

Use a Macro to Insert Symbols from a Menu  
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I knew my printer could print graphics, so printing WordPerfect special characters wasn't the problem. The problem was my short memory. With over 1,500 WordPerfect characters to choose from, I can never remember the character set and character number for the symbol I want to use. Then inspiration struck. Why not create a macro that displays an on-screen menu any time I need to use a common symbol? Well, I did! The macro is included as CHARMENU.WPM.

*Note: In this article, the terms "character," "special character" and "symbol" are used interchangeably.*

### Using the macro

When you need a special character for your document, press Macro (Alt-F10) type "charmenu" and press (Enter). The menu appears in the center of your screen (see figure below). Type the number for the desired symbol and press (Enter). The character will appear at your cursor position.

You can use these characters in a variety of ways. If you have scalable fonts, you can select a large font (36-500 points) and use some of these characters just like graphics. Use the telephone symbol, for example, when creating the RSVP line of your invitations.

Positioning these large characters on your screen is easy. Just use the standard text-formatting options, such as Center (Shift-F6), Flush Right (Alt-F6), (Tab), and so forth. Use your creativity and have fun with these characters!

### Explanation of the macro

Lines 2-14 are all a single {TEXT} command that has been expanded into a menu allowing you to select the symbol of your choice. Don't forget to end the prompt portion of the command with the tilde (~) at the end of line 14. Whatever characters you press will be assigned to variable 0.

The combination of {^P} and {NTOK} commands on lines 3 through 14 are used to determine the position of each line in the prompt. The {^} commands on lines 4-13 turn the bold attribute on. Likewise, the {^\\} commands turn the bold attribute off.

After a number is entered, line 15 calls the appropriate label from lines 17-33. For example, if you enter a 2 for the diamond symbol, line 15 calls label 2 on line 18. As long as one of the listed keys is pressed, the macro will call the corresponding label from lines 17-33 and execute the keystrokes in the label.

The numbers after the {^V} represent the character set number and the number of the character in that set. The comma separates these two numbers. The {RETURN} takes you back to line 16, where the {Enter} code inserts the character into your document and the macro quits. When a character is pressed that doesn't have a corresponding label in lines 17-33, the macro quits and no special character is inserted into the document.

## Customizing the macro

The last three letters of the menu (lines 11-13) have been left open so you can add characters at a future date. When you add a new character to the macro, you need to make adjustments in two places:

- Add appropriate descriptions to the end of lines 11-13.
- Add the new labels (labels 18-20) after line 33.

## A note about printing

To print special characters, your printer must be able to print graphics, because some of the characters need to be graphically created by the printer. For more information and for a listing of all the characters, see the sections entitled "Compose" and "Appendix P: WordPerfect Characters" in your WordPerfect 5.1 Reference Manual.

SPECIAL CHARACTERS			
1 -	Spade	11 -	Happy Face
2 -	Diamond	12 -	Sad Face
3 -	Club	13 -	Music Notes
4 -	Heart	14 -	Checkmark
5 -	Copyright	15 -	Telephone
6 -	Trademark	16 -	Clock
7 -	Up Arrow	17 -	Star
8 -	Down Arrow	18 -	
9 -	Left Arrow	19 -	
10 -	Right Arrow	20 -	
selection:			