

Make Your Documents Typographically Correct
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This month's Macros column shows you how and when to use a pair of important macro programming structures: REPEAT-UNTIL and WHILE-ENDWHILE loops. You'll see how these powerful commands are used in the included CLEANUP.WPM macro that places typographically correct symbols in your existing documents.

Using the Macro

Most of us still treat our computers as if they're ancient Smith-Corona typewriters. We press the hyphen key twice instead of inserting an em dash. We use inch marks where we should be using typeset quotes. We even put two spaces after sentences, a major no-no.

CLEANUP.WPM quickly gives your documents a polished, published look. It does the following:

- Replaces double hyphens with em dashes, followed by a [Hyph SRt] code, so the line can break after the em dash, if necessary.
- Changes inch marks to typeset open and close quotes, but leaves inch marks whenever they occur after numbers.
- Removes extra spaces after sentences.
- Looks for sentences that haven't been capitalized and corrects them.

Using the macro is easy. Just open the document you want to clean up, then begin the macro by pressing Play Macro (Alt+F10), typing "cleanup" and pressing (Enter). A message box appears, telling you to wait while the macro cleans up the document.

If the macro finds something it thinks is an uncapitalized sentence, a dialog box appears, showing the sentence that may need to be changed (see figure below). The reason the macro uses this dialog box is that sometimes text may seem to be a sentence to WordPerfect, but you still don't want it capitalized. If you want the sentence capitalized, choose (C) Capitalize. You can skip to the next sentence by choosing (L) Leave As Is. This continues until the macro has checked the entire document.

