

Name That Key
A Macro to Insert Keyboard Commands
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Do you ever write about WordPerfect? Do you sometimes prepare instructions to help fellow employees use WordPerfect?

Do you write step-by-step procedures for using computers or applications software? If so, you frequently have to type "(Enter)" (seven keystrokes), "(Backspace)" (11 keystrokes), "(Right Arrow)" (13 keystrokes), "List (F5)" (11 keystrokes), "Columns/Table (Alt-F7)" (24 keystrokes) and other names of keystrokes and commands.

How would you like to type any of these words and phrases in just two keystrokes? That's what the included ALTK.WPM macro is all about.

How to use the macro

The Alt-K macro inserts the name of any key on the keyboard into your screen document. For example, if you want to insert the word "(Enter)" into your document, just press (Alt-K) to execute the macro. When the macro displays the prompt Press key:, press the key whose name you want inserted. For example, (Enter). If you want to insert "(Home)," simply press (Alt-K) and then (Home).

If you press (Alt-K) and (F1), the macro inserts the phrase "Cancel (F1) " into your document. If you press (Alt-K) and (Alt-F3), the macro inserts the phrase "Reveal Codes (Alt-F3)."

An explanation of the macro

ALTK.WPM begins with the {ON CANCEL} command to handle the Cancel (F1) key. It then uses the {CHAR} command to get the keyboard input from the user. Next it uses the {CASE} command to check which key was pressed and then jumps to the corresponding label.

Finally, the macro uses the {LABEL} command to handle each key. Most of the macro is made up of the {LABEL} statements followed by the commands to insert the desired key name. If you're unfamiliar with these advanced macro commands, consult your manual, Appendix K, "Macros and Merge, Programming Commands."

In addition to standard key names, you can also insert the names of the built-in macro variables, such as {VAR 0}, {VAR 1 } and so forth.