

32 Ready-Made Macros
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When my family took a driving vacation, Dad would inevitably ask, "For this next part, do you want the scenic route or the quick route?" With my brother's elbow in my ear and one of my sisters feeling carsick, there was only one response: "The shortcut!"

Scenic routes are nice, but when you've got a pile of work in front of you, a shortcut's the only way to go. In this article I'll take you straight to your destination with 32 formatting shortcuts available on the WordPerfect Shortcut keyboard.

Using the Shortcut Keyboard

To access the Shortcut keyboard, start from the document screen and press Setup (Shift-F1), (5) Keyboard Layout. WordPerfect displays a list of predefined keyboards. Note: WordPerfect ships with six predefined keyboards. Depending on whether new keyboards have been created and others deleted, the list may vary in length. Simply highlight SHORTCUT and press (1) Select, then press Exit (F7) to return to the document screen. Now you've got quick and easy access to 32 great features.

Note: Shortcuts 2, 3, 5, 7 and 8-16 (explained below) work as "toggle keys," similar to bold and underline. To use these shortcuts with new text, press the shortcut key combination, type the text, then press the key combination again. To use these shortcuts with existing text, highlight the text, then press the key combination. WordPerfect displays a prompt indicating the status of the attribute. See the figure below for examples of these attributes. Depending on your printer, you may not be able to print all of them.



Also, while you're using the Shortcut keyboard, the Alt-key combinations override any macros in your macros directory that you may have assigned to those combinations. To use those macros, you must select the original keyboard. Now let's take a look at these 32 great keyboard shortcuts.

1. Format Text with an Additional Attribute (Alt-A).

If you have existing formatted text in your document that you want to format with an additional attribute, you can use this shortcut. For example, suppose you have a bold phrase in a document and you want to use the Small Caps attribute with that phrase. Locate the phrase, then press Reveal Codes

(Alt-F3) and position the cursor on the first [BOLD] code before the text phrase. Then press (Alt-A). You'll see the Attribute: (1) Size; (2) Appearance: options. Press (2) Appearance, (7) Sm Cap. WordPerfect automatically highlights the bolded text and applies the small caps attribute.

2. Turn on Subscript (Alt-B)

This shortcut formats text as subscript. To subscript text, press (Alt-B). Remember – this is a toggle-key shortcut.

3. Turn on Double Underline (Alt-D)

This shortcut formats the text with a double underline when you press (Alt-D). This is also a toggle-key shortcut.

4. Edit an Existing Code (Alt-E)

If you've ever had to edit Header A (five menu layers deep!) or if you ever edit other WordPerfect codes, you'll love this shortcut. In Reveal Codes (Alt-F3) position the cursor on the code you wish to edit, such as [Header A], then press (Alt-E). WordPerfect takes you directly to the editing screen for the code. Make your changes, then press Exit (F7) as necessary to return to the document.

The beauty of this shortcut is that it edits the existing code and doesn't insert another code containing the new settings. This means you don't have multiple codes cluttering up the document. The table below lists the 48 codes you can edit using this shortcut.

Attributes On/Off	Line Spacing
Base Font	Line Numbering
Baseline Placement for Typesetters	Line Height
Center Page	Margins, Left/Right
Column Definition	Margins, Top/Bottom
Comment	Math
Conditional End of Page	Outline Style
Cross-Reference	Overstrike
Date	Page Numbering Style
Decimal/Align Character/Thousands' Separator	Page Numbering, New
Equation Options	Page Number Position
Footer	Page Number Insert
Footnote/Endnote	Paper Size/Type
Force Odd/Even Page	Paragraph Numbering Definition
Graphics Boxes	Print Color
Graphics Lines	Style
Graphics Options	Suppress
Header	Tab Set
Hyphenation Zone	Table
Justification Limits	Target
Justification	Underline Spaces and Tabs
Kerning	Widow On/Off
Language	Word and Letter Spacing
Leading	

5. Turn on the Fine Attribute (Alt-F)

Another toggle-key shortcut, this shortcut applies the Fine font attribute when you press (Alt-F).

6. Instruct the Printer to Go (Alt-G)

If you're using a paper definition that requires inserting special paper, such as an envelope, WordPerfect prompts you to load the special paper before printing. Once you've inserted the special paper, you normally go to the Control Printer screen (Shift-F7, 4) and press (4) Go (start printer). Instead of going to the Control Printer screen, press (Alt-G) to send the go command to the printer.

7. Turn on Italics (Alt-I)

This toggle-key shortcut lets you apply the Italic attribute by pressing (Alt-I). This works as all the toggle-key shortcuts work. To italicize new text, press (Alt-I), type the text and press (Alt-I) again. To italicize existing text, block the text and press (Alt-I).

8. Turn on Large (Alt-L)

The (Alt-L) toggle-key shortcut applies the Large font attribute.

9. Turn on Outline (Alt-O)

Use (Alt-O) as you do the other toggle-key shortcuts to apply the Outline font attribute.

10. Turn on Superscript (Alt-P)

Pressing the toggle-key shortcut (Alt-P) applies the Superscript attribute.

11. Turn on Redline (Alt-R)

To indicate text that has been added to a document, press (Alt-R) to turn on the Redline attribute. This is a toggle-key shortcut.

12. Turn on Small (Alt-S)

To apply the Small font attribute, press the (Alt-S) toggle-key shortcut.

13. Turn on Strikeout (Alt-T)

If you need to indicate text that has been removed from a document, press (Alt-T) to turn on the Strikeout attribute. This is another toggle-key shortcut.

14. Turn on Very Large (Alt-V)

This toggle-key shortcut lets you apply the Very Large font attribute by pressing (Alt-V).

15. Turn on Shadow (Alt-W)

The (Alt-W) toggle-key shortcut applies the Shadow appearance attribute.

16. Turn on Extra Large (Alt-X)

The toggle-key (Alt-X) applies the Extra Large font attribute.

17. Select a Base Font (Ctrl-B)

To select a base font, position the cursor where you wish to begin using the new font, then press (Ctrl-B). The font list appears – highlight the desired font and press (1) Select. If there are point sizes associated with this font, type the point size when prompted and press (Enter).

18. Create a Column Definition (Ctrl-C)

To set up parallel or newspaper columns, position the cursor where you want columns to begin and press (Ctrl-C), then make your selections (column type, number of columns, distance between columns and column margins). Press Exit (F7), then (1) On to turn the columns on. If you want to have the column definition code in your document but don't want to turn on columns yet, press Exit (F7) twice from the Text Column Definition screen.

19. Turn on Double Spacing (Ctrl-D)

To double-space part or all of a document, position the cursor before the text you wish to double-space and press (Ctrl-D). To return spacing to single spacing, see shortcut 31.

20. Create an Endnote (Ctrl-E)

To create a new endnote, position the cursor at the location you want to insert the endnote number and press (Ctrl-E). WordPerfect displays the Endnote: edit screen. Enter the text for the endnote, then press Exit (F7).

21. Create a Footnote (Ctrl-F)

To create a new footnote, position the cursor at the location you want to insert the footnote number and press (Ctrl-F). WordPerfect displays the Footnote: edit screen. Enter the text for the footnote, then press Exit (F7).

22. Create a Figure Box (Ctrl-G)

To create a graphics figure box, position the cursor at the location where you want the box and press (Ctrl-G). WordPerfect displays the Definition: Figure screen. Set the desired options for the box, then press Exit (F7).

23. Create Header A (Ctrl-H)

To create Header A, position your cursor at the top of the page where you want the header to begin and press (Ctrl-H). WordPerfect takes you directly to the Header A: edit screen to type the text of the header. When you're finished, press Exit (F7).

24. Insert Document Initial Codes (Ctrl-I)

Press (Ctrl-I), and you're taken straight to the Initial Codes screen, where you can insert any codes you wish to apply to the entire document. When you're finished, press Exit (F7) two times. Note: This Initial Codes screen is normally accessed by pressing Format (Shift-F8), (3) Document, (2) Initial Codes. The codes placed in this screen apply only to the current document.

25. Turn on Justification (Ctrl-J)

Position your cursor where you want to change justification and press (Ctrl-J) to format new or existing text as left, right, center or fully justified.

26. Set Left and Right Margins (Ctrl-L)

Need to quickly change your left and right margins? Simply press (Ctrl-L). This displays the Format: Line screen and prompts you for the left margin measurement. Type the measurement, press (Enter), type the right margin measurement, then press (Enter) and Exit (F7) to return to the document.

27. Set Top and Bottom Margins (Ctrl-M)

To change top and bottom margins, press (Ctrl-M) to display the Format: Page screen. You'll immediately be prompted for the top margin measurement. Type the measurement, press (Enter), type the bottom margin measurement, then press (Enter) and Exit (F7) to return to the document.

28. Create Footer A (Ctrl-O)

Similar to shortcut 23, this shortcut automatically creates Footer A. Position your cursor at the top of the page where you want the footer to start, then press (Ctrl-O). This takes you directly to the Footer A: edit screen. Type the footer contents, then press Exit (F7).

29. Change the Paper Size/Type (Ctrl-P)

To change your document paper size, such as from portrait to landscape or to insert an envelope or label definition, first position the cursor at the top of the page where you want the paper size to change, then press (Ctrl-P). The Format: Paper Size/Type screen appears.

To select an existing definition, highlight the definition and press (1) Select. This inserts the new paper size definition at the cursor location. To create a new definition, press (2) Add, then set the desired options and press Exit (F7) until you return to the document screen.

30. Create an Equation (Ctrl-Q)

To create mathematical equations in a document, position the cursor where you want to insert the equation and press (Ctrl-Q) to display the Equation Editor. Insert the commands and text for your equation, then press Exit (F7) two times to return to the document.

31. Turn on Single Spacing (Ctrl-S)

To single-space part or all of a document, position the cursor at the location where you want single spacing to begin and press (Ctrl-S). For double spacing, see shortcut 19.

32. Set Tabs (Ctrl-T)

Do you avoid setting unique tabs because of the time it takes to get to the Tab Set screen? To avoid this irksome task, move your cursor where you want to set tabs. Press (Ctrl-T) to display the Tab Set screen, then add and remove tabs till you're blue in the face. Press Exit (F7) to return to the document. To edit an existing tab set code, use shortcut 4 to edit the code.

When you're finished using the Shortcut keyboard, you can select the original keyboard by pressing (Ctrl-6) from your regular document screen.