FROM: John Land

RE: New Macros for WordPerfect

Following is a list of WordPerfect 5.1 macros defined in a keyboard
definition file named JL'.WPK. JL'.WPK must be in your regular macro
directory, as indicated in your SETUP -- LOCATION OF FILES.

Some of the macros are directly defined; however, all of the macros marked
with an asterisk (*) require that a macro file (ending in .wpm) be located
in a particular directory on your disk. That directory is designated by a
variable called "JL-PATH". The value for this variable must be set in a
startup macro, or by editing the ALT-` key to designate the desired
directory and then pressing the ALT-` key <u>once</u> at the beginning of each
session of WP. See Programming Notes below for further information.

Most of the macros have two or more functions. Some of the macros detect
when BLOCK is on and behave differently than when BLOCK is off. Still
others detect when you are in different menus or lists (such as List Files),
and behave accordingly.

Other "double function" macros perform one function when the activating keys
are hit once, and a second function if the activating keys are hit twice in
rapid succession; these are referred to as a DOUBLE QUICK, or DQ, macros
(note that if a DQ macro key is hit once and <u>any</u> other key is hit within
2/10's of a second thereafter, the second function will be executed anyway).
DQ macros have a double-line symbol || in their title, for quick
identification.

       Note that the second function of {ALT} KEY double quick macros
       does NOT get executed IF you have your own non-keyboard
       definition {ALT} key macros defined.

The macro descriptions have been designed to match a corresponding key as
mnemonically as possible, as indicated by bolded and capitalized letters
(please forgive Komment and a few others). Usually, both DQ functions are
related. Generally, macros that manipulate attributes or insert characters
are assigned to {CTRL} KEY macros.

The Fn function keys have been redefined, principally to reflect those
operations that I do most (e.g., cutting sentences, copying paragraphs,
search & replace, etc.). Most of the definitions are straightforward
remappings of standard WP functions. Definitions are provided below, along
with a template. You will have to decide if you want to keep them; if you
don't, just delete them. (By the way, it does not take long to get used to
the reorganization). Or, use the ` key macro to access the original
function (see below for further expanation of the ` key macro).

A number of the macros must be "personalized" to your own settings or
values; notes in the descriptions below indicate which ones. You can do
this with the built in macro editor, or WPCorps ED program.

The Programming Notes section should be reviewed for information regarding
some of the general aspects of these macros.

ALT KEY MACROS

Alt-A   Alternative format menu*

          This macro provides an alternative menu in which many common
          formatting functions can be accomplished in fewer key strokes
          than with the WordPerfect menus. Included functions are:

   Line: Spacing (1 1.5 2) Margin Tab Hyphen Line #
   Page: Page mrg Center pg New pg# Pg Size Header Footer Suppress
   Doc: Initial font sUmmary
   Other: CEOP Advance Overstrike

Alt-B   reBlock, or protect Block || append Block

          BLOCK On:
                  DQ1: Protects the highlighted block.

                  DQ2: Asks for file name to append block.

          BLOCK Off: Re-blocks the previously blocked text.

Alt-C   Character tables || repeat Character*

          DQ1: Pops up the first of a series of character tables,
                permitting you to enter by number all of the characters
                from WP's multinational 1, multinational 2, typographic
                symbols, iconic symbols, math/scientific, and Greek
                (partial) character sets.

                NOTE: This macro nests 15 additional macros containing
                the character set tables. The character set macros must
                be in the same directory defined by the "JL-PATH" variable
                described above.

          DQ2: Inserts the last character selected from the character set
                tables. Example: If you select the degree symbol ° from
                the math table, hitting the DQ2 macro inserts the degree
                symbol in your document again.

Alt-D   Display, or print blk || print full

          BLOCK On: Prompts for printing of block.

          BLOCK Off:
                  DQ1: Preview (display) the current document.

                  DQ2: Print the entire current document.

Alt-E   Enhance (highlight) line*

          This macro reverse highlights a line of text, and lets you move
          the highlighting line up or down by pressing the up & down
          cursor control keys. Adapted from a macro from Compuserve.

```
Alt-F    Flush rt code/block || Flush rt line

             BLOCK On:   Makes all blocked text flush right.

             BLOCK Off:
                  DQ1:    Inserts a flush right code at the current location
                          of the cursor.

                  DQ2:    Goes the left edge of the current line and inserts
                          a flush right code.


Alt-G    Give "GO", or Go to printer control

             1.     If a printer is waiting for a "go", the macro goes to the
                    printer control screen and gives the GO command; the macro
                    leaves you at the printer control screen so that you can
                    verify the action taken.

             2.     If the printer is not waiting for a "go", the macro simply
                    goes to the printer control screen.


Alt-H    Home key

             This is provided only as an alternative Home key, principally
             for use with some notebook computers that have an inconvenient
             Home key.


Alt-I    Insert || restore line

             DQ1:   Breaks the text where the cursor is at by entering two
                    hard carriage returns and backing up to where the cursor
                    was.  Useful for entering text into the middle of a
                    paragraph without being distracted by reformatting of the
                    text following the cursor.

             DQ2:   Deletes two consecutive hard carriage return characters,
                    restoring a line that was broken by the insert function.
                    No action taken if the cursor is not on the first of two
                    consecutive hard carriage returns.
```

Alt-J   center Justify line/blk || Just. menu*

          BLOCK On: Center justifies the entire block.

          BLOCK Off:
              DQ1   Center justifies the current LINE (no matter where
                      the cursor is in the line), using a center code.

              DQ2   Pops up a justification/alignment menu, allowing
                      selection of left, right, centered, or full
                      justification; or center, center with dots, tab
                      align, flush right, or flush right with dots
                      alignment.

Alt-K   Komment create || Komment menu

          BLOCK On: Convert blocked text to comment.

          BLOCK Off:
              DQ1:   Brings up the comment creation editing window.

              DQ2:   Pops up the WP comment menu.

Alt-L   List files menu || List last directory*

          DQ1: A directory listing macro for selected directories; the A:
                and B: drives can also be selected.

          DQ2: Hitting Alt-L twice in succession (not time dependent)
                will display the current directory.

          NOTE: This macro must be edited in order to display a user's
          particular hard disk directories.

Alt-M   Merge codes menu || {END FIELD} code*

          DQ1: Presents an alternative merge codes menu, similar to WP
                Shift-F9, but with "End Field" and "Merge" also
                selectable.

          DQ2: Inserts an {END FIELD} code; same as WP F9 key.

Alt-N   edit Notes, or blk -> Note || Note menu*

          BLOCK On: Converts the blocked text to a footnote or an
                     endnote, as prompted.

          BLOCK Off:
              DQ1:   Menu-driven macro for editing the next or previous
                      footnote or end note (a variation of the WPCorp
                      macro of similar function).

              DQ2:   Pops up the standard WP footnotes/endnotes menu.

```
Alt-O    Office macros*

         Pops up a menu of macros used in our office.  The macros must be
         located in the directory defined by the "JL-PATH" variable
         described above.  See below for a description of each macro.


Alt-P    Protect: 5 lines || n lines; or block

         BLOCK On:  Inserts BLOCK PROTECT codes (see also Alt-B).

         BLOCK Off:
              DQ1:    Inserts a conditional end of page (Cndl EOP) code
                      protecting 5 lines.

              DQ2:    Calls up the Cndl EOP menu for user-input.


Alt-Q    eQuation create || edit next eQuation

         DQ1:  Equation create: goes directly to the editing screen for a
               new equation.

         DQ2:  Goes to the editing screen for the next existing equation.

Alt-R    copy: Re line, or block, to summary*

         BLOCK on:  Pops up a menu to let you select the section of the
                    Document Summary in which to paste the first 120
                    characters of the blocked text.

         BLOCK off:  Automates changing the "ABSTRACT" section of a
                    Document Summary by searching for a "re:" (note the colon)
                    line in your document and then saving up to 120 characters
                    into the document summary ABSTRACT section.  Useful for
                    changing the summary section of a letter or memo when
                    using a prior version of a document as a model, and the
                    old summary is no longer appropriate.


Alt-S    Save over || Save menu, or copy from list files*

         1.    Normal editing screen:

               DQ1:    Saves a document over itself; prompts for a name if
                       not previously named, OR if saving a block.

               DQ2:    Pops up a menu allowing you to save a document
                       under a new name, to the A: drive, the B: drive, or
                       the current directory.

         2.    If List Files is active, prompts for copying of the file
               that the cursor is on to the A: or B: drives.


Alt-T    sorT menu || re-sorT

         DQ1:  Pops up the WP sort menu.

         DQ2:  Re-performs sort, using the last sort parameters.
```

```
Alt-U      Utility macro menu || menu # *

           DQ1:   Brings up a utility macro menu, including some macros that
                  are principally of use to macro programmers.  See below
                  for a description of each macro.

                  NOTE:   This macro nests additional macros.  The nested
                  macros must be in the same directory defined by the "JL-
                  PATH" variable described above.

           DQ2:   Displays the menu number of the current menu, where
                  possible.


Alt-V      Very truly yours menu || Via fax/express menu*

           DQ1:   Pops up a personalized menu, allowing you to select a
                  "Very truly yours" close, or a common ending phrase (e.g.,
                  "If you have any questions regarding this matter, please
                  feel free to contact me").  One selection is designed to
                  retreive a graphics file with a scanned in signature;
                  allows "signing" a document that is going to be faxed
                  directly from WP.

                  NOTE:   This macro has to be personalized to particular
                  names and style of close.  See also the VTY macro in the
                  Alt-O key menu.

           DQ2:   Pops up menu that allows selection of the phrase "VIA
                  FACSIMILE" or "VIA EXPRESS/COURIER" flush right on the
                  page at the current line, regardless of where the cursor
                  is in the line.


Alt-W      toggle Windows ruler

           Toggles the appearance of a ruler at the bottom of a window.
           Has no effect if Reveal Codes is on or if screen is split by
           Ctrl-W (and is not needed).


Alt-X      eXit to edit screen*

           Exits to the main edit screen from any place within WP.


Alt-Y      stYles menu || repeat stYle*

           DQ1:   Brings up the WP Styles menu; saves the selected Style.

                  NOTE:   The DQ1 macro is not perfectly robust; creating,
                  editing, or deleting styles will terminate the macro
                  without saving a style.  However, you will be notified
                  that no style has been saved, and, if you return to the
                  styles menu from editing, etc., running the DQ1 macro
                  again will start the macro over without having to go back
                  to the main edit screen.

           DQ2:   Inserts the last selected Style.
```

```
Alt-Z      Zipcode line || firm name
            DQ1:   Inserts a Zipcode line: "La Jolla, CA 92037".
            DQ2:   Inserts "Spensley Horn Jubas & Lubitz".
```

CTRL KEY MACROS

Ctrl-A   font Appearance select || reselect*

          DQ1: Brings up a font appearance menu, similar to the standard
                WordPerfect menu.

          DQ2: Inserts the last selected font appearance code. Example:
                if italics was chosen, activating this macro again with a
                Double Quick keystroke will insert a pair of italics
                codes.

Ctrl-B   delete Block, or ^B || page numbering menu

          BLOCK On: Deletes blocked text <u>without</u> prompting.

          BLOCK Off:
                DQ1:   Inserts a ^B code for page numbering.

                DQ2:   Pops up the WP page numbering menu.

Ctrl-C   Change attribute*

          This self-prompting macro allows you to change a size or
          appearance attribute or a base font code, to a different size or
          appearance attribute, or to upper or lower case, or to entirely
          remove the original attribute, all on a global basis.

          This macro can be run in a mode that prompts for each
          conversion. It uses extended searching, so it converts in
          footnotes, headers, footers, etc. Searches backwards, too.

          NOTE: When converting FROM an attribute TO Upper or Lower Case,
          you will be asked if you want to remove the original attribute.
          If you answer "yes", then the original attribute WILL be removed
          EVEN IF YOU ARE IN PROMPT MODE AND SAY "NO" TO A PARTICULAR
          CONVERSION TO UPPER/LOWER CASE. Also, does not work only within
          blocked text.

Ctrl-D   Dash menu || repeat Dash

          DQ1: Pops up a menu for various types of dashes (e.g., en dash,
                em dash, 3/4 em dash, figure dash, em leader [ellipsis]).

          DQ2: Inserts the last dash character selected.

Ctrl-E   Edit code/attribute*

          A variation on a WPCorp macro, this version searches backwards
          through a document to the next preceding code, and prompts you
          about editing that code (the WPCorp macro requires that you
          place the cursor squarely on a code in order to edit it).

          NOTE: This macro uses an undocumented feature of the WP macro
          language to detect the beginning of a document. See Programming
          Notes below.

```
Ctrl-F    Find marker || marker set*

          DQ1:  Permits you to find any of 9 non-printing markers set in a
                document.  The default marker number is the number of the
                last marker you set, OR of the last marker you manually
                entered (whichever event occurred last).

          DQ2:  Sets up to 9 non-printing markers in a document.  The
                default marker number is 1, but the marker count
                automatically advances.  After selecting a marker, you
                will be asked to check for duplicate markers, if desired.
                Selecting 0 allows you to delete all markers (this may
                take a LONG time in a large document).


Ctrl-G    Graphics menu || edit Graphics*

          DQ1:  Pops up the standard WP graphics menu.

          DQ2:  Prompts you for a graphics type to edit, then finds the
                next code of that type, and brings up the edit screen for
                that code.


Ctrl-H    Hard Space [] || Hard hyphen

          DQ1:  Inserts a Hard Space ("HOME SPACE" combination).

          DQ2:  Inserts a Hard Hyphen ("HOME -" combination).

Ctrl-I    Init cap char., or block || cap 3rd char.*

          BLOCK On:  Initial caps each word in the block (takes awhile in
                a large block of text).

          BLOCK Off:
                DQ1:   Forces ALL of the letters of a word on which the
                       cursor is resting to lower case, and then
                       capitalizes the first letter, ignoring all codes
                       and punctuation.  The cursor then advances to the
                       next word.

                DQ2:   Initial caps a word, and then capitalizes the third
                       letter of the word.  Useful for words such as
                       "Mcdonald" => "McDonald".  The cursor then advances
                       to the next word.


Ctrl-J    Join attributes*

          A variation on a WPCorp macro, this version searches backwards
          through a document to the next preceding attribute code and asks
          you whether you want to add ("join") another attribute on a one-
          time basis (e.g., adding bolding to underlined text).  (The
          WPCorp macro requires that you place the cursor squarely on an
          attribute code in order to join another attribute to it).  See
          Ctrl-C for global change of attributes.
```

Ctrl-K   Kill last attribute || repeat Kill*

          DQ1: Pops up a menu to select a font attribute, and then
                searches backwards from the cursor to the last occurrence
                of that attribute and deletes it. Does not repeat.

          DQ2: Searches backwards from the cursor to the last occurrence
                of the previously selected attribute and deletes it.

Ctrl-L   Lower case char. || word, or block

          BLOCK On: Lower cases the blocked text.

          BLOCK Off:
          DQ1:   Lower cases the character on which the cursor is
                    resting. The cursor then advances to the next
                    character.

          DQ2:   Lower cases the word on which the cursor is
                    resting. The cursor then advances to the next
                    word.

Ctrl-M   Mark text || generate menu

          DQ1: Pops up the WP "Mark Text" menus (different menus,
                depending on whether BLOCK On or BLOCK Off).

          DQ2: Pops up the "Mark Text: Generate" menu.

Ctrl-N   auto para. No. || para. Number level

          DQ1: Inserts an automatic paragraph code.

          DQ2: Pops up a menu for selecting manual paragraph numbers
                (with automatic paragraphing the default).

                NOTE: The appearance on the menu of the particular
                paragraph format that will be selected for each level is
                user-defined. This macro must be edited to display each
                user's particular defaults for paragraph numbering.

Ctrl-O   Overstrike character, or overline blk || Overline chars*

          BLOCK On: Places the WP 1,21 overline character above each
                     character in the block.

          BLOCK Off:
          DQ1:   Prompts for an overstrike character for the
                    character on which the cursor is resting.

          DQ2:   Places the WP 1,21 overline character above the
                    number of characters defined by the user, using the
                    overstrike function. The cursor must be
                    immediately to the left of the character(s) to be
                    operated on.

          NOTE: The vertical position of the overline character position
          is dependent upon the size of each character. This macro works
          best with all capital letters, such as in logic equations.

```
Ctrl-P    ¶ || cross ref to ¶ number

          DQ1:  Inserts the ¶ character.

          DQ2:  Inserts a cross reference code where the cursor is
                positioned, and prompts you to move to a target paragraph
                number and press ENTER, to cross reference to the target
                paragraph.

Ctrl-Q    phrase store or recall (Queue)*

          BLOCK On:  Storing a Phrase -- Block the phrase (text and codes)
                that you want to store, and start the macro.  The macro
                will ask you for a character from 0 to 9 or A to Z (upper
                or lower case), or / to go to the clear menu (see below).

                NOTES: Although not listed in the prompt, you can also use
                any IBM PC ASCII character for a phrase name, except for
                the following characters, which are restricted by DOS:
                      < > , . / \ ? ; : ] [ | = + * "

                After you enter a character, the blocked text and codes
                will be saved to disk in the path defined in the JL-PATH
                variable.  This macro: overcomes the 120 character limit
                of WP's VAR variables; stores & recalls up to 181 phrases
                of ANY length that fit on disk; can be used in any part of
                WP5 where text can be blocked & saved to disk.

                Existing text in a file of the same name is OVERWRITTEN,
                UNLESS you save your text under the symbols ' or `.  Text
                saved to these symbols is APPENDED to any existing text
                already saved there.  This is handy if you are going
                through a document and copying non-consecutive portions
                for use elsewhere.

          BLOCK off:  Recalling a Stored Phrase -- IF YOU ENTERED A NUMBER
                FROM 0 TO 9 WHEN STORING A PHRASE, you can retrieve the
                phrase stored "under" each such number by pressing ALT x,
                where x is from 0 to 9.  HOWEVER, ANY other macros that
                use VARs 0-9 will DESTROY the ability to recall phrases
                using the corresponding ALT # keys.

                If you have that problem, invoke this macro with BLOCK
                off.  You will be prompted for a character from 0 to 9 or
                A to Z, or / to get the clear menu (you can also enter one
                of the special characters described above).  The
                corresponding stored phrase will be retrieved from disk.

                CLEARING THE ALT # KEYS -- If you enter / to get the clear
                menu, you will be presented with 3 choices: (1) "S" to
                clear a specific phrase and its associated ALT # key, if
                any; (2) "A" to clear all ALT # keys (this does NOT clear
                any phrase temporary files from disk); (3) "C" to clear
                all temporary files from disk and the ALT # keys.  The S
                and C clear options are the only ways to clear the ' and `
                files, since new text is appended to them rather than
                written over them.
```

```
Ctrl-R    subscRipt || superscRipt

          DQ1:  Inserts a pair of subscript attribute codes.

          DQ2:  Inserts a pair of superscript attribute codes.


Ctrl-S    § || Section

          DQ1:  Inserts the § character.

          DQ2:  Inserts the word "Section".


Ctrl-T    Transpose char. || words*

          DQ1:  Transposes the character on which the cursor is resting
                with the character immediately to the left of the cursor.
                This macro ignores intervening codes.

          DQ2:  Transposes the word on which the cursor is resting with
                the word immediately to the left.  This macro does not
                ignore intervening codes.


Ctrl-U    Upper case char. || word, or block

          BLOCK On:  Upper cases the blocked text.

          BLOCK Off:
              DQ1:  Upper cases the character on which the cursor is
                    resting.  The cursor then advances to the next
                    character.

              DQ2:  Upper cases the word on which the cursor is
                    resting.  The cursor then advances to the next
                    word.


Ctrl-V    compose character Value || repeat char. Value

          DQ1:  Compose character (same as WP function).  To insert a ^X
                wildcard, press the ' key (see below) after pressing Ctrl-
                V, and before pressing Ctrl-X.

          DQ2:  Repeat last composed character (except for ^X).


Ctrl-W    toggle split screen Window

          Toggles the screen between a full screen and evenly split half-
          screens.
```

```
Ctrl-X    eXpanded search & replace || eXpanded search*

          DQ1:  A search & replace macro that gives you a list of previous
                search/replace text phrases (no codes, unfortunately) to
                select from by number (to search/replace text beginning
                with a numeral, first press 0).  Uses the same list of
                phrases as the DQ2 function of this macro.

          DQ2:  A search macro that gives you a list of previous search
                text phrases (no codes, unfortunately) to select from by
                number (to search text beginning with a numeral, first
                press 0).  Uses the same list of phrases as the DQ1
                function of this macro.


Ctrl-Y    daYte and tYme menu || tYme-stamp ftr B*

          DQ1:  Presents a menu of common date and time formats, in code
                or text form.

          DQ2:  Inserts a footer B at the beginning of the document that
                includes the date, time, and document name (if one
                exists), then returns to the last editing point.


Ctrl-Z    font siZe select || reselect*

          DQ1   Pops up a font attribute menu similar to WordPerfect's but
                further including a "base font" choice, which can be made
                temporary.

          DQ2:  Inserts the last selected font size attribute code.
                Example: If "small" is chosen, invoking the Double Quick
                function of this macro inserts a pair of "small" codes.


Ctrl-Tab  Hard Tab Menu*

                Pops up a menu that allows selection from left hard tabs, left
                hard tabs with dots, right tab with dots, center tab, center tab
                with dots, tab align, and tab align with dots.
```

MISCELLANEOUS KEYBOARD DEFINITIONS

`` `   Left single quote: input original (unmapped) key

>   1.   Depressed once, the left single quote will make the next
>   pressed key (or key combination) generate its "natural"
>   unmapped output; that is, this key temporarily turns off
>   any macro assigned to another key or key stroke sequence.
>
>   2.   When pressed twice in a row (need not be Double Quick),
>   produces a normal left single quote mark.

Alt-ENTER
>   Force ENTER when in Outline

Shft->   Inserts a period (.); prevents inserting a > character by accident.

Shft-<   Inserts a comma (,); prevents inserting a > character by accident.

Alt->   Inserts > character (because Shift-> is redefined as a period).

Alt-<   Inserts < character (because Shift-< is redefined as a comma).

Alt-'   SCREEN BLANK
>   Blanks screen, and displays a tickertape-like banner that says
>   "This computer is in use". The line progress down the screen to
>   prevent screen burn-in. Press any key to resume work.

Alt-`   SET JL MACRO PATH & SCREEN ROWS
>   Sets the value for JL-PATH, used by most of the macros, and JL-
>   ROWS, used by some of the macros. Currently set to
>   "C:\WP51\MACROS\JL\" (note ending backslash), and 66 lines,
>   respectively.

Alt-/   EDIT KEYBOARD DEFINITION
>   Calls up the macro editor to edit a keyboard definition file
>   called JL'.WPK [sic], AND loads MACTOOLS.WPK, a set of macros
>   useful in editing and writing macros (see MACTOOLS KEYBOARD
>   DEFINITION below).

Ctrl-BkSpace
>   DQ1:   Normal delete word function.
>
>   DQ2:   Deletes a word, but NOT surrounding punctuation. Example:
>   DQ'ing Ctrl-BkSpace while the cursor is on "word" will
>   leave "".

```
                    FUNCTION KEY RE-DEFINITIONS
                  (BOLD indicates standard WP function)


     F1        Cancel
    sF1        Setup
    aF1        Thesaurus
    cF1        DOS/Shell menu


     F2        Search forward
    sF2        Search backward
    aF2        Spell checking
    cF2        Outline


     F3        Search and Replace (IF pressed DQ, does Help function)
    sF3        Switch
    aF3        Reveal Codes
    cF3        Line draw


     F4        Indent
    sF4        Left-right (quote) indent
    aF4        Block
    cF4        Text I/O


     F5        If text is blocked, CUT's blocked text; if text is not blocked,
               pops up MOVE menu (IF pressed DQ, does normal List Files function)
    sF5        CUT paragraph
    aF5        CUT sentence ("line")
    cF5        CUT word


     F6        If text is blocked, COPY's blocked text; if text is not blocked,
               pops up MOVE menu (IF pressed DQ, inserts normal BOLD codes)
    sF6        COPY paragraph
    aF6        COPY sentence ("line")
    cF6        COPY word


     F7        Exit
    sF7        Print
    aF7        Col/Tabl/Math
    cF7        Footnotes/Endnotes


     F8        Underline
    sF8        Format
    aF8        Underline line (not sentence)
    cF8        Underline word

     F9        Paste cut/copied block
    sF9        Insert auto paragraph number + block indent code
    aF9        Define paragraph numbering style
    cF9        Start new paragraph number, from 1
```

```
 F10       Reveal codes (not needed if F11 available; IF pressed DQ, does
           normal Save function)
sF10       Retrieve
aF10       Macro (with memory function)
           When starting a macro, the macro name is saved.  When you press
           ALT-F10 again, you will be asked if you want to run the prior
           macro again; to do so, press ALT-F10 a second time.  The macro
           name is completely editable.  Starting to type a new macro
           clears the old macro name.

           To execute a macro multiple times, press ALT-F10 once, THEN
           press ESC.  You will be asked for a repeat value; enter that,
           then continue.
cF10       Define Macro



REMEMBER:  The original function of each re-defined key is always available
           by first pressing the ` key.
```

ENHANCED CURSOR MOVEMENT KEYS

Alt-Up   Move up one paragraph

             1.   If split screen is on, this macro moves the cursor up one
                    line in both screens.

             2.   Otherwise, this macro moves the cursor up an item or
                    paragraph.

Alt-Down Move down one paragraph

             1.   If split screen is on, this macro moves the cursor down
                    one line in both screens.

             2.   Otherwise, this macro moves the cursor down an item or
                    paragraph.

Alt-Left Move to left of line or item

             1.   In normal text, moves the cursor all the way to the left
                    of the line.

             2.   When tables or columns are on, and the cursor is not at
                    the left "edge" of the cell or column, goes to the left
                    side of the text in the cell or column. If the cursor is
                    at the left "edge" of the cell or column, goes to the cell
                    or column to the left.

Alt-Right   Move to right of line or item

             1.   In normal text, moves the cursor all the way to the right
                    of the line.

             2.   When tables or columns are on, and the cursor is not at
                    the right "edge" of the cell or column, goes to the right
                    side of the text in the cell or column. If the cursor is
                    at the right "edge" of the cell or column, goes to the
                    cell or column to the right.

Ctrl-Up   Move up by sentence.

Ctrl-Down   Move down by sentence

ALT-O pops up a menu for the following macros. The macros must be located
in the directory defined by the JL-PATH variable.

A PRIV   : ATTY/CLIENT PRIVILEGE NOTICE
               Inserts a 3-line, right justified confidentiality notice
               (CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGED) regardless of
               where the cursor is in the text. Meant to be place just
               to the right of the inside address of a letter or memo.

B PRIVWP   : WORK PRODUCT PRIVILEGE NOTICE
               Inserts a 3-line, right justified confidentiality notice
               (CONFIDENTIAL ATTORNEY WORK PRODUCT PRIVILEGED) regardless
               of where the cursor is in the text. Meant to be place
               just to the right of the inside address of a letter or
               memo.

C PRIV2   : ATTY/CLIENT & WORK PRODUCT NOTICE
               Inserts a 4-line, right justified confidentiality notice
               (CONFIDENTIAL ATTORNEY-CLIENT & ATTORNEY WORK PRODUCT
               PRIVILEGED) regardless of where the cursor is in the text.
               Meant to be place just to the right of the inside address
               of a letter or memo.

D MEMO   : MEMO FORM
               Calls up a memo form. Screen should be blank, or existing
               text may be lost. The sample form is designed to be
               printed in Courier and Helvetica fonts.

E FAX   : FAX COVER MEMO FORM
               Calls up a fax cover sheet memo form. Screen should be
               blank, or existing text may be lost. The sample form is
               designed to be printed in Courier and Helvetica fonts.

F CHEKMEM   : CHECK LIST MEMO FORM
               Calls up a memo form with check boxes. Used with FILLIN
               macro. Screen should be blank, or existing text may be
               lost. The sample form is designed to be printed in
               Courier and Helvetica fonts.

G FILLIN   : FILLIN CHEKMEMO BOXES
               Pops up a menu for filling in or clearing check boxes in
               the CHEKMEM form.

H POSTAL   : POSTAL ABBREV. FOR STATES
               Pops up a table of state postal abbreviations.

I VTY   : VERY TRULY YOURS
               Brings up an OFFICE-WIDE menu, allowing you to select a
               "Very truly yours" close, or a common ending phrase (e.g.,
               "If you have any questions regarding this matter, please
               feel free to contact me").

               NOTE: This macro has to be personalized to particular
               names and style of close.

```
J LH        : LETTER HEADER
                 Prompts for second page addressee name, and file number;
                 sets up 2nd page header, and first page format with date
                 code.

K P#        : PAGE NUMBER FOOTER
                 Inserts a footer A at the beginning of the document that
                 includes a page number (format is -#- ) and top-bottom
                 margin change (1", 0.6") to accommodate the footer, then
                 returns to the last editing point.

L PAGE_OF   : PAGE x OF y FOOTER
                 Inserts a footer A at the beginning of the document that
                 includes a page number in the format "Page x of y", which
                 points to a target code at the end of the document.  You
                 will be asked if you want to regenerate your document.  A
                 comment at the end of the document reminds you to
                 regenerate the document before printing.  The macro
                 returns to the last editing point.

M CLAIM#    : CLAIM NUMBERING MACRO
                 Automatically numbers claims in a patent application
                 individually, and sets automatic paragraphing for the
                 entire document.   Requirements for setup:
                 1.      Each claim MUST begin with a [Par Num:Auto] code
                         (automatic paragraphing).
                 2.      Each claim MUST end with a period AND a hard
                         carriage return or hard page code (internal
                         "periods" like decimal points are ignored).
                 3.      The claims section MUST begin with at least the
                         word "CLAIMS" (in all caps).
                 4.      The claims section MUST end with a section that
                         includes the word "ABSTRACT" (in all caps).
```

ALT-U pops up a menu for the following macros. The macros must be located in the directory defined by the JL-PATH variable.

A COUNT   : COUNT OCCURRENCES OF A SEARCH TERM
                Counts only text, no codes.

B LINECNT   : COUNT NUMBER OF LINES IN A DOCUMENT
                Blank lines (i.e., only a [HRt]) are not counted.

C SPCEFND   : FIND EXTRA DOUBLE SPACES
                Finds "illegal" double spaces.

D DELSPCE   : DELETE DOUBLE SPACES
                Deletes extra double spaces in document, puts 2 double
                spaces after periods. Optionally, corrects errors in
                double spacing after periods for common types of
                abbreviations in patent documents (e.g., "U.S. " instead
                of "U.S. ").

E   : <RESERVED>

F DELPAIR   : DELETE ATTRIBUTE CODE PAIRS
                Deletes "unused" attribute pairs in a document (e.g.,
                [UND][und], with no printable characters in between).

G FIXPARA   : FIX PARAGRAPH NUMBERS TO AUTO. PARA.
                Searches and replaces legal style paragraph numbers (e.g.,
                1.1, 1.11) and replaces them with automatic paragraphing
                codes. Useful for converting a document keyed in with
                fixed character paragraph numbers.

H UPDATE   : UPDATE INITIAL CODES FOR DOCUMENT
                Copies the default initial codes from Setup, and inserts
                them as the initial codes for the current document. The
                document must then be saved to keep the new codes.

I CHR_L&R   : SHOW CODE OF CHAR TO LEFT OF AND UNDER CURSOR
                Where possible, shows both the SYSTEM value of the
                character or code to the left of and under the cursor, and
                the corresponding KTON values.

J STATE   : SHOW WP STATE
                Shows all of the values of the STATE variable.

K VARS   : SHOW WP VARIABLES 0-9
                Shows the values of the standard WP variables {VAR0}-
                {VAR9}.

L ALLFILE   : APPLY MACRO TO ALL FILES
                This macro retrieves all files matching a filespec you
                specify, one at a time, and applies a specified macro to
                each file. Follow the prompts. BACK UP ALL FILES FIRST.

M COM2TXT   : COMMENTS TO TEXT AND TEXT TO COMMENTS CONVERSION
                Converts comments to text, with special markers inserted
                so that the text can be converted back to comments.

```
N COM2LST   : COMMENTS TO TEXT LISTING
                Generates a list of all comments and the page that each
                comment appears on.  The original document is left
                unchanged.  The second document screen must be blank (the
                macro checks).

O H&F2LST   : HEADERS & FOOTERS TO TEXT LISTING
                Generates a list of the text in selected headers or
                footers and the page that each appears on.  The original
                document is left unchanged.  The second document screen
                must be blank (the macro checks).

P SWAP      : SWAP 2 PHRASES IN SEARCH AND REPLACE
                Permits, for example, changing "Plaintiff" to "Defendant",
                and "Defendant" to "Plaintiff" in non-confirming mode.
                Prompts for forward or backward searching.

Q REV       : INSERT REVISION NUMBER
                REV allows you to automatically mark and date/time-stamp
                successive versions of a document in a non-printing
                comment, and allows you to print the revision history.
                The macro will ask you for the initials of the revising
                author (up to 20 characters are available; if you enter
                more, your entry will be truncated to 20 characters).  The
                first time the macro is invoked in a document, it moves
                the cursor to the very top of the document (before all
                codes), and inserts the day, date, time, revision number,
                and reviser into a comment marked by subscript codes.
                Example:
                     Mon 08-05-91 04:14pm Rev.: 1 JL
                Subsequent invocations of REV insert the same information,
                but with the revision number increased by one.  The REV
                comment is ALWAYS moved to the top of the document.  Only
                15 revisions are allowed due to WP limitations on comment
                lengths.  Except for printing, all changes to the revision
                history are done in an endnote to minimize the possibility
                of disrupting or altering your text.

R ASCII2    : DISPLAY 2-PAGE ASCII TABLE

S ASCII1    : DISPLAY 1-PAGE ASCII TABLE
```

MACTOOLS KEYBOARD DEFINITIONS

When using the JL' keyboard definitions, pressing Alt-/ pops up the macro
editor, AND loads a keyboard definition file name MACTOOLS.WPK. Some of the
macros are based on ideas from Gordon McComb's book on WP macros, and are
designed to make macro editing and creation easier. The following {ALT} KEY
macros are defined for MACTOOLS:

Alt-Q   Quit to Edit Screen

Alt-C   {CASE} conditions
            Generates a line of test conditions for a {CASE}
            statement. You will be prompted for a label name, and the
            SINGLE character values to test. This macro will then
            generate the following code (assume label name is "start"
            and characters to test for are "1" and "y" and "t"):

            1~start~y~start~Y~start~t~start~T~start~

Alt-I   {IF} test for a character.
            Useful as an alternative to the {CASE} statement when
            testing for a single character. You will be prompted for
            a variable name, and the character to test for. This
            macro will then generate the following code (assume
            variable name is "key" and character to test for is "y":

            {IF}"{VARIABLE}key~"="y"|"{VARIABLE}key~"="Y"~
            {ELSE}
            {ENDIF}

Alt-B   Box Maker
            Generates the codes for a graphics line box, in a
            specified size and line type, optionally at a specified
            {^P} location.

Alt-P   {^P} position calculator
            After being prompted for a column and a row, this macro
            will generate the appropriate codes for positioning macro
            prompts by means of the {^P} function.

Alt-A   Alternative Macro Constructs Menu
            Pops up a two-line menu of common macro constructs. Saves
            a substantial amount of typing.

Alt-L   List contents of variable
            Lists the current contents of a variable.

Alt-V   Variable contents insertion
            Inserts the current contents of a variable.

Alt-M   Show current menu number

Alt-K   {KTON} conversion
            Converts the next key combination into the corresponding
            WP number value, and inserts the number.

Alt-N   {NTOK} conversion
            Converts a WP code number value into the corresponding key
            combination, and inserts the key combination.

```
Alt-/        Exits the macro editor AND loads a keyboard definition file
             called JL'.WPK [sic].  Useful for returning to normal word
             processing after editing the JL'.WPK keyboard definition file.
```

1. GLOBAL VARIABLES: A number of global variables are used in these
    macros.   The important ones begin with "JL".   JL-ROWS is a variable that
    MUST be set to indicate the number of rows your monitor has; several
    macros make use of this number.   JL-PATH is another variable that MUST
    be set to the path that contains all of these macros.   These variables
    may be set in a startup macro, or by editing and running the ALT-`
    macro.   Currently JL-PATH and JL-ROWS are set to "C:\WP51\MACROS\JL\"
    (note ending backslash), and 66 lines, respectively.

2. MACRO NAMES: The macros have been name with prefix characters so that
    they stay together in directory listings.   All of the ALT and CTRL key
    macros are prefixed by ' (apostrophe), and are named for the key to
    which they correspond.   All of the ALT-O macros begin with - (dash).
    All of the ALT-U macros begin with # (pound sign).

3. DOUBLE QUICK MACROS: The following code is used for almost all of the
    DQ macros:

            {WAIT}2~   {;}delay 2/10's sec.,~
            {LOOK}key~   {;}then see if a key~
            {IF}"{VARIABLE}key~"=""~ {;}was pressed, & test it~
              [no key w/in 2/10's sec.; do 1st action]
            {ELSE}
              [some key was pressed w/in 2/10's sec.; do 2nd action]
            {ENDIF}

    The order of action can be reversed by using:

            {IF}"{VARIABLE}key~"!=""~

    As noted above, the second function of {ALT} KEY double quick macros
    does NOT get executed IF you have your own non-keyboard definition {ALT}
    key macros defined.

    An alternative format for DQ functions is:

            {WAIT}2~   {;}delay 2/10's sec.,~
            {LOOK}key~   {;}then see if a key~
            {IF EXISTS}key~   {;}was pressed, & test it~
              [2 keys pressed: do action]
            {ELSE}
              [1 key pressed: do action]
            {ENDIF}

    Characters are saved in the IF statement (amounting to 14 bytes in WP's
    storage scheme of 2 bytes per code/character), but the order of
    execution is reversed compared to the first technique.   Since this only
    requires redefining the "1st" action as the "2nd", and vice versa, the
    second technique does not pose a great problem.   However, most of the
    macros here use the first technique, which I think of as "positive
    logic"; see Alt-Z for an example of the second, "negative logic",
    technique.

4. DETECTING BEGINNING/END OF DOCUMENTS: Some macros search forward or
    backward looking for particular codes. Detecting the beginning or end
    of a document becomes important to prevent infinite loops.   The
    following code works to detect the beginning of a document:

```
        {ASSIGN}in~{SYSTEM}left~~        {;}change to "right"~
        {IF}"{VARIABLE}in"=""~     {;}for document end~
           [doc. beginning detected]
        {ELSE}
           [do something else]
        {ENDIF}
```

5. JL'.WPK: This keyboard definition file has both directly defined macros
    (which execute faster), and {CHAIN}'d macros (which are generally larger
    in size). I did not want to take up too much base memory by directly
    defining all macros in the keyboard definition file (which WP loads
    completely into memory). However, copies of the directly defined macros
    are also included, in case you want to {CHAIN} to them in order to
    decrease the size of JL'.WPK.

6. MISCELLANEOUS MACRO FRAGMENTS: Two macro fragments are included:
    ^BEEPER.WPM, and ^ONMACRO.WPM (^BEEPER actually includes ^ONMACRO).
    ^BEEPER simply repeatedly beeps until a key is pressed, while indicating
    that a macro is "on".   ^ONMACRO causes a flashing "MACRO ON" note to be
    placed in the upper right corner of the screen, which stays there until
    the screen is cleared. In the meantime, further prompts may be
    displayed at the bottom of the screen. See CTRL-F for a working example
    of ^ONMACRO.

7. USE OF VARIABLES IN {^P}: The Alt-' macro gives an example of using
    variables to designate the row and column numbers for the positioning
    command, {^P}.

8. BUGS: These macros have NOT been tested in every possible circumstance.
    If you find a serious error, please let me know.

```
Alt-A    Alternative format menu*
Alt-B    reBlock, or protect Block || append Block
Alt-C    Character tables || repeat Character*
Alt-D    Display, or print blk || print full
Alt-E    Enhance (highlight) line*
Alt-F    Flush rt code/block || Flush rt line
Alt-G    Give "GO", or Go to printer control
Alt-H    HOME KEY
Alt-I    Insert || restore line
Alt-J    center Justify line/blk || Just. menu*
Alt-K    Komment create || Komment menu
Alt-L    List files menu || List last directory
Alt-M    Merge codes menu || {END FIELD} code*
Alt-N    edit Notes || Note menu*
Alt-O    Office macros*
Alt-P    Protect 5 lines || n lines, or block
Alt-Q    eQuation create || edit next equation
Alt-R    copy: Re line, or block, to summary*
Alt-S    Save over || Save menu, or copy from list files*
Alt-T    sorT menu || re-sorT
Alt-U    Utility macro menu || menu# *
Alt-V    Very truly yours menu || Via fax/express menu*
Alt-W    toggle Window ruler
Alt-X    eXit to edit screen*
Alt-Y    stYles menu || repeat stYle*
Alt-Z    Zipcode line || firm name


Ctrl-A   font Appearance select || reselect
Ctrl-B   delete Block, or ^B || page numbering menu
Ctrl-C   Change attribute*
Ctrl-D   Dash menu || repeat Dash
Ctrl-E   Edit code/attribute*
Ctrl-F   Find marker || marker set*
Ctrl-G   Graphics menu || edit Graphics*
Ctrl-H   Hard space [] || Hard hyphen
Ctrl-I   Init cap char., or block || cap 3rd char.*
Ctrl-J   Join attributes*
Ctrl-K   Kill last attribute || repeat Kill*
Ctrl-L   Lower case char. || word, or block
Ctrl-M   Mark text menu || generate menu
Ctrl-N   auto para. No. || para. Number level
Ctrl-O   Overstrike char, or overln blk || Overln chars*
Ctrl-P   ¶ || crossref to ¶ number
Ctrl-Q   phrase store or recall (Queue)*
Ctrl-R   subscRipt || superscRipt
Ctrl-S   § || Section
Ctrl-T   Transpose char. || words*
Ctrl-U   Upper case char. || word, or block
Ctrl-V   compose character Value || repeat char. Value
Ctrl-W   toggle split screen Window
Ctrl-X   eXpanded search & replace || eXpanded search*
Ctrl-Y   daYte & tYme menu || tYme stamp ftr B*
Ctrl-Z   font siZe select || reselect*


Ctrl-Tab Hard Tab menu*
```

```
Alt-,      < Left Angle Bracket
Alt-.      > Right Angle Bracket
           < , Shift comma
           > . Shift period
Ctrl-\     ♦ || ▸

Ctrl-Up     Move Up by Sentence
Ctrl-Down   Move Down by Sentence
Alt-Up      Move up one paragraph
Alt-Down    Move down one paragraph
Ctrl-Num -  Screen Up
Ctrl-Num +  Screen Down

Alt-Home    Go to top of text
Alt-End     Go to end of text
Alt-PgUp    Screen Up [for notebook]
Alt-PgDn    Screen Down [for notebook]

Alt-Left    Move to left end of line, cell, column
Alt-Right   Move to right end of line, cell, column

Alt-Del     Delete to END of word

Alt-Num /   Keyboard Macros Edit

AltNumEnt   Force ENTER when in Outline

`           Input Original (Unmapped) Key
```

FUNCTION KEY TEMPLATE

Adjust width of table cells to match your keyboard spacing.

CANCEL s-setup a-thes c-DOS	SEARCH s-back a-spell c-outln	SRCH/REP s-switch a-rev codes c-line draw	INDENT s-quote a-block c-text I/O	CUT BLK s-para a-line c-word	COPY BLK s-para a-line c-word	EXIT s-print a-col/tbl c-ftnt	UNDERLINE s-format a-line c-word	PASTE s-¶=> a-def ¶ c-new #	REVEAL s-retrieve a-macro c-def mac

CANCEL s-setup a-thes c-DOS	SEARCH s-back a-spell c-outln	SRCH/REP s-switch a-rev codes c-line draw	INDENT s-quote a-block c-text I/O	CUT BLK s-para a-line c-word	COPY BLK s-para a-line c-word	EXIT s-print a-col/tbl c-ftnt	UNDERLINE s-format a-line c-word	PASTE s-¶=> a-def ¶ c-new #	REVEAL s-retrieve a-macro c-def mac