

Mighty Mini Macros
WordPerfect Magazine
By Ed Leiberthal

In Greek, "macro" means "large," "great," "excessive." In WordPerfect terms, it means "quick," "shortcut," "timesaving."

The following group of 26 quick, easy-to-use macros automates tasks frequently performed by anyone who puts words together.

Although each macro contains fewer than ten steps, these are steps you won't have to repeat every time you want to italicize a word or delete a sentence. For me, nothing is as satisfying as reducing a four- or five-step procedure into a single step, especially when it's one I use over and over.

Simplicity to the rescue

Macros can be named just like a file, using up to eight characters. The three-character extension is reserved for .WPM. Another way to name macros is with the Alt key. Simply press Alt plus any letter to name a macro, which can then be executed with only one step. You can also use the Keyboard Layout feature to map macros to any Ctrl-letter combination, so you'll only have to press Ctrl and any letter to start the macro. The included ALPHABET.WPK keyboard contains the 26 macros, which are listed in Figure 1 below.

Note: Alt macros can be used inside or outside of a keyboard; Ctrl macros can only be used inside a keyboard.

Using the alphabet, Ctrl-A through Ctrl-Z, I've created 26 simple macros. Each letter identifies the macro's function, making it easy to remember. There are a few exceptions: Ctrl-Q, Ctrl-Y and Ctrl-Z.

After copying the keyboard file to the directory where you keep all your keyboards, press Setup (Shift-F1), (5) Keyboard Layout, then select the ALPHABET keyboard.

You may now try out your new macros. To invoke a particular macro, simply press (Ctrl-x), where "x" is any letter in the alphabet from A to Z. Be sure to note any special instructions in the Description column of Figure 1. For example, Ctrl-R requires that the cursor be on the first of any two letters to be transposed.

If you need to use your Ctrl-letter keys for something besides these macros, simply press (Ctrl-6) to deselect the keyboard. When you want to reselect the ALPHABET keyboard, just press (Ctrl-6) twice to activate it again.

Note: To permanently deselect the keyboard, press Setup (Shift-F1), (5) Keyboard Layout, select another keyboard, then press Exit (F7).

Ctrl-S is no longer stopped in its tracks

You may wonder why the Ctrl-S macro, which deletes to the end of the sentence, contains two spaces and not a period-the customary way this macro is set up. Here's why:

Should a sentence contain an abbreviation (such as Ms. or H.L. Brown), WordPerfect will stop blocking as soon as it comes to the first space after a period (wherever it may be) rather than continuing to the one at the end of the sentence; it can't recognize the difference. In addition, a sentence may end with punctuation other than a period: a question mark, exclamation point or parenthesis, for example.

However, because the separation between two sentences is usually two spaces, by using these spaces in the macro, WP will search for them, instead of punctuation, and block to the end of the sentence. Should you somehow fail to allow two spaces between your text sentences and you use Ctrl-S, you'll inadvertently wipe out more sentences than you bargained for. Not to worry. Just press Cancel (F1), (1) Restore and your entire deletion will reappear. Use Ctrl-S to delete any sentence within the body of a paragraph, except the last sentence. Instead, use Ctrl-P, Delete to end of Paragraph.

Note: Many people have begun to use a single space between sentences. If you're one of these people, this macro won't work for you.

Name: ALPHABET		
Key	Action	Description
Ctrl-A	[é:1,41]	Accented lowercase e
Ctrl-B	{KEY MACRO 2}	Bold one word
Ctrl-C	{KEY MACRO 3}	Capitalize the letter at cursor
Ctrl-D	{KEY MACRO 4}	Go to DOS
Ctrl-E	{KEY MACRO 5}	Create Endnote at cursor
Ctrl-F	{KEY MACRO 6}	Create Footnote at cursor
Ctrl-G	{KEY MACRO 7}	Generate Tables, Indexes, etc.
Ctrl-H	{KEY MACRO 8}	Hyphenation turned on at cursor
Ctrl-I	{KEY MACRO 9}	Italicize one word
Ctrl-J	{KEY MACRO 10}	Justification turned off at cursor
Ctrl-K	{KEY MACRO 11}	Kill Hyphenation at cursor
Ctrl-L	{KEY MACRO 12}	Lowercase the letter at cursor
Ctrl-M	[-:4,34]	M-dash
Ctrl-N	{KEY MACRO 14}	New Page Number set-up at cursor
Ctrl-O	{KEY MACRO 15}	Outline begins at cursor
Ctrl-P	{KEY MACRO 16}	Delete from cursor to end of Paragraph
Ctrl-Q	{KEY MACRO 17}	Superscript turned on at cursor
Ctrl-R	{KEY MACRO 18}	Reverse (transpose) two letters
Ctrl-S	{KEY MACRO 19}	Delete from cursor to end of Sentence
Ctrl-T	{KEY MACRO 20}	Table of Contents defined at cursor
Ctrl-U	{KEY MACRO 21}	Underline one word
Ctrl-V	{KEY MACRO 22}	View Document
Ctrl-W	{KEY MACRO 23}	widow/Orphan turned on at cursor
Ctrl-X	{KEY MACRO 24}	Extra Large turned on at cursor
Ctrl-Y	{KEY MACRO 25}	Columns turned on at cursor
Ctrl-Z	{KEY MACRO 26}	Columns turned off at cursor

Figure 1