

Masterful Macros ©
for WordPerfect 6.0 for DOS
Version 1.0

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INTRODUCTION

I was introduced to WordPerfect 5.1 for DOS during the summer of 1991. As a writer and school teacher, I have used the program extensively ever since, though presently I use 6.0b exclusively. Like most who have joined the computer age, I have become "lazy"! I like to make macros to reduce my "hard labor"! This disk (or ZIP file, as the case may be) contains some of the more useful and successful ones I have devised for my own use.

REGISTRATION

Note: Mr. Roth has generously donated this software freely and without registration. See the included ROTH EMAILS.PDF file.

I distribute these macros as shareware. This means that as their author, I share them with you on a free-trial basis. If you find any of these macros useful enough to keep and use, please register. Thank you! If you can't use them, thanks for trying them out!

To register, print REGISTER.DOC and fill it out. Send it and a \$5 (USA) registration fee to the above address.

What are the benefits of registration? Mainly the free conscience of being on good terms with the law in this area. ☺ A secondary benefit is gaining a roosting spot on my mailing list. (That way I can let you know when my next batch of 20 macros is ready to market.)

Please note that I have copyrighted this material (whether on disk or in a ZIP file). Shareware is *not* public domain material. However, you may copy it to share with others, provided . . .

- ! you copy the "package" in its entirety, and
- ! they understand the limited free-trial conditions.

WARRANTY

These Masterful Macros are supplied "as is." I offer no warranty (expressed or implied) of any kind. I am free from liability for direct or indirect damages that may result from these macros failing to operate as you desire.

A LITTLE HINT

To use any of these macros as well as the keyboard and the button bar, copy them to your macros directory. This directory is most likely C:\WP60\MACROS. Verify this by pressing Setup (Shift+F1), (5) Location of files... and noting the path given for (2) Macros/Keyboards/Button bar....

A LOOK AT EACH MACRO

MR-BIRTH

This handy macro informs you of birthdays, anniversaries or any other events you record. I have provided two macros (MR-DATAA and MR-DATAB) to automate data entry into MR-BIRTH. MR-BIRTH will play at any document screen.

MR-BOLD

Have you ever wished for a macro to quickly boldface an existing word? Here it is! Simply position your cursor anywhere on the word you wish to affect, and play this macro. You will notice it has the delightful capability to ignore punctuation before and after the word!

MR-BULL

With typewriters, we were stuck with hyphens, asterisks and stars made by poking "A", backspacing and jabbing "v"! With computers, we have quite a range of bullets available. With WordPerfect you can, of course, press WP Characters (Ctrl+W) and select the bullet you want. MR-BULL makes it even easier and faster, offering you nine pre-selected bullets.

MR-CASE

Oooooops! You forgot to capitalize that word! What will you do? Well, WordPerfect gives you some flexibility in dealing with your goof. You can delete and replace the offending character. You can type over it with the correct one. You can block it and switch it to upper case. You can block the whole word and switch it to initial caps. WordPerfect even ships with INITCAPS.WPM which will capitalize the first letter of the word the cursor is on. Neat, eh!

In MR-CASE you have a friend who will do more than INITCAPS. MR-CASE will change the case of the current word's first letter. Furthermore, MR-CASE will not be thwarted by most leading punctuation.

MR-DATAA and MR-DATAB

These data entry macros make it incredibly easy to insert information into MR-BIRTH. Before you play either of these macros, MR-BIRTH.WPM must be the current document. After finishing with data entry into MR-BIRTH.WPM, save your work by pressing Save (Ctrl+F12).

WordPerfect does not accept hyphens or spaces in a macro label. Since MR-DATA? uses the person's name to create a label, don't use spaces or hyphens in the name when you give it to MR-DATA?. Go back later and insert whatever spaces or hyphens you want in the PleaseWait lines.

When entering the person's or couple's name in the dialog generated by MR-DATA?, you must also make it distinctive. If you use only first names, odds are that identical labels will eventually confuse WordPerfect. The distinction can be made using initials: MarkR to distinguish from MarkB and MarkV, and DavidSm to distinguish from DavidSt (in my personal macro). Here again, you can later expand the name in the PleaseWait line.

Customize special dates for a personal touch. On our anniversary this year, the macro will marvel for six seconds: "Has it been only 15 years since Ruby and I became one!" To accomplish this, I modified the PleaseWait line so it looks like this:

```
PleaseWait("Has it been only " + (?DateYear-1980) + " years since Ruby and I became one!")  
WAIT(60) QUIT
```

Either of these data macros will work just fine for recording other significant events like Easter, First-Date-with-my-Spouse Day, Tax Day and Tax Freedom Day. Study this example:

! In the first field, type *TaxDay*. Press (Tab) and type *April*. Press (Tab) and type *15*. Since you don't need a year here, press (Enter) twice.

! Position your cursor after the first quote. Press Block (F12), type ! and press (Delete).

! Type your new message. Anything less than 71 characters will do. Mine says, "If you waited till this message to start . . . good luck on your tax returns!"

MR-DATE

Playing this macro inserts the current date at the cursor.

MR-DEL-C

This simple little macro deletes everything between the cursor and the next comma.

MR-DEL-P

This macro deletes everything between the cursor and the next period.

MR-ENG

It is so easy to be passive in our writing. (See there! That first sentence proves just how easy! Two passive verbs in one short sentence.) This macro will hunt down quite a few passive verbs in the current document, marking them with redline codes. As the macro plays, a message will display showing which loop the macro is churning through. Each new passive word will send the macro hunting through the document all

over again--a loop in this case. The longer the document, the longer the macro takes to play through. This gives you a good opportunity to get away from your computer to give your body a rest.

MR-FORM

As a teacher who made up his own worksheets, quizzes and tests, I got tired of creating the title lines and formats. This macro handily solved that problem. For (2) Chapter/Unit/Etc, you will need to do more than just type in a number. You must identify it as a chapter or unit or whatever you call it. For example, type *Chapter 3*.

MR-FRACT

Which do you like better 1/2 or ½? Yeah, you can do the nicer one using WP Characters (Ctrl+W). Running MR-FRACT is faster and also gives you the option of creating your own fraction. I think you might like $\frac{13}{32}$ better than 13/32.

MR-ITAL

Meet a cousin to MR-BOLD and MR-UNDER. He will change an existing word to italics, but he will not mess around with word punctuation. I made this one a little different because some fonts will angle over into some punctuation if the punctuation is not also in italics.

MR-MATCH

Creating matching questions can pose quite a problem. This macro helps considerably. Follow these instructions carefully.

Laying the groundwork:

- ! Type all the statements that are to have blanks. Do not leave any blanks (i.e. include the answers).
- ! Place cursor at the very beginning of the first line of the batch of matching-wanna-be statements.
- ! Press Block (F12).
- ! Using (Down Arrow), go to the *beginning* of the last line of the batch of statements.
- ! Press (End).
- ! Press Columns/Tables (Alt+F7), (1) Columns, and Custom Widths. Change the width of Column 2 to something like 1.5" (or whatever will accommodate the longest possibility you want to offer) this way: Press (Down Arrow) twice, (Enter), (1) Width, type 1.5 and press (Enter). Now press Previous twice, (1) Width and type in the number that represents the sum of the default number and the difference between the original Column 2 width and its new width. Press (Enter) twice, (Tab), (Enter).
- ! Press (Enter).
- ! Press (Ctrl+Enter).
- ! Press Enter until the cursor is down even with the last line of the batch of questions.

Playing the macro:

- ★ In the first statement, position cursor anywhere on the word which is to be the answer.
- ★ Play MR-MATCH.
- ★ Repeat the previous two steps for the rest of the statements.

Scrambling the answer options:

- P Position cursor on the first character of the first of the answer options.
- P Press Block (F12).
- P Using (Down Arrow), move down to the *beginning* of the last line of the answer options.
- P Press (End).
- P Press Sort (Ctrl+F9) then press (Enter).

Now you can use MR-NUMB and MR-NTOL (in that order, of course) to assign letters to the answer options.

MR-MEMO

This is different from MEMO.WPM that ships with WordPerfect. That macro helps you format a memo, letter or fax cover sheet. This macro does memos only but is faster and gives you some options that MEMO.WPM does not.

MR-NTOL

Have you ever wished for a quick way to convert numbered items into lettered items? This macro should help you out. First, place your cursor at *beginning* of the first number you do *not* wish to convert and type an asterisk (*) there. Then place your cursor on the first line you wish to convert. Play the macro. The macro will convert numbers 1-29 with their alphabetical equivalent.

1. Cow		a. Cow
2. Horse		b. Horse
3. Camel		c. Camel
4. Zebra	becomes	d. Zebra
5. Ant		e. Ant
*6. Moose		6. Moose
7. Seal		7. Seal

MR-NUMB

This macro numbers lines of text preceded by a hard return. Play this macro after placing your cursor anywhere on the first line to be numbered. The default beginning number is 1, but you may change that to the number of your choice. The macro will play until encountering one of three situations: (1) the user-defined limit, (2) an asterisk at the beginning of a line, or (3) the end of the document.

HINT: For (1) Number of items: you may enter a huge number if you first put an asterisk after the last line to be numbered. (This way you don't have to count all the possibilities!) Thus, even if you say the number of items to be numbered is 357 . . .

Cow		1. Cow
Horse		2. Horse
Camel		3. Camel
Zebra	becomes	4. Zebra
Ant		5. Ant
*Moose		6. Moose
Seal		7. Seal

MR-QUOTE

This macro contains 100 quotes from the Bible. Playing the macro (at any document screen, like MR-BIRTH) will display one of these quotes for four seconds. I left space in this macro for you to add twenty more quotes of your choice. One drawback to leaving this space is that running this macro before you fill it up may occasionally display no quote at all for four seconds. If that happens, don't worry; everything is OK--just take it as a reminder to open MR-QUOTE.WPM and play MR-RECOR.WPM to insert your choice quotes.

MR-RECOR

Open MR-QUOTE.WPM and play MR-RECOR.WPM to insert your quotes. MR-RECOR prompts you for the first and second parts *of the same* quote as well as a category in which to place the quote. Remember to Save (Ctrl+F12) after inserting any new quotes into MR-QUOTE.WPM.

MR-RENUM

Sometimes you may create a worksheet with numbered lines. Then you might move some of the lines around and delete others. Now your numbering is off. This macro has remedied the problem for me. Simply play it after placing the cursor above the first numbered line.

3. Cow		1. Cow
2. Horse		2. Horse
6. Camel		3. Camel
1. Zebra	becomes	4. Zebra
9. Ant		5. Ant
8. Moose		6. Moose
7. Seal		7. Seal

MR-SPAN

This macro is the Spanish version of MR-ENG.WPM. This one takes considerably longer to play since it must loop through the document 42 times.

MR-TIME

Playing this macro inserts the current time at the cursor.

MR-TRANS

Ever wish you could transpose two words quickly? I did, and created this macro! Position your cursor on the first word to be transposed; playing the macro will do the rest. Hey, it will even try to deal with certain punctuation scenarios! Try it out; you may need to manually deal with some punctuation layouts.

MR-UNDER

This macro is MR-BOLD's twin, underlining the current word.

MR-WHO

There for a while, my oldest daughter enjoyed playing a pen-and-paper game called "Who, What, When, Where." One time I played with her I thought, "I can make WordPerfect do this!" So I did. This macro is the result.

SOME SPECIAL THINGS FOR YOU

ALTA.WPM

This macro chains all the above macros into a simple, easy-to-remember Alt-letter macro. Use this macro if you would rather not select my special macros keyboard given below. (If you already have an Alt-A macro, rename this one to an unused Alt-letter.)

MARKROTH.WPK

This keyboard has my macros chained into it.

MARKROTH.WPB

This button bar will play my macros at a mouse click.