I use a lot of clip art. I probably have more than 1,500 different graphics stored on my hard drive. My problem is trying to decide which graphic to use for each piece of handiwork.

Going into my library of graphics in List Files, I stare at the hundreds of filenames and try to remember what each graphic looks like. I see cryptic filenames staring back at me, and I have only a vague idea of what images those names represent. I want to know what each graphic looks like.

From the List Files menu at the bottom of the screen, I notice option (6) Look. It peers up at me, beckoning me to press it. No good. These are graphic files, not documents. If I try to look at a graphic from List Files in WordPerfect, I'm only going to see a bunch of control characters (see Figure 1 below).

Graphic files can ordinarily be viewed only when using a graphics-based program. A text-based program like WordPerfect can't interpret a graphics format unless it has an option for some kind of graphics mode. The Graphics Editor is an example of graphics mode. In case you're not familiar with this feature, View Document is another example of graphics mode that you may be more familiar with. If you want to look at a graphic in WordPerfect, you'll need to be in graphics – not text – mode. That means either using View Document or the Graphics Editor. Regardless of which you use, you've got to create a graphics box, retrieve the graphic into the box, then go into View Document or Graphics Editor to look at it – an ordeal requiring about 10 keystrokes. If it's not the graphic you want to use, you've got to repeat most of the exercise for each graphic you want to look at.

If you've ever felt put out because there's no easy way to view your graphics in WordPerfect, I think you'll like this macro. It lets you preview your graphics in WordPerfect right from List Files.

Note: This article uses the words "view" and "preview" interchangeably.

Before You Begin

Before you use this macro, check to make sure you have the right directory specified for your graphics in the Setup menu by pressing Setup (Shift-F1), (6) Location of Files. Write down the path listed next to option (6) Graphic Files. This option tells you where WordPerfect looks to find your graphic files. Press Exit (F7) when done.

Now check to make sure your graphic files are in the directory you just wrote down. Press List (F5), type the full path as you wrote it down, adding the characters *.wpg at the end. For example, if you had written down "c:\wp51," you would type c:\wp51*.wpg at the Dir: prompt, then press (Enter). All WordPerfect graphic files end with a WPG extension. Using the *.wpg wildcard allows you to list only the files with the WPG extension. At this point you should see all of your graphic files on your List Files screen.

If you get a blank List Files screen at this point, you have either not installed the WordPerfect graphics, or they have been installed into a directory other than the one indicated in your Setup menu. Press Exit (F7) to return to a document screen. If no graphics were displayed in List (F5) but you're certain the graphics have been installed, first determine which directory on your hard drive contains your graphic files. Then press Setup (Shift-F1), (6) Location of Files, (6) Graphic Files, and change the path to indicate

the directory containing your graphic files. If the graphics have not been installed, run the WordPerfect installation program to install the graphics.

Creating the Macro

The macro is included as GRPHVIEW.WPM. Be sure to place it in the directory that contains your macros.

Using the Macro

To use the macro, begin at a document screen, press Macro (Alt-F10), type "grphview," and press (Enter). The macro will display a list of your graphic files and prompt you to highlight the desired graphic and press (Enter). Move your cursor to the graphic you want to preview and press (Enter). The macro will then display the graphic on your screen, as shown in Figure 3 below. *(Note: There is no Figure 2 in this article.)*

You will have a menu at this point that will let you preview another graphic, use the graphic on your screen in the current document, or quit and return to a blank document screen. If you select (1) view Another Graphic, the macro will take you back into your graphics directory and allow you to select another graphic for previewing. You can use option (1) view Another Graphic as many times as you wish. If you select (2) Use Graphic in Document, you'll be taken to the Definition: User Box screen, where you can set the position and size of the graphic as you normally would. The macro automatically ends when you enter the Definition: User Box screen. Use option (3) Quit when you are finished previewing the graphics if you do not want to use one of them in your document.

Multiple Directories

If you have several directories containing graphics on your hard drive or network and you want to preview the graphics in each of these directories, you'll need to do it one directory at a time. After you've finished previewing the graphics in one directory, you can change to another directory by pressing Setup (Shift-F1), (6) Location of Files, (6) Graphic Files. Change this selection to a new directory and press (Enter) and Exit (F7) to return to your document screen. You're now ready to play the macro again.

Understanding the Macro

The macro begins by turning the display off so you won't see the execution of certain commands. The {DISPLAY OFF} code is also used on lines 8 and 14. The {DISPLAY ON} code is used on lines 6, 17 and 31 to turn the display back on once it has been turned off. The {DISPLAY ON} and {DISPLAY OFF} codes work in tandem, turning the display on and off at various points in the macro to keep the distracting inner-workings of the macro out of view. The end result is that the macro only displays what you need to see.

If an error occurs or if the macro is canceled, lines 2-3 transfer execution of the macro to line 32. Lines 33-37 terminate the macro and leave you back at your document screen.

Before you can view a graphic in the Graphics Editor, you need to create the graphic box. This is done on line 4. Lines 5 and 6 then take you into List Files, showing you all the files in your graphics directory that end in WPG.

The {DISPLAY ON} code at the end of line 6 turns the display back on so that you can see your graphic files displayed in List Files.

Lines 8-12 are used to verify the presence of graphic files in the directory displayed on your screen. Line 8 moves the cursor down to the first file in the list. If there are no graphic files found in the directory, the cursor moves to the right and highlights the "Parent" directory. Lines 9-12 then check to see if your cursor is highlighting the "Parent" directory. If it is, the macro prompts "No graphics found in directory" for three seconds, then transfers execution to line 32, where the macro is terminated.

Line 13 displays the message Highlight the desired graphic and press (Enter) at the bottom of your screen. The macro only allows you to select a file, not a directory. Lines 15-19 check to see if you have selected a directory, and display the prompt "Invalid Selection" if you have. Macro execution loops back to line 14, leaving you back in the List Files menu.

Once a graphic has been chosen, the macro assigns the filename of the selected graphic to a variable (line 20). This is done so that the filename can later appear on the status line when viewing the graphic (see line 25).

Line 21 selects the graphic and takes you into the Graphics Editor to view the graphic.

Lines 22-25 add a menu to the bottom of your Graphics Editor. This menu allows you to view another graphic, use the graphic you're looking at or quit.

Lines 26-27 use the {CASE} command to route execution of the macro to one of three places, depending on your selection from the menu. If you select (1) view Another Graphic, execution is directed to line 28, where the macro leaves the Graphics Editor. The {GO}Top~ command then takes you back to line 5, leaving you in List Files to select another graphic for viewing.

If (2) Use Graphic in Document is selected from the menu, execution is routed to line 30, where the macro exits the Graphics Editor and then quits. You can now edit the size and position of the graphic in the Definition: User Box screen.

Finally, if you choose the (3) Quit option, the macro jumps to the Quit routing beginning on line 32, which cancels until you're back at the document screen. If you choose this option, no graphic is inserted into the document.

Figure 1. Example of what you might see when using option (6) Look on the List Files menu to look at a graphic file.