

US1  
01 **Name** 2,6,2,13,  
02 **Description** 5,1,8,78,  
03 **Clipboard** 16,58,16,60,  
04 **Category** 2,39,2,60,  
05 **Ext** 2,23,2,25,  
06 **Programs** 17,1,22,12,  
07 **Data** 17,16,22,27,  
08 **Notes** 21,31,22,78,  
09 **Disk** 18,52,18,78,  
10 **Cut** 17,58,17,60,  
11 **Use** 11,1,14,78,

4,20 0,2 1,8 0,1 5,3 0,2 2,35 0,1 9,6 0,1

**Office 3.01 Applications**

**Name:           Type:       Category:**

**Description:**

**To Use:**

**Program Files:   Data Files:   Modifies the Clipboard?:  
                  Uses Shell's Screen Cut?:  
                  Shipped on disk set:**

**Notes:**

3 1, 4

4,0 5,0 1,0

ALTD

Delete a line.

This deletes the current line or block.

No

Accelerator

EDM

ED.EXE ALTD.EDM

ALTDHLP.EDM

PC/LAN

No

Place the cursor on the line you want to delete, and invoke the macro.

ALTO

Open a new line.

This adds a [HRT] and positions the cursor on the new line.

No

Accelerator

EDM

ED.EXE ALTO.EDM

ALTOHLP.EDM

PC/LAN

No

Place the cursor on the line where you want to open an additional line, and invoke the macro.

ALTS

Match pairs of characters.

This matches character pairs. Valid characters are [, {, (, <, ", ', >, ), }, and ].

No

Accelerator

EDM

ED.EXE ALTS.EDM

ALTSHLP.EDM

PC/LAN

No

Position the cursor on a character you want to match, and invoke the macro. If you want to block a pair of characters, have Block on before you start the macro.

ALTT

Transpose letters.

This transposes the current letter, character, or code with the letter, character, or code to the left of the cursor.

No

Accelerator

EDM

ED.EXE ALTT.EDM

ALTTHELP.EDM

PC/LAN

No

Place the cursor on the right character of the two characters you wish to switch, and invoke the macro.

ALTU

Uppercase.

This capitalizes the first letter of the current word. The cursor is then moved to the next word.

No

Accelerator

EDM

ED.EXE ALTU.EDM

ALTUHLP.EDM

PC/LAN

No

Place the cursor anywhere on the word that you want to capitalize, and invoke the macro.

AUTOSC

Auto-event scheduling.

This macro schedules the same event a specified number of times. The event can be auto-scheduled daily, weekly, bi-weekly, or monthly.

Yes

Accelerator

SHM

SC.EXE SHELL.EXE AUTOSC.SHM AUTOSC1.SHM

AUTOSC2.SHM

AUTOHLP.SHM

SCRN.SHM

SAVEFILE.SHM

Fill in all the Schedule Screen fields before you begin the macro.

LAN

Yes

Type in all the information for the Event (People and Starting Date must be filled in), and invoke the macro. At the prompt, select the type of event- monthly, weekly, etc. Then at the next prompt, enter the number of times to schedule the event.

ALTF  
Find a mark.  
Search either forward or reverse for the next mark.

No  
Bookmark  
EDM  
ED.EXE ALTF.EDM  
ALTFHLP.EDM

PC/LAN  
No  
Invoke the macro. To change the search direction, press any of arrow keys. If you enter a specific mark number, the search direction and filename will be chosen automatically. Press Enter to find the mark.



ALTL

List the current marks.

From the prompt, you can highlight and search for or delete any of the marks shown.

No

Bookmark

EDM

ED.EXE ALTL.EDM

ALTLHLP.EDM

ALTR.EDM

ALTF.EDM

PC/LAN

No

Invoke the macro. A list of the current marks appear. Use the cursor keys to highlight the mark you want to find or remove. To move the cursor quickly to the mark, select the third menu option and enter the mark you want to highlight. Once you have highlighted the correct mark, press 1 to find it, or 2 to remove it.

ALTM

Mark the current file/macro.

All marks are placed in the appropriate Comment code for the type of file in the editing window. If the extension of the current file is not known, the file type can be added to the list in ALTM.EDM using MARK\_UPD.EDM. There are nine file/macro marks available. All marks can be placed in any or all of the nine editing windows of ED.

Note. If the file/macro being edited is saved with the marks, there is a possibility to have two of the same numbered marks in the file.

No

Bookmark

EDM

ED.EXE

ALTM.EDM

ALTMHLP.EDM

MARK\_UPD.EDM

PC/LAN

No

Locate the cursor where you want to place the mark, and invoke the macro.

ALTR

Remove document marks.

This lets you (1) remove a single mark from any file/macro, (2) remove all the marks in the current file/macro, and (3) remove all the marks from all the files/macros.

No

Bookmark

EDM

ED.EXE ALTR.EDM

ALTRHLP.EDM

PC/LAN

No

Invoke the macro. If you want to remove a single mark, enter the mark number (the file and search direction will be chosen automatically) and press Enter. If you want to remove all the marks from the current file/macro, press \* and Enter. If you want to remove all marks, press ! and Enter.

ED{CL}

Edit a file in Calendar.

This macro is executed by FM when the Program Launch "Edit" is invoked on a Calendar file. The macro checks the state of the Calendar file already loaded, and it prompts to save or clear the existing file, or merge the new file into the existing file.

No

FM Launch

SHM

FM.EXE SHELL.EXE CL.EXE ED{CL}.SHM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If Calendar is already resident, you will be prompted to save/clear or merge the file into the current file.

ED{DR}

Edit a figure in DrawPerfect.

This macro is executed by FM when the Program Launch "Edit" is invoked on a WP Graphic file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new figure into the existing figure.

No

FM Launch

SHM

FM.EXE SHELL.EXE DR.EXE ED{DR}.SHM

ED{DR}.DRM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If DrawPerfect is already resident and both screens are being used, you will be prompted to save/clear the current figure or merge into the current figure.

ED{ED}

Edit a macro/file in Editor.

This macro is executed by FM when the Program Launch "Edit" is invoked on a WP macro or a batch file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new file/macro into the existing file/macro.

No

FM Launch

SHM

FM.EXE SHELL.EXE ED.EXE FILNAME.SHM ED{ED}.SHM SCR.N.SHM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If Editor is already resident and all nine screens are being used, you will be prompted to save/clear, clear or merge the file into the current file.

ED{LP}

Edit a file in LetterPerfect.

This macro is executed by FM when the Program Launch "Edit" is invoked on a LP file. The macro checks for an empty editing window, and then prompts to save or clear the existing file, or append the new file into the existing file.

No

FM Launch

SHM

FM.EXE SHELL.EXE LP.EXE FILNAME.SHM ED{WP}.SHM SCR.N.SHM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If LetterPerfect is already resident the editing screen is being used, you will be prompted to save/clear, clear or merge the file into the document.

ED{NB}

Edit a file in Notebook.

This macro is executed by FM when the Program Launch "Edit" is invoked on a WP Notebook file. The macro prompts to save or clear the existing file.

No

FM Launch

SHM

FM.EXE SHELL.EXE NB.EXE FILNAME.SHM ED{NB}.SHM SCR.N.SHM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If Notebook is already resident and a file is loaded, you will be prompted to save/clear, or clear the file into the current file.



ED{PL}

Edit a file in PlanPerfect.

This macro is executed by FM when the Program Launch "Edit" is invoked on a WP spreadsheet file. The macro checks for an empty editing window, then prompts to save or clear the existing spreadsheet.

No

FM Launch

SHM

FM.EXE SHELL.EXE PL.EXE ED{PL}.SHM EDPL50.PLM

FILNAME.SHM

SCRN.SHM

PC/LAN

Yes

In File Manager, highlight the file you want to edit, and press E or F6. If PlanPerfect is already resident and both screens are being used, you will be prompted to save/clear, or clear one of the spreadsheets.

ED{WP}

Edit a file in WordPerfect.

This macro is executed by FM when the Program Launch "Edit" is invoked on a WP file. The macro checks if WP is 5.1 or not, checks for an empty editing window, and then prompts to save or clear the existing file, or merge the new file into the existing file.

No

FM Launch

SHM

FM.EXE SHELL.EXE WP.EXE FILNAME.SHM ED{WP}.SHM EDWP50.WPM SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to edit, and press E or F6. If WordPerfect is already resident and both screens are being used, you will be prompted to save/clear, clear or merge the file into one of the documents.

EX{DR}

Execute a DrawPerfect Macro.

This macro is executed by FM when the Program Launch "Execute" is invoked on a DrawPerfect Macro (\*.DRM). The macro checks for an empty editing window, then prompts to execute the macro if a figure exists.

No

FM Launch

SHM

FM.EXE SHELL.EXE DR.EXE EX{DR}.SHM

EX{DR}.DRM

PC/LAN

No

In File Manager, highlight the macro you want to execute, and press X or F9. If DrawPerfect is already resident and both screens are being used, you will be prompted if you still want to run the macro.

EX{ED}

Execute an Editor Macro.

This macro is executed by FM when the Program Launch "Execute" is invoked on an Editor macro (\*.EDM). The macro checks for an empty editing window, then prompts to execute the macro if a file/macro exists.

No

FM Launch

SHM

FM.EXE SHELL.EXE ED.EXE EX{ED}.SHM

PC/LAN

No

In File Manager, highlight the macro you want to execute, and press X or F9. If Editor is already resident and all nine screens are being used, you will be prompted if you still want to run the macro.

EX{PL}

Execute a PlanPerfect Macro.

This macro is executed by FM when the Program Launch "Execute" is invoked on a PlanPerfect macro (\*.PLM). The macro checks for an empty editing window, then prompts to execute the macro if a spreadsheet exists.

No

FM Launch

SHM

FM.EXE SHELL.EXE PL.EXE EX{PL}.SHM

PC/LAN

Yes

In File Manager, highlight the macro you want to execute, and press X or F9. If PlanPerfect is already resident and both screens are being used, you will be prompted if you still want to run the macro.

EX{WP}

Execute a WordPerfect Macro.

This macro is executed by FM when the Program Launch "Execute" is invoked on a WordPerfect macro (\*.WPM). The macro checks for an empty editing window, then prompts to execute the macro if a file exists.

No

FM Launch

SHM

FM.EXE SHELL.EXE WP.EXE EX{PL}.SHM

PC/LAN

No

In File Manager, highlight the macro you want to execute, and press X or F9. If WordPerfect is already resident and both screens are being used, you will be prompted if you still want to run the macro.

PR{CL}

Print a file in Calendar.

This macro is executed by FM when the Program Launch "Print" is invoked on a Calendar file. The macro checks the state of the Calendar file already loaded, and prompts to save or clear the existing file, or merge the new file into the existing file. The macro then prints the new file.

No

FM Launch

SHM

FM.EXE SHELL.EXE CL.EXE RETURN.SHM PR{CL}.SHM

ED{CL}.SHM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If Calendar is already resident, you will be prompted if you want to save/clear, clear or merge into the current file. When the print job is complete, you will be prompted to restore the cleared file.

PR{DR}

Print a file in DrawPerfect.

This macro is executed by FM when the Program Launch "Print" is invoked on a WP Graphic file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new file into the existing file. The macro then prints the figure.

No

FM Launch

SHM

FM.EXE SHELL.EXE FILENAME.SHM RETURN.SHM PR{DR}.SHM

ED{DR}.SHM

ED{DR}.DRM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If DrawPerfect is already resident, you will be prompted if you want to save/clear, or clear the current figure. When the print job is complete, you will be prompted to restore the cleared figure.



PR{ED}

Print a file/macro in Editor.

This macro is executed by FM when the Program Launch "Print" is invoked on a WP macro or a batch file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new file into the existing file. The macro then prints the file/macro.

No

FM Launch

SHM

FM.EXE SHELL.EXE ED.EXE FILNAME.SHM RETURN.SHM PR{ED}.SHM ED{ED}.SHM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If Editor is already resident and all nine screens are being used, you will be prompted if you want to save/clear, clear or merge the file into the one of the files. When the print job is complete, you will be prompted to restore the cleared file.

PR{LP}

Print a file in LetterPerfect.

This macro is executed by FM when the Program Launch "Print" is invoked on a LP file. The macro checks for an empty editing window, then prompts to save or clear the existing file. The macro then prints the file.

No

FM Launch

SHM

FM.EXE SHELL.EXE LP.EXE RETURN.SHM PR{LP}.SHM

ED{LP}.SHM

SCRN.SHM

FILNAME.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If LetterPerfect is already resident and the editing screen is being used you will be prompted if you want to save/clear, clear or append into the file. When the print job is complete, you will be prompted to restore the cleared file.

PR{NB}

Print a file in Notebook.

This macro is executed by FM when the Program Launch "Print" is invoked on a WP Notebook file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new file into the existing file. The macro then prints the file.

No

FM Launch

SHM

FM.EXE SHELL.EXE NB.EXE FILENAME.SHM RETURN.SHM PR{NB}.SHM

ED{NB}.SHM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If Notebook is already resident, you will be prompted if you want to save/clear, clear or merge the file into the file on the screen. When the print job is complete, you will be prompted to restore the cleared file.

PR{PL}

Print a file in PlanPerfect.

This macro is executed by FM when the Program Launch "Print" is invoked on a WP spreadsheet file. The macro checks for an empty editing window, then prompts to save or clear the existing file. The macro then prints the file.

No

FM Launch

SHM

FM.EXE SHELL.EXE PL.EXE FILENAME.SHM RETURN.SHM PR{PL}.SHM

ED{PL}.SHM

EDPL50.PLM

SCRN.SHM

PC/LAN

Yes

In File Manager, highlight the file you want to print, and press P or Shift-F7. If PlanPerfect is already resident and both screens are being used, you will be prompted if you want to save/clear, or clear one of the files. When the print job is complete, you will be prompted to restore the cleared file.

PR{WP}

Print a file in WordPerfect.

This macro is executed by FM when the Program Launch "Print" is invoked on a WP file. The macro checks for an empty editing window, then prompts to save or clear the existing file, or merge the new file into the existing file. The macro then prints the file.

No

FM Launch

SHM

FM.EXE SHELL.EXE WP.EXE RETURN.SHM PR{WP}.SHM

ED{WP}.SHM

EDWP50.WPM

FILNAME.SHM

SCRN.SHM

PC/LAN

No

In File Manager, highlight the file you want to print, and press P or Shift-F7. If WordPerfect is already resident and both screens are being used, you will be prompted if you want to save/clear, clear or merge into the one of the files. When the print job is complete, you will be prompted to restore the cleared file.

## ALTSHFTM

Shell macro list.

This macro allows you to Launch Shell macros from its list. All macros have user-defined help screens. This particular macro can be run in any program running under Shell.

No

Macro Control

SHM

SHELL.EXE ALTSHFTM.SHM

ALTSHFM2.SHM

ALTSHFM3.SHM

MMAINHLP.SHM

MMHLPM.SHM MMAIN.SHM

MMAIN1.SHM

ALTSHFTA.SHM

ALTSHFTD.SHM

AUTOSC.SHM

DIAL.SHM MAIL.SHM

PRINT.SHM

REPORT51.SHM

SAVE.SHM

SPELL.SHM

WORKLOG.SHM

WP.SHM

ALTSHFM3.SHM

MMAINHLP.SHM

ASAHLP.SHM

ASDHLP.SHM

ASXHLP.SHM

AUTOHLP.SHM

CALCHLP.SHM

CUTHLP.SHM

DIALHLP.SHM

MAILHLP.SHM

PRINTHLP.SHM

RPT51HLP.SHM

SAVEHLP.SHM

SPELLHLP.SHM

WLOGHLP.SHM

## PC/LAN

No

Invoke the macro. Use the cursor keys to highlight the macro you want to run, and press 1. To search for a macro in the list, press 2 and enter the name of the macro exactly as it appears in the list. Look (3 in the menu) brings up the help screen for each macro. This is patterned after Look, so you can move between the help screens without returning to the list.

## SETUP

Convert the International Interface Codes.

This macro converts the special international macro user interface codes in the shipping macros so they can be run in international versions of WordPerfect or Domestic versions of WordPerfect later than 6/29.

No

Macro Tool

EDM

ED.EXE

SETUP.EDM

SETUPHLP.EDM

## PC/LAN

No

Locate the cursor in either an empty editing window and select the macro/file type from the Ctrl-F5 screen, and invoke the macro. From the screen that appears, select one of the items. The options are as follows, "Path" changes the default path. "Macro Name" is representative of the macro type and a wildcard. If you want to limit the macros searched through, type a more limiting macro name such as "sys\*.edm". "US/International" determines the end result for the macros, ei. if you select International the macro codes will be converted to international. To change the codes of the macros in the path, press (1).

## ALTSHFTA

Create Calendar memos/appt's/to-do's.

This macro gives you the ability to create a memo, appointment, or to-do item from anywhere while running under Shell.

No

Program Integration

SHM

SHELL.EXE CL.EXE ALTSHFTA.SHM ALTSHFA1.SHM FINDPROG.SHM RETURN.SHM SCRNS.SHM  
ASAHELP.SHM

## PC/LAN

No

Invoke the macro from any program screen that you can Shell out of. At the prompt, press 1 to enter a memo, 2 for an appointment, or 3 for a to-do item. At the next prompt, type the date where you want your appt/memo/to-do item placed. If you are entering an appointment or a to-do item, you will then be prompted for a time or a priority. If you know when or what priority you want to use, enter it at the prompt. If you don't know, press Enter at the prompt, and you can select a time or priority from Calendar's display. If you entered a time/priority, simply type in the text of the appt/memo/to-do item and press F7. If you pressed Enter, move the cursor to rewrite the screen, enter the time/priority, then enter the text of the appt/to-do and press F7.



## ALTSHFTD

Create WordPerfect documents.

This macro creates an itinerary, letter, memo or and expense report in WordPerfect 5.1, or an itinerary, letter, memo or travel report in WordPerfect 5.0. The document's "header" information is either user input or created from a Notebook merge for the first three document types, and a Calendar merge for the expense report.

Yes

Program Integration

SHM

SHELL.EXE

WP.EXE

NB.EXE

ALTSHFTD.SHM ALTSHFTD.WPM ED{NB}.SHM ED{WP}.SHM ALTSHFDM.SHM ALTSHFDC.SHM

SCRN.SHM

ASDHLP.SHM

ASD50.WPM

ASDM.SHM

ASDCL.SHM

FINDPROG.SHM

ADDRESS.NB

REPORT.PRI

PC/LAN

No

With the cursor in the main document screen in WordPerfect, invoke the macro (you can have a document already loaded before you invoke the macro). At the prompt you can select any one of the following: 1. Create one of the document types. 2. Change the current document (5.1 only). 3. Change the author's name. 4. Change the author's title. 5. Select the document type (memo, letter, itinerary, or expense report). 6. Choose how you want to fill in the information. (The choices are Form Fill-in, which means you will fill in all the necessary information while in WP, or Merge from NB or CL, which allows you to select any of the records located in the ADDRESS.NB or your current Calendar file to merge into the document. Once you have selected your options, press 1 to create the document. If you choose to merge from NB/CL, you will be taken into NB and the Notebook file will be retrieved or into CL. Position the cursor on the record(s) you want to create a document for and mark them, or on the week you want to be merged in. Press F7, and the records will be merged in the document.

Note: If you use the Macros keyboard in WP 5.1 and are familiar with the Ctrl-D keyboard, this macro creates documents similiar to those created with the Ctrl-D macro.

## DIAL

Dial a phone number.

This macro can be run from any program running under Shell. The macro uses the phone number from the current line of text from almost any program running under Shell. It can't be started from graphic screens, such as DrawPerfect. The macro uses Notebook to dial the number.

No

Program Integration

SHM

SHELL.EXE

DIAL.SHM

DIAL1.SHM

DIAL2.SHM

SCRN.SHM

RETURN.SHM

DIALHLP.SHM

If no number is found, press (1) for Position Cursor or (2) for Enter #.

## PC/LAN

Yes

Move the cursor to the first number of the phone number (If you run the macro in the Phone Message screen of Mail, you do not need to have the cursor on the phone number), press Alt-Shift-F10, type dial, and press Enter. If the number the macro displays is correct, press (1) to Dial. If the number the macro displays is not correct press (2) for Add Prefix, or (3) for Position Cursor and move the cursor to the correct number and press Enter, or press (4) to Enter the number to dial.

## MAIL

Mail the current text.

If you are in WordPerfect's or Editor's editing window, or Notebook's list display, this macro saves the current text as a file. If you are in some other text window, like Notebook's record display, it saves the current text to the clipboard. It then mails the file or text.

Yes

Program Integration

SHM

SHELL.EXE

ML.EXE

MAIL.SHM

MAIL1.SHM

FILNAME.SHM

FINDPROG.SHM RETURN.SHM SCRNS.SHM

MAILHLP.SHM

SAVEFILE.SHM

## LAN

No

Position the cursor in the screen containing the text you want to mail (if you are in WP or ED that would be in the main editing/document screens), and invoke the macro. The text will either be saved to the clipboard or the filename and path will be saved so the file can be sent as an attachment to the message. When Mail is loaded, the cursor is positioned on the To line. Type the name of the people to whom you are sending the text (you can select the people from the user list), and press Enter. If you want to enter a subject, type the subject and press Enter. If your text wasn't sent as a message, you can also include a message. Anytime after you have entered the mail recipients' names, you can press F7 and the text will be mailed. (If you want to limit the number of records mailed from Notebook, mark the records you want mailed before executing the macro.)

## PRINT

Print from CL, SC or NB

If the macro is run in Calendar, this macro can print memos, to-do items, and appointments for the current day, week, month, or year. If run in Notebook, the macro will print any Notebook file. If run in Scheduler, the events for the current day, week, month, or year can be printed. The printing is done in WordPerfect 5.1, using the new Tables feature.

Yes

Program Integration

SHM

SHELL.EXE

CL.EXE

WP.EXE

NB.EXE

SC.EXE

PRINT.SHM

PRINTHLP.SHM

PRNTHLP.SHM

PRNT1HLP.SHM

CL\_PRINT.SHM CL\_PRFD.SHM

CL\_PRFM.SHM

CL\_PRFW.SHM

CL\_PRFS.SHM

CL\_PRFY.SHM CL\_PD.SHM CL\_PD151.SHM CL\_PW.SHM CL\_PW151.SHM CL\_PM.SHM CL\_PM151.SHM

CL\_PS.SHM

CL\_PS1.SHM

CL\_PY.SHM CL\_PY1.SHM

CL\_PYEAR.WPM CL\_PRINT.WPM CL\_PRNT1.SHM FINDPROG.SHM ED{NB}.SHM ED{WP}.SHM

NB\_PRINT.SHM NB\_PRNT1.WPM NB\_PRINT.WPM RETURN.SHM SC\_PD.SHM SC\_PW.SHM SC\_PM.SHM

SC\_PY.SHM

SC\_PS.SHM

SCRN.SHM

CL\_PVER.SHM

CL\_PRNT2.SHM

PRINTCL.SHM

WAIT.SHM

CL\_PFILE.SHM

CL\_PFORM.SHM

SAVEFILE.SHM

OFF\_APPL.PRI CL\_PDDL.PRI CL\_PDDP.PRI CL\_PDPP.PRI CL\_PMDOP.PRI CL\_PMDEL.PRI CL\_PMDEP.PRI

CL\_PMDOL.PRI CL\_PMPEP.PRI CL\_PMPOP.PRI CL\_PMP.PRI CL\_PML.PRI CL\_PWDL.PRI CL\_PWDP.PRI

CL\_PWL.PRI CL\_PWP.PRI CL\_PWPP.PRI CL\_PY.PRI

CL\_PDFP.PRI

CL\_PMFEP.PRI

CL\_PMFOP.PRI

CL\_PSWL.PRI

CL\_PSWP.PRI

CL\_PWFP.PRI  
CL\_PDLP.PRI  
CL\_PMLEP.PRI  
CL\_PMLOP.PRI  
CL\_PWLP.PRI

The primary files use fonts ranging from 6 point to 14 point. If your printer does not support these sizes, retrieve the primary files and modify them until the display looks right.

OR

You you can select the Line Draw organizer printout, it uses 10 pitch with no fonts.

PC/LAN

No

Load either NB.EXE, CL.EXE, or SC.EXE. If you are in NB, retrieve the Notebook file you want to print, and invoke the macro. The macro will either create a merge file for the file or use an existing merge file to print the file. If a primary file exists for the notebook you will be prompted whether or not you want to create a new primary file. At the NB Print menu you can (1) print the merged file, (2) save the merged file, (3) append the current file to the default file, or (4) edit the file. The Document Name option changes the default document name for saving and appending. The print job displays how many pages will print. You can stop the macro by pressing F1 at the prompt. To return to NB, press Enter.

If you run the macro from CL or SC, you need to position the cursor in the Month screen on the day/week/month/year you want to print, and invoke the macro. At the Print prompt, you can select (1) Print/Save, (d) Duration, which lets you select the amount of time in the print-outs (day, month, week, year calendar, or six week calendar), and (f) Format, which allows you to select the type of print-out. The last option (v) Version, allows you to choose the version of WordPerfect in which you will be printing. WordPerfect 5.1 is the default and the only option available if you haven't purchased the Supplemental Applications disks.

Each time period has its own set of formats. For example, a month has a landscape and portrait font 8 1/2" x 11" calendar, a landscape and a portrait font 5 1/2" x 8 1/2" organizer, and a portrait 3 1/2" x 5 1/2" organizer. These can be selected from the list by pressing Enter or typing an asterisk. To print the Calendar/Schedule, press 1. When the print-out is successfully merged, a Print prompt appears. This prompt is the same as the NB Print prompt with one addition: when you print an organizer, your job is sent to the print in batches, a front side and a back side. You can control which is printed by typing I at the Print menu and changing the print side.

## SAVE

Save the current phone message.

This macro lets you save the phone message information to one of three default notebook files; ADDRESS.NB, CONTACT.NB, or MESSAGE.NB.

Yes

Program Integration

SHM

SHELL.EXE

ML.EXE

NB.EXE

SAVE.SHM

SAVEHLP.SHM

MSG2.SHM

MSG3.SHM FINDPROG.SHM ED{NB}.SHM ADD\_CONT.SHM ADD\_LST.SHM ADD\_MSG.SHM

RETURN.SHM SCR.N.SHM

SAVEFILE.SHM

ADDRESS.NB CONTACT.NB MESSAGE.NB

## LAN

Yes

In Mail, with the cursor in the Read screen of your phone message, invoke the macro. At the prompt, select the Notebook file you want to save the phone message information to. Select 1 for ADDRESS.NB, 2 for CONTACT.NB, or 3 for MESSAGE.NB. A record is only added to the Address and Contact Notebook files if the caller does not already have a record in the Notebook files. The Contact notebook has a phone log field, which will be updated if the person already has a record. For the first two Notebook files, you will be prompted to edit the record just added/updated. If you type Y, you will be taken into the record display. Press F7 to quit. The Message notebook is designed to keep a continuous log of all phone messages, and it will always be updated if you select item 3 at the first prompt.

## SPELL

Spell check the current text.

This macro spell checks the current text using WordPerfect 5.0 or 5.1. The macro can be run from the DOS editing screen in Editor, the Send Message screen in Mail, the record display in Notebook, and the Schedule screen in Scheduler. If the macro is run from Mail or Scheduler, the text will be saved as a file, otherwise it will be saved to the clipboard.

Yes

Program Integration

SHM

SHELL.EXE

ML.EXE

WP.EXE

SPELL.SHM

SPELLHLP.SHM

FINDPROG.SHM ED{WP}.SHM NFF.SHM SPELL2.SHM SPELL.WPM SPELL3.SHM RETURN.SHM

SCRN.SHM

SPELL50.SHM

SPELL50.WPM

EDWP50.SHM

WAIT.SHM

SAVEFILE.SHM

## PC/LAN

No

Invoke the macro from the text editing screen that allows you to go to Shell. The macro will take what text it can and spell check it in WP. At the prompts in the Speller in WordPerfect enter the information as prompted.

WP

Import into WordPerfect.

This macro imports the current text/file/figure into WordPerfect 5.0 or 5.1.

Yes

Program Integration

SHM

SHELL.EXE

WP.EXE

CL.EXE

CALC.EXE

DP.COM

DR.EXE

PL.EXE

NB.EXE

SC.EXE

ML.EXE

CALCTOWP.SHM

CLTOWP.SHM

CLDTOWP.SHM

CLD1TOWP.SHM

CLWPHLP.SHM

DPTOWP.SHM

DRTOWP.SHM

IMP{WP}.SHM

IMPWPHLP.SHM

IMPWP50.SHM

MLTOWP.SHM

NBTOWP.SHM

PL50TOWP.SHM

PLANTOWP.SHM

PLWPHLP.SHM

SCDTOWP.SHM

WP.SHM

IMPWP50.WPM

DPTWPHLP.SHM

PLTOWP.SHM

PC/LAN

Yes

Locate the cursor on the text/file/figure in the program from which you wish to import the text, and invoke the macro. The macro will save the text to either the clipboard or a file. The main prompt for the macro in WordPerfect asks to (1) retrieve the text, (2) move the cursor and retrieve the text, or (3) quit. If you are retrieving a figure and the cursor is in the figure edit screen, you will be prompted to replace the current figure. If the cursor is in a table, and you are retrieving a



PlanPerfect 5.1 spreadsheet, you will be prompted to replace the table.

RHYMER

TSRM batch file for WordPerfect.

This TSRM batch file loads WP.EXE with the TSR RHYMER.EXE.

No

TSRM file

TSR

SHELL.EXE TSRM.EXE RHYMER.EXE WP.EXE RHYMER.TSR

PC/LAN

No

Move to the Other Menu subshell and select menu item R. TSR Manager will load, along with the TSR RHYMER.EXE and WP.EXE. You must have the Rhymer program to use this macro.

## REPORT51

Create Worklog report.

This macro creates two types of worklog reports. The first is a Project Report and is used to track the hours on a specific project. The second is a Worklog Summary and can be used to track the hours on any project or client in the Worklog Notebook file.

Yes

Worklog

SHM

SHELL.EXE

NB.EXE

REPORT51.SHM

RPT51HLP.SHM

FINDPROG.SHM

ED{NB}.SHM

LOG\_RPTS.SHM

LOG\_RPTJ.SHM

LOG\_RPT2.SHM

ED{WP}.SHM

LOG\_RPRT.WPM

RETURN.SHM

SCRN.SHM

WORKLOG.NB LOGRPRTS.PRI LOGRPRTJ.PRI

PC/LAN

No

Position the cursor in a screen that allows you to go to Shell, and invoke the macro. At the prompt in NB, select the type of report you want to print: Worklog Summary or Project Summary. Worklog Summary is useful to mark a variety of clients or projects in the WORKLOG.NB. Project Summary is useful to track specific jobs or clients. If you select 1, you can mark as many records as you want to included in the report. Press F7 when you are finished. If you select 2, you will be prompted for the name of the client or project, and the macro will automatically use Search and Mark to locate all the entries matching the name. Both selections will take you into WP and create a merge file from the list. At the print menu you can (1) Print the merged file, (2) Save the merged file, (3) Append the current file to the default file, or (4) Edit the file. The Document Name option changes the default document name for saving and appending. The print job displays how many pages will print. You can stop the macro if you press F1 at the prompt. Press Enter to return to your original program.

## WORKLOG

Worklog client list.

Select a client/project for worklogging. This macro can be run from anywhere. It lets you change the currently active worklog information. The clients/projects in the list are stored in a NB file and can be edited in Notebook.

No

Worklog

SHM

SHELL.EXE NB.EXE WORKLOG.SHM

WLOGHLP.SHM WLSELECT.SHM FINDPROG.SHM ED{NB}.SHM NFF.SHM SCRN.SHM

CLIENT.NB

## PC/LAN

No

Invoke the macro from a program screen that allows you to go to Shell. The list that appears gives the current worklog client/project. At the prompt, you can select 1 to change project/client or 2 to turn worklogging off or on. If you select 1, you are taken into NB and the CLIENT.NB file is retrieved. From this list, highlight the client/project you want as the active worklog client, and press F7. If you select 2 at the menu, worklogging will be turned off or on depending on its current status.