

## The FREE Keyboard Overview

By Gabriel Fineman

The FREE Keyboard is a collection of freeware WordPerfect 5.1 macros that are unusual because they:

- are designed to be user friendly;
- have context sensitive help where useful; and
- are heavily commented to allow for change.

All of the macros have been tested in a law office for more than a year and are "stable," although, because I am a lawyer, they come with absolutely no warranty.

Four of the macros will need to be customized for your use. They are:

- the MEMO.WPM macro that has the name of my firm in it;
- the BLKLINE.WPM macro that has the name and address of my firm in it;
- the L\_.WPM macro that will have to be adjusted to print in and around your preprinted letterhead; and
- the FAX.CHT chart of the FAX.WPM macro that is a text file (several tables). Separate documentation files are provided to help you do this.

To get a quick overview of the macros available, go into WordPerfect and press (Alt-10), type "showkeys" and press (Enter). This is an index to the macros (be sure to also look at page 2). Then run the macro SHOW\_H.WPM, which is a help macro. Press the keys A-Z for a brief overview of each key.

The FREE Keyboard consists of three parts that may be kept in different locations:

- the library of macros that should be copied to your macros directory;
- the FREE Keyboard (FREE.WPK) and the pointer to the FREE Keyboard macro library (MACROLOC.WPM) that must be kept where you have designated the location of the Keyboards and Macros in setup – (Shift-F1), L, K.
- custom files for a particular user such as the letter setup macro (LTRSETUP.WPM). These are created automatically by the macros that will use them. Edit LTRLOC.WPM if you need a special location for these files.

To install the FREE Keyboard, press (Alt F10), type "install" and press (Enter).

Most of the macros have help options that explain more about the operation of the macros. If you edit a macro, you may see the symbol <--- at the end of some comment lines. These are the places you will most likely want to change – that is, places where I made assumptions about how the macro should operate that may not be universal.

The figure below lists all of the macros in this keyboard.

# Keyboard: Edit

Name: FREE

Key	Action	Description
Alt-E	{KEY MACRO 35}	Envelope/Label
Alt-R	{KEY MACRO 8}	Right Margin change for 12pt TR display
Alt-T	{KEY MACRO 27}	Trailer showing document loc, date/time
Alt-U	{KEY MACRO 45}	Underlining replaced with text
Alt-I	{KEY MACRO 1}	Italics
Alt-P	{KEY MACRO 21}	Papertype from/to letter/draft/bond
Alt-S	{KEY MACRO 38}	Symbols
Alt-D	{KEY MACRO 37}	Default Directory Settings
Alt-F	{KEY MACRO 40}	Fax cover sheet
Alt-H	{KEY MACRO 25}	Misc macros thru menu
Alt-K	{KEY MACRO 43}	Change Keyboard
Alt-L	{KEY MACRO 46}	Letter
Alt-X	{KEY MACRO 3}	Clear status prompt
Alt-C	{KEY MACRO 36}	Change Date
Alt-B	{KEY MACRO 20}	Vertical black lines/optional firm name
Alt-M	{KEY MACRO 6}	Memo
Alt-Num *	{KEY MACRO 5}	Rolodex - "edit" (copy from)

1 Action; 2 Dscrptn; 3 Original; 4 Create; 5 Move; Macro: 6 Save; 7 Retrieve: 1  
Keyboard: Edit

Name: FREE

Key	Action	Description
Alt-Num -	{KEY MACRO 53}	Replace spaces with hard spaces
Ctrl-Num /	{KEY MACRO 52}	Special Utils (Dir names; Rolodex Sort)
Ctrl-Num *	{KEY MACRO 28}	Rolodex - Search (look only)
Alt-Up	{KEY MACRO 17}	Move up one sentence
Alt-PgUp	{KEY MACRO 22}	show variables 0-9
Alt-Down	{KEY MACRO 23}	Move down one sentence
Alt-Ins	{KEY MACRO 47}	Retrieve a block from the paste buffer
Alt-Del	{KEY MACRO 39}	Delete current sentence
Ctrl-A	{KEY MACRO 41}	Address List -> Envelopes
Ctrl-C	{KEY MACRO 19}	Pop-up Calculator/Copy and Jump
Ctrl-D	{KEY MACRO 24}	Double Spacing
Ctrl-E	{KEY MACRO 10}	Edit a code
Ctrl-F	{KEY MACRO 9}	Create Header, Footer or Footnote
Ctrl-H	{KEY MACRO 54}	Index to this Keyboard
Ctrl-I	{KEY MACRO 4}	Screen Saver
Ctrl-J	{KEY MACRO 18}	Justification
Ctrl-K	{KEY MACRO 44}	Change Cursor Height

1 Action; 2 Dscrptn; 3 Original; 4 Create; 5 Move; Macro: 6 Save; 7 Retrieve: 1

Ctrl-L	{KEY MACRO 13}	Left/Right Margins
Ctrl-M	{KEY MACRO 14}	Message (one line) to another user
Ctrl-N	{KEY MACRO 55}	Paragraph Numbering
Ctrl-P	{KEY MACRO 11}	Page ending adjustment
Ctrl-R	{KEY MACRO 7}	Save files from archiving
Ctrl-S	{KEY MACRO 29}	Single spacing
Ctrl-T	{KEY MACRO 12}	Tab Set
Ctrl-U	{KEY MACRO 31}	Undo CapsLock & Initial Cap
Ctrl-X	{KEY MACRO 33}	Transpose 2 visible characters
Ctrl-Z	{KEY MACRO 51}	Freeware Notice

1 Action; 2 Dscrptn; 3 Original; 4 Create; 5 Move; Macro: 6 Save; 7 Retrieve: 1