

A Document Summary Macro
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Q&A

Q: I would like to use the Document Summary feature but the keystrokes are time-consuming and tedious. Is it possible to create a macro that displays a prompt and pauses for user input? I'm not completely familiar with advanced macros. Can you help? – Jan L. Robertson, Vancouver, BC

A: The included DOCSUM.WPM macro will cut down the number of keystrokes required to enter a document summary. The macro enters the document summary menu, retrieves the abstract if desired, then positions the cursor at each menu selection for you to enter the appropriate information.

To use this macro, with your document on-screen, press Macro (Alt-F10), type "docsum" and press (Enter). The macro enters the document summary menu, then asks if you want to retrieve the abstract. If you answer (Y) Yes to this prompt, the document summary feature inserts the author and typist, the first 39 characters of the subject entry (if there is one) and the first 400 characters of the document as the abstract. The subject entry of the document is taken from the text following the word RE: (unless you've specified otherwise) in your document. If the word RE: is not found, no summary is inserted.

The macro then places the cursor at each menu selection, beginning with (2) Document Name and Type. You may press (Enter) to accept what is there or leave it blank, or you may edit the information. When the editing is completed (selection 7), press Exit (F7) to return to your document.

The macro does not delete the document summary once it's created. To delete a summary, with the document on-screen, press Format (Shift-F8), (3) Document, (5) Summary, press (Del) and answer (Y) Yes.