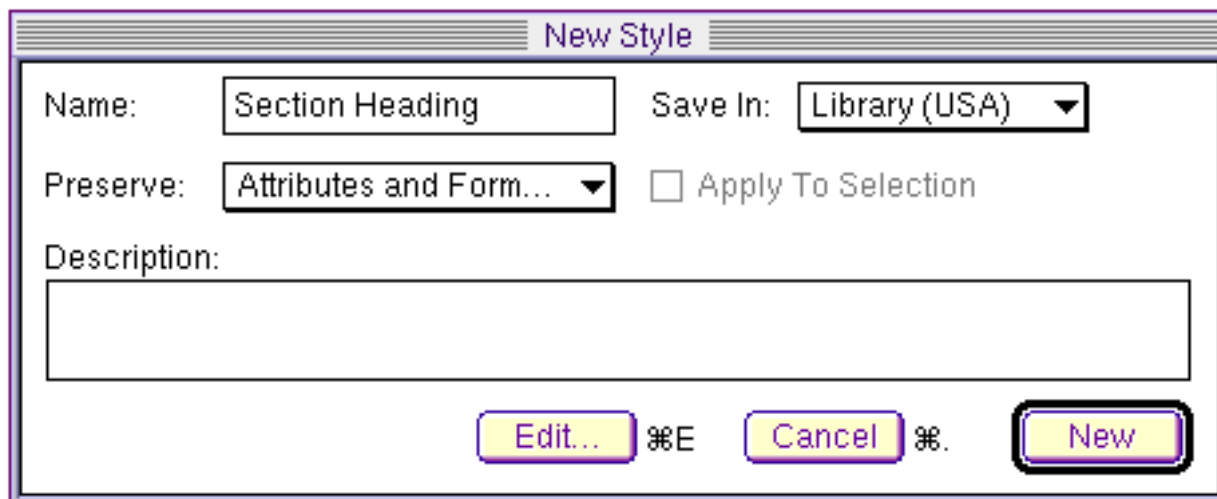
-  **next screen**
-  **next article**
-  **main menu**

For a styles example, let's take a look at a section heading.

Headings or titles are often in a larger font size and sometimes bolded to attract attention. Instead of selecting the section heading, then choosing a font, choosing a size, and finally choosing an attribute (like bold or italic), you can set all of these in a single style. Instead of having three separate format settings, you can quickly apply a style, and your paragraph is in the proper format.

To create a new style:

- Format your first section heading with the correct font, size, and attributes.
- Select the section heading (or the text that contains the formatting you want in the style).
- Click **Styles** on the Tool Bar to display the Styles bar.
- Click **New** on the Styles bar.

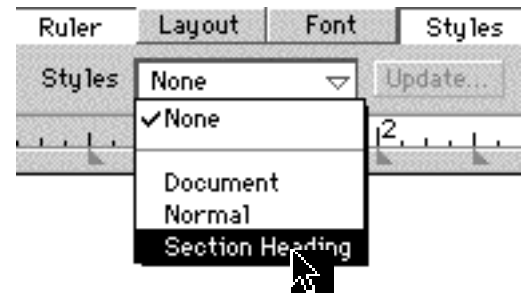


- Give the style a name. For example: Section Heading.
- If you want this style available for use in any document, make sure you **Save In** Library (USA). If you will only use this style when working in your document, **Save In** the document.
- Be sure to **Preserve** Attributes and Formatting.
- Click on **New** to create and save the style.



To apply a Style

- Select the text you want to format. *or* Place the insertion point in the paragraph you want the style to format.
- Choose the style you want to apply from the Styles pop-up menu on the Styles bar.



Editing with Styles

Styles can save you time and keystrokes. For instance, what if your boss looks at your document upon completion, and wants you to change all the section headings to center aligned and a different font? Instead of tediously paging through the document selecting each heading and making changes at a snails pace, styles can save the day. Because you formatted all section headings with one style, you simply modify the style to include center align and the new font. When you close the edited style, all the section headings are automatically updated.

By applying a style to a paragraph (or paragraphs), you have not closed the book on formatting within the style-applied area. It is important to note that styles are paragraph based. This means the

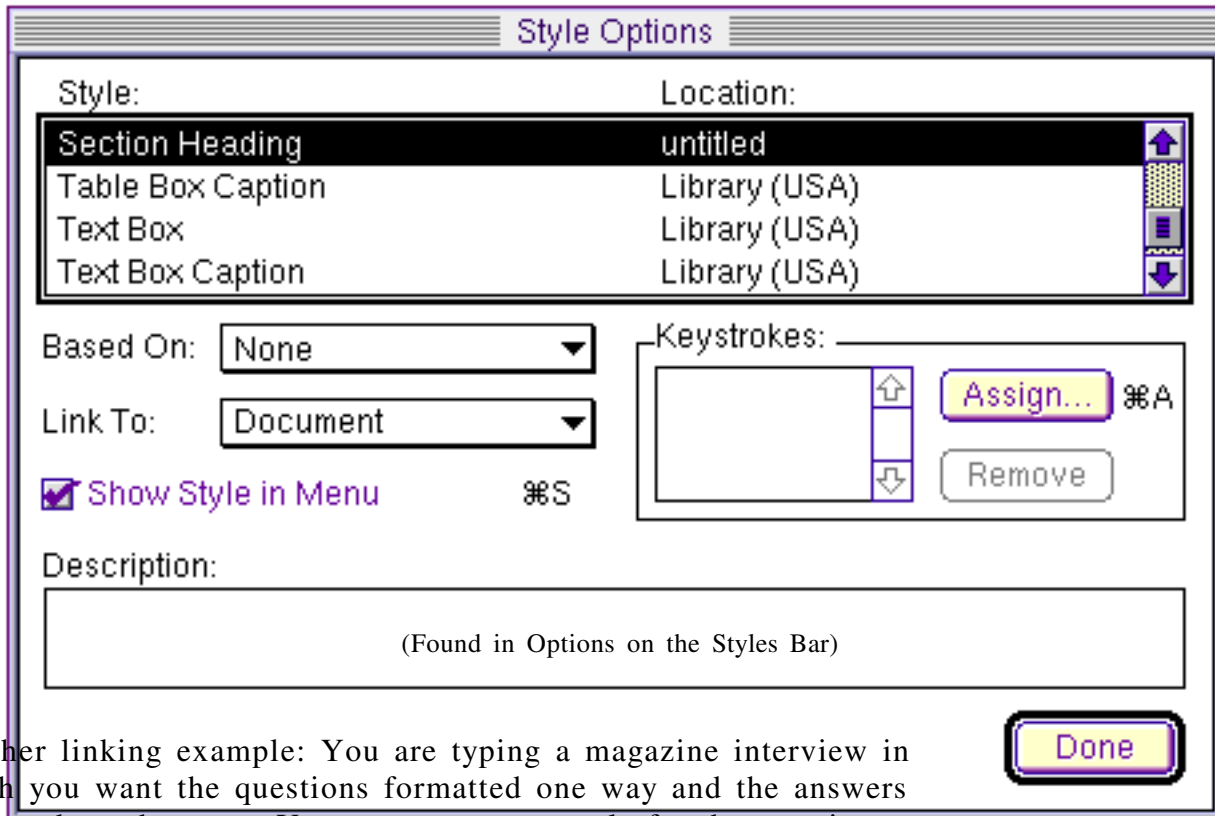


smallest unit a style can effect is a paragraph. Once applied, a style will effect the ENTIRE paragraph, not just a selected word or phrase. So, when you want to apply different formatting to a selected word, phrase, or sentence within the style-applied area, the changes you make will over-ride the style itself **just for that selection**.

Linking Styles

Styles can be linked together. For example, let's say whenever you use your Section Heading Style, you automatically want to return to your Document Style. To accomplish this, you can link your Heading Style to the Document Style. The Enter key is the token link between the two styles. Thus, each time you hit the Enter key when in the Heading Style, your Document Style is automatically applied.






Another linking example: You are typing a magazine interview in which you want the questions formatted one way and the answers formatted another way. You can create one style for the questions

and another for the answers. You can link the Answer Style to the Question Style and vice-versa. Again, the Enter key is the link that will automatically toggle you between the two Styles.

Practice Makes Perfect

With this overview of styles, it's time to use them. Create, edit, and practice, practice, practice! The more you use them, the easier and efficient your work becomes. 

(Your WordPerfect User's Guide also provides helpful steps when using styles)





? My computer locks while I am working on a document that I have not saved. How can I reboot my machine without losing my document?

Use the keystroke **Command-Option-Esc**, and WordPerfect will prompt a **Force Quit**. Immediately reopen WordPerfect and you will have the option to open backup files. WordPerfect will retrieve the last backup of your document before the lockup.

? With WordPerfect 3.5, I try to insert a WordPerfect graphic through HTML and the graphics are not recognized.

Only GIF and JPEG graphics are recognized by HTML. Utilities, such as Gif Converter, are available to convert graphics to be used with HTML.


? I just installed WordPerfect 3.5, and all my old WordPerfect documents changed icons, even the old 2.1 documents. Does that mean they've been automatically converted into WordPerfect 3.x format?



No. You still need to convert them. The icons only change because of the new application.

? I have created a document that contains graphic lines. I can see the lines on the document screen and in Print Preview, but they don't print.

What you see in Print Preview is the information WordPerfect sends to your printer. If your printed document does not reflect what you see in Print Preview, the problem usually rests with your printer.

In case of a memory issue, you can try allotting more Preferred memory (if available) to WordPerfect at the Finder|Get Info screen. But, the most common fix is to update your print driver to the most current version. Contact the printer company (I.E. Apple, HP) to request your updated print driver. 





We welcome your comments, suggestions, letters, etc.

- What did you like about the WordPerfect Mac News?

- How was the layout? (Easy to find things, not too cluttered, graphics helpful?)

- What would you change about the WordPerfect Mac News?

- What features would you like to see highlighted in a future issue?

- Which do you use? Mac DOS Windows UNIX Other
- Do you read this magazine on the screen, or do you print it?
 Read on screen Print it out



- Where did you find the WordPerfect Mac News?

- **On the Macintosh**, would you describe yourself as...
 - A beginner A fairly proficient user A power user
- **On WordPerfect**, would you describe yourself as...
 - A beginner A fairly proficient user A power user

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