

A Short Macro for Long Document Names
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Naming files descriptively can sometimes tax anyone's creative skills, especially when the files are all letters or memos. How can you distinguish LETTER.1 from LETTER.25? One way to accomplish this is by using the Long Document Name feature.

Long document names allow you to enter a long descriptive name in addition to the standard DOS filename for each document you create. This long name can be any length up to 68 characters, whereas the DOS filename is limited to eight characters and a three character extension.

To use this feature, you'll need to specify long document names by pressing Setup (Shift-F1), (3) Environment and (4) Document Management/Summary. When (3) Long Document Names is set to (Y) Yes, WordPerfect displays the prompt "Long Document Name:" when you save a document.

When you enter a long document name, spaces and any character on the keyboard can be included, even extended characters created with Compose (Ctrl-2). After you enter a long document name, you'll be prompted for "Long Document Type:" This is another way of categorizing your documents. The document type can include any information that will help you group and identify your documents and is limited to 20 characters. Document types also allow you to visually group files in the List Files menu, which helps in directory organization.

After you've entered the long document name and document type, the prompt "Document to be Saved:" appears. This is where you'll enter the standard DOS filename as usual. Even when a document has a long name, the DOS filename is displayed in the lower left corner of your document screen. Long document names are displayed only in the List Files Long Display screen and in the Document Summary feature.

Long document names and long display can be used separately. However, when you turn long document names on, long display is automatically selected. To set the display to long or short, press List (F5), type a directory and press (Enter). Press (5) Short/Long Display and select (1) Short Display or (2) Long Display. Type the directory you want to display and press (Enter). Long document names are displayed alphabetically by their DOS names when listing files in your directory.

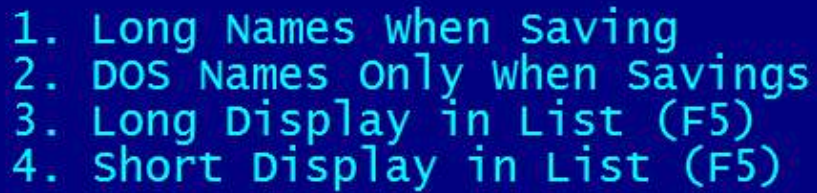
The included macro, LONGNAME.WPM, makes using Long Document Name and Long Display a piece of cake.

Note: There are a few disadvantages to using long document names. First, it takes a bit longer to list your files when you press List (F5). Also, only WordPerfect document files are displayed. This excludes not only files from other programs, but also DOS text files and WordPerfect program files, including macros. In addition, every time you save your document, you'll be prompted for a long name and document type.

Using the macro

To use the macro, press Macro (Alt-F10), type "longname" and press (Enter). You'll be prompted with four choices (see figure below). Selecting "1. Long Name When Saving" takes you to the Setup menu and sets the option Long Document Name to (Y) Yes. Selecting "2. DOS Names Only When Saving" sets

the same option to (N) No. Option "3. Long Display in List (F5)" enters List (F5) and sets the display to long. This option might take several seconds to return to the document screen. Option "4. Short Display in list (F5)" sets this same option to short display. The macro won't insert any codes into your document. These options are effective until you select another option with the macro or manually change the option.

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1. Long Names when Saving
 2. DOS Names only when Savings
 3. Long Display in List (F5)
 4. Short Display in List (F5)

Explaining the macro

The macro has been converted from WP 5.1 for use in WP 6.x. Therefore, the old step-by-step instructions no longer apply.