Expand Abbreviations Instantly
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Did you know WordPerfect 5.1 comes with a macro that types for you? Well, maybe not an entire letter or that term paper you've been putting off, but it will change an abbreviation to its full name. For example, type "wp," use the included ABBREV.WPM macro and "wp" converts to "WordPerfect."

A few other abbreviations can be converted with this macro. These include "asap" (as soon as possible), and "sy" (Sincerely Yours,). With a little editing you can add your own – like "NASA" for National Aeronautics and Space Administration.

Editing the macro

You may wish to edit existing abbreviations or add your own. Press Macro Define (Ctrl-F10), type "abbrev," press (Enter), then choose (2) Edit. You'll now be at the Macro: Action screen.

Editing existing entries

You can change the existing entries to fit your needs. For example, the "sy" label toward the bottom of the macro contains "Sincerely Yours," with {Enter} codes after. You can change the label "sy" to "br," then change "Sincerely Yours" to "Best Regards." You can also add your name after the {Enter} commands.

You may have already noticed the {LABEL}lc~ with the name Layne Cannon after it. No one really knows exactly why it's there or who he is, and since there's only a one-in-a-million chance that your name is actually Layne Cannon (with that exact spelling), you'll most likely want to change this to your own name. For example, let's say your name is John Doe. Change the label to {LABEL}jd~ (for the initials), then change "Layne Cannon" to "John Doe." You can use your middle name, too. There's no limit to the number of names you use after the {LABEL} command.

Adding new entries

To add more abbreviations, first press (Home), (Home), (Down Arrow) to move to the end of the macro codes. Now press (Enter) to add blank space, then follow the format of the previous labels. For example, to add NASA, begin by pressing Macro Commands (Ctrl-Pg Up) and highlighting the {LABEL} command. Press (Enter) to insert it into the macro, then type "nasa." Next type a tilde (~) and press (Enter) to go to the next line. Now type "National Aeronautics and Space Administration" and press (Enter).

Last, insert a {RETURN} command by pressing Macro Commands (Ctrl-Pg Up), highlighting {RETURN} and pressing (Enter). Continue this process until you've added all of the abbreviations you want. Virtually any often-used names or phrases may be added to this list.

When you're finished, press Exit (F7) until you return to the document screen. To use your edited macro, type the edited or added abbreviation. And voilà! You just saved a bunch of keystrokes.

Another great use

The macro can also be used to insert frequently-used special characters. No more typing character set and character number!

For example, suppose you normally get the ¢ symbol by pressing Compose (Ctrl-2), typing 4,19 and pressing (Enter). To add this to the macro, enter the macro editor as explained above, go to the bottom of the macro and insert the commands below:

{LABEL}cents~
{LABEL}/c~ ¢
{RETURN}

By using the label command twice in a row, you can type either cents or /c before invoking the macro. Either way, the cent sign (¢) automatically replaces the one you typed.

Remember

For this macro to work properly, the abbreviation must stand alone as a word. For instance, to retrieve the cent sign in 50¢, type 50 /c or 50 cents, then with the cursor immediately after "/c" or "cents," invoke your macro, then delete the extra space.

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Note: This macro is installed in WordPerfect's MACROS keyboard as (Ctrl-G). I have copied it to the original (default) keyboard as ABBREV.WPM for ease of use.