

A Fast Footnote Editing Macro  
WordPerfect Magazine  
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Does just reading the word "footnote" bring back bad memories? Does the thought of an "endnote" leave a bad taste in your mouth? While these two features really do make life easier, few things are more frustrating than editing them.

For example, you've just finished a large report containing footnotes and/or endnotes. After printing the report you find that several of the notes have incorrect information and must be changed. First you have to find the note number, remember the keystrokes to edit the note, then edit the note and exit. Even then, you're still not completely sure the notes are right until you print them out again.

If only there was a way to see all footnotes/endnotes on-screen at once so you could edit them without searching through a cumbersome document. Wouldn't it also be great if you could print them all out in a list without printing the entire document?

Well, you can! The included EDITNOTE.WPM macro will conquer this frustration for you and allow you to look at one page's notes or even the entire document's notes. You can edit them at your leisure, then return them back to the original document in their edited form. This list of notes can also be printed for proofreading.

#### Using the macro

To use the macro, first retrieve to the screen a document that contains footnotes or endnotes. Then press Macro (Alt-F10), type "editnote" and press (Enter). You'll first be asked whether you want to edit Footnotes or Endnotes. After you make your choice by pressing "F" or "E," you'll be asked whether you want to Extract or Replace them. "Extract" means copying your existing notes from the file in document one to document two. "Replace" means putting the edited notes back into the original file in document one. At this point you'll want to choose Extract or "E."

Next you'll be taken to Doc 2 where you'll have all your notes on-screen. The macro is now finished and you can Print (Shift-F7) the list. You may also make any changes you want to any of the notes on-screen. Be sure, however, to leave the numbers before each note as they are.

Once you've made the needed changes to the notes, you'll probably want to place them back into the original file in document one. To do this, press Macro (Alt-F10), type "editnote" and press (Enter). Again you'll be asked if you're using Footnotes or Endnotes. Choose the same option you did the first time you ran the macro, then press "R" to Replace. This places each note back into its original position in the original file, including the changes.

#### Explaining the macro

To begin with, display is turned off and the macro takes the cursor to the top of the document (line 1).

{LABEL}begin~ (lines 2-8) then asks if you want to edit footnotes or endnotes (line 3). Lines 4-6 evaluate your choice. If you press "E" or "e" (line 4), variable note gets the value "Endnote" (line 5). Otherwise, variable note is assigned "Footnote" (line 6). The macro then continues from line 7, where you're asked if you want to extract or replace the notes.

By choosing "r" to replace either a footnote or an endnote, the macro moves to {LABEL}replace~, lines 29-37. Here the notes on the current screen are then taken back to the original document, replacing the old notes.

If you choose "e" to extract either a footnote or an endnote, the macro flows to line 9. This subroutine begins by checking the second document screen to make sure it's clear (line 10). If it's not, the list of notes can't be copied to it and the macro prompts you to clear the second document screen, then try the macro again (line 11).

If the second document screen is clear, the macro goes back to the first document screen (line 14) and searches for existing footnotes or endnotes in the document (line 15). If there are none, the macro moves to line 26 and tells you that these notes don't exist in the document.

If notes are found from the search on line 15, the macro flows to {LABEL}loop~ (line 16) and begins extracting (or copying) every footnote or endnote from that document and placing it in a list in document two. When no more notes are found, the {ON NOT FOUND} command on line 17 instructs the macro to move to {LABEL}no-more~, lines 23-25. These lines contain instructions to move to the tops of both documents and leave you in document two with the list of notes on-screen.

A note to remember

For best results you should use the macro to extract your notes, make the necessary changes, then immediately use the macro again to replace the notes back into the original document.

If you extract the notes, save them, then later edit them, there's no guarantee that the replace process will work when you use the macro to put the notes back into the original document.