

## 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.