

Search and Replace Fonts with a Macro
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Have you ever found yourself in one of these WordPerfect dilemmas?

- You have a large document that's packed full of different fonts, and you need to change all occurrences of one font to another – a CG Times 12-point font to a Univers 12-point font, for example.
- You're working with a document that contains several headings in a large font. In order to use less space, you decide to use a 14-point font instead of an 18-point font for each of the headings. (These fonts weren't assigned using the Styles feature.)
- You create a document at home and bring it to work to print. WordPerfect attempts to match the fonts you originally used with the fonts in the new printer when the document is retrieved. These fonts are not the ones you intended to use, so you need to go through the document and replace them with the correct fonts.
- Your document contains many footnotes, some of which contain a font code. You need to delete the font codes in all of the footnotes so that all the footnotes are consistent.

If you've ever experienced any of these situations, you know that WordPerfect can't distinguish between fonts or font sizes in a search. While WordPerfect can search for a font code, it finds every font of every size. So trying to make a specific font replacement can be tedious and time-consuming.

This is where the included macro FONTCHNG.WPM comes in. With this macro you can easily search and replace specific font codes and font sizes with other fonts. You can also search for a specific font and size and simply delete it without replacing it with anything. This macro will even do searches through footnotes, headers and graphics captions.

Using the Macro

To use the macro, retrieve the document you want to work with and make sure the second document screen is clear. Also, make sure the printer selection is the same for both document screens. To do this, press Print (Shift-F7) and make a note of the printer name listed next to (S) Select Printer. Press Exit (F7), Switch (F3), then Print (Shift-F7). If the printer name here is different, press (S) Select Printer and select the same printer name as the one in the previous document screen. Press Exit (F7) and Switch (Shift-F3) to return to your original document.

To run the macro, press Macro (Alt-F10), type "fontchng" and press (Enter). The macro first checks to see if the other document is clear. If it's not, you're prompted to clear the other screen and the macro quits.

If the other document is clear, the macro checks to see if the selected printer is the same for both document screens. If it is, the Base Font menu appears, prompting you to select a font. Using only the arrow keys, highlight the font you want to search for and press (Enter). If the font is scalable, type in the point size and press (Enter).

You'll see the prompt "Delete font without replacing it? (Y/N)." If you press (Y) Yes, the macro moves to the next prompt described below. If you press (N) No, the Base Font menu appears again and you're prompted to select the new replacement font. Again, use the arrow keys to highlight the desired font and press (Enter). Type a point size for the new font if needed and press (Enter).

The next prompt asks if you want to confirm each replacement or deletion. If you press (N) No, the macro will replace or delete all occurrences of that font in your document. If you press (Y) Yes, the macro will stop every time it finds the chosen font and ask you if you want to replace or delete it at that location.

The macro then searches for the font code. When a matching one is found, it checks to see if the size matches. A prompt at the bottom of your screen tells you how many total font codes have been found in the document, along with how many changes have been made.

If you chose earlier to confirm each replacement, the macro pauses and blocks the first character following the font code. At the prompt "Make the change at this location? (Y/N)," press (Y) Yes to replace or delete the font just before the blocked information or press (N) No to skip this occurrence.

When the macro has found all the font codes, it clears the other document screen and returns you to the top of your document. A bell sounds, and the prompt remains on the screen for three seconds indicating the final number of fonts found and changed.

Understanding the Macro

This macro was converted from WP 5.1, so the old step-by-step explanations have been deleted.