

Spell Out Page Numbers
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Once upon a time there was an employee who had just finished a 972-page report-typed, spell-checked and edited. It even had page numbering. That was the easiest part since WordPerfect has an automatic page numbering feature. But when the document was turned in, the boss said, "It would look better if the page-numbering style had numbers that are spelled out instead of numerals. I'd rather you use 'One' instead of '1,' 'Two' instead of '2,' and so on."

Unfortunately for this employee, the page numbering feature doesn't do that. The only way to get numbers spelled out is to manually type each number, one page at a time. Numbering a three-page document wouldn't be too painful, but numbering 972 pages is a different story!

Thanks to the included PAGENUM.WPM macro, this tale will have a happy ending. The macro numbers the pages, spells out those numbers and places them at either the top or bottom of the page.

Using the macro

Before using this macro, save your current document, or retrieve one that needs page numbering. If your document already contains a page-numbering code, delete it so you don't get page numbers twice on each page. Also, if you're using the "^B" code in a header or footer, you'll want to delete that also.

Note: Because this macro places Header or Footer codes at the very top of each page, your document must be in its final draft before using the macro. If you make changes to the document after running the macro, delete the page numbering as instructed later in this article, then run the macro again.

To run the macro, press Macro (Alt-F10), type "pagenum" and press (Enter). The first prompt appears in the lower left corner of the screen, asking if you want to put the page numbering at the top or bottom of the page. Make your selection by pressing the appropriate number. The next prompt asks for the desired position: left, center or right. After you make the selection, the macro does the rest, placing the page numbering in either Header B or Footer B.

If you wish to view the document, press Print (Shift-F7), (6) View Document. Every page of your document will be numbered, with the number spelled out. Even long documents, such as the one with 972 pages above, will have the correct number on each page. *It'll work on any document with fewer than 1,000 pages.*

Deleting the page numbering

Suppress codes can be used at any time to suppress numbers on certain pages. However, any other modifications made to the document after running the macro require removing the header or footer codes and running the macro again.

To remove the header or footer codes containing page numbering, use the Search and Replace feature to remove all occurrences of Header B or Footer B from the document, thus eliminating the page numbering.

To do this, press (Home), (Home), (Home), (Up Arrow) to place the cursor at the top of the document. Next press Replace (Alt-F2) and answer (N) No to the prompt "w/Confirm?". Now press Format (Shift-F8) and (2) Page. If you placed the numbers at the top of your page, select (3) Header, (2) Header B, then Search (F2). If you placed the numbers at the bottom of the page choose (4) Footer, (2) Footer B and Search (F2).

Next the prompt Replace with: appears. To replace the code with nothing, press Search (F2). This is a simple way to delete all occurrences of an unwanted code without going through the entire document page by page. If you need to do the above steps often, consider placing this search and replace process in a separate macro.

How does the macro work?

To begin, line 1 of the macro turns Reveal Codes off. This helps when displaying the prompts later in the macro. Line 2 uses the {DISPLAY OFF} command so you can't see the rest of the commands in the macro execute. This makes the macro run faster.

Lines 3-11 make use of the {ASSIGN} command, assigning the word equivalent of numbers to variables. For instance, "{ASSIGN}1~One~" is assigning the word "One" to variable "1," and so on. By using different combinations of the assigned numbers, the macro can create any number between 1 and 999.

Once these variables are assigned, lines 12-24 ask where you want to position the page number, assigning your answers to variables. The {IF} statements beginning on lines 15 and 21 check your responses and if you choose an invalid number for either prompt, you'll receive the message "Invalid entry; Please try again."

Line 25 then adds 2 to your response from the previous questions. This step is necessary so that the correct menu item will be accessed later in the macro when the header or footer is created.

Lines 26 and 27 set the beginning values for variables "next" and "num." These variables are constantly compared in the {WHILE} loop (lines 47-62) to see if the macro is on the last page. Line 28 places the cursor at the top of the document and line 29 jumps down to the subroutine beginning with {LABEL}start~ (line 46).

Lines 46-52 are where the macro actually places the page numbers in the document. The loop begins with line 47 and repeats until all the pages have been counted. Any page with numbers greater than 999, however, won't have page numbers appear on them since the macro isn't designed to number that high. The macro will simply quit if any number greater than 999 is encountered.

Line 48 assigns the current page number to variable "num" using the {SYSTEM}page~ command. This new value for variable "num" will be used the next time through the loop to make sure it doesn't equal variable "next." Line 49 keeps a running prompt on the screen using this variable so you can see which page number the macro is working on. Line 50 also assigns the current page number to variable "temp." This variable is used later to determine what number goes into the header or footer. Lines 51-52 then create the header or footer.

The loop continues as line 53 of the macro checks to see if variable "temp" (which is the current page number) is 99 or less. If it is, the macro moves to the next line. If "temp" is 100 or greater, the macro moves to {LABEL}hundred~ (lines 30-35) and this digit is written into the header or footer. For example, if you were on page 432, "Four Hundred" would be inserted into the header or footer. The {RETURN} command on line 35 returns you back to line 53 where the macro continues on.

Next, line 54 checks the number in the tens position. If it's 20 or less, the macro moves to the next line. If it's greater than 20, the macro is instructed to move to {LABEL}tens~ (lines 36-45), where the correct number in the tens position is written into the header or footer. In the above example, the number "30" is in this position; therefore, the word "Thirty" is added after "Four Hundred." The {RETURN} command on line 45 returns you back to line 54 where the macro continues.

Finally, lines 55-58 add the number in the ones position, inserting a dash (-) between numbers if necessary. In the above example, this gives you "Four Hundred Thirty-Two."

The macro then exits out of the header or footer (line 59) and goes to the next page (line 60). In line 61, variable "next" is assigned the number of the next page. This means that when the macro returns to the beginning of the {WHILE} loop (line 47), variable "num" should be one smaller than variable "next," except when the cursor is on the last page. At that point the two variables will be equal and the macro can quit.