

Select Files with a Macro  
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I prefer using WordPerfect to perform simple commands rather than DOS whenever I can. That's one reason I love WordPerfect's List Files. It allows me to organize my files and directories without going to DOS. It's a relief to have all those ordinary housekeeping chores accessible from within WordPerfect.

With a quick press of List (F5), you're in the position to create or remove directories; move, copy, delete or rename files; print documents; locate files by name; even search the contents of files for a specific word or phrase.

List Files also allows you to select groups of files when you want to perform a more "global" operation. You can define these groups in three ways: manual selection, using DOS wild cards or by filename extension.

*Note: Information about the first two methods has been deleted.*

#### Filename extension

Listing files by filename extension is easy. After entering List (F5), move the cursor until Current <Dir> is highlighted and press (Enter). WordPerfect will display the current directory name, such as Dir C:\WP51\\*.\*; in the lower left corner. The \*.\* at the end of this prompt is the default that tells WordPerfect to display all files in this directory. To change this and display only those files with a specific extension, press (End) followed by the (Backspace) key. Now type the desired three-character extension and press (Enter). Note: You can use the wildcards \* or ? in the extension as well.

Don't worry; the other files aren't gone. WordPerfect simply removes them temporarily from the List Files display. Now you can work with the displayed files as a group without disturbing any of the others. To restore the complete List Files display, highlight Current <Dir> again and press (Enter) twice.

The limitation to this method is that you can't display more than one filename extension at a time. Unfortunately, my writing style often requires the ability to do just that, so I created the included SELFILES.WPM macro, which combines two of WordPerfect's features, the (9) Find option of List Files with Search (F2), to overcome this limitation and to give you the ability to list two extensions at a time instead of just one.

You should probably rename the macro to an Alt+letter combination of your choice to make it easier to play.

#### Using the macro

To use the macro, first press List (F5) and (Enter) to display any directory that contains files with several different extensions, then invoke the macro. At the prompts, enter the filename extensions you want displayed, pressing (Enter) after each one. Do NOT enter the periods. These are automatically added by the macro. The macro ends by displaying the files with the desired extensions.

## Explaining the macro

This macro starts off by checking to see if you're at the List Files menu (line 1). If not, lines 2 through 5 display the prompt Display directory with List (F5) first. Press (Enter). to inform you what you need to do, then the macro quits. Lines 6 and 7 display the prompts that request the desired filename extensions. After the extensions are entered, they're then assigned to variables 1 and 2, respectively.

Lines 10-16 use the {WHILE} command to create a loop that finds and marks each occurrence of the first filename extension. How this works may not be obvious at first, but it's really quite simple once you understand the way WordPerfect "reads" these commands.

The {WHILE} command is followed by an expression which is evaluated by WordPerfect as either true or false. As long as the expression is true, the commands between the {WHILE} and the {END WHILE} commands are continuously executed. As soon as the expression becomes false, macro execution skips to the step following the {END WHILE} command. It's kind of like a curfew. While the time on the clock is before 10:00 p.m., the kids can watch TV. When this is no longer true – because it's after 10:00 p.m. – the next command is executed: bedtime!

So what does {WHILE}1- mean? In programming, 1 is true and 0 is false. Essentially what it's saying is {WHILE>true-. Because this evaluation is always going to be true, this loop will neverquit, right? Not entirely. In this case, the {WHILE} loops on lines 10-16 and 18-24 contain a search. When a macro performs a search and the search fails or can't find what it's looking for, a "Not Found" error occurs. This usually causes the macro to quit unless you tell WordPerfect to do something else.

That's where line 8 comes in. The {ON NOT FOUND}{BREAK}~ tells the macro that when it encounters a "Not Found" error, like during a search, the macro is to break out of the loop it's currently in.

The first loop (lines 10-16) searches for the first extension you entered on line 6. If it finds a file with that extension, it assigns to {VARIABLE}chk~ the filename that the cursor is on.

It then marks it with an asterisk and checks if the file that the cursor is on is equal to {VARIABLE}chk-. If it is, it breaks out of the loop to line 17. If it isn't, it goes left one filename. This highlights the file it just found, then goes back to line 11 to perform another search.

When all the files with the first extension are marked, line 14 sends the cursor back to the top of the list and lines 18-24 repeat the process for the second filename extension.

When all the files with the second extension are marked, line 25 uses the (9) Find option to display only the marked files and the macro quits.

Remember, you can restore the complete List Files display by highlighting Current <Dir> and pressing (Enter) twice.