

CHAPTER 26

USING EXPERTS AND MACROS

In this chapter

by Laura Acklen

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USING THE PERFECTEXPERT

In Chapter 23, “Building Documents with Templates,” you learned how to use the PerfectExpert project templates to build specific types of documents. In this chapter, you’ll learn how to use the “generic” PerfectExpert, which can guide you through the creation of all sorts of different documents. You can create documents with tables, columns, bulleted and numbered lists, graphics, shapes, borders, charts, outlines, headers, footers, page numbers, and so on. All the common formatting options, such as changing the margins, choosing fonts, setting tabs, using Make It Fit, adjusting line spacing, inserting symbols, and marking text, are available at the click of a button. You can even get to the document collaboration and proofing tools. In short, “It’s in there.”


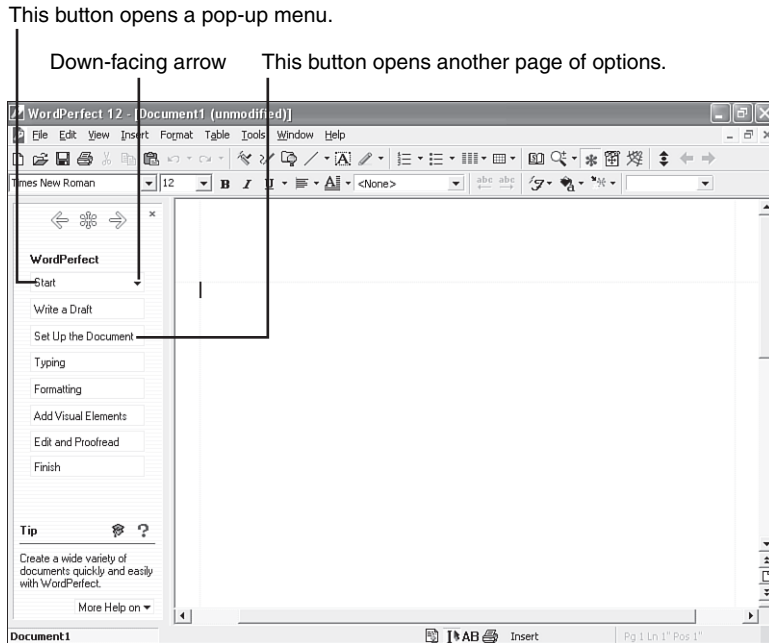

 To start the PerfectExpert, click the PerfectExpert button or choose Help, PerfectExpert. The PerfectExpert panel appears on the left side of the screen (see Figure 26.1). You might recall from Chapter 23 that you click the panel buttons to choose additional options. The buttons with a down-facing arrow display pop-up menus.


Figure 26.1
The PerfectExpert panel has buttons that open pop-up menus and other pages with additional options.

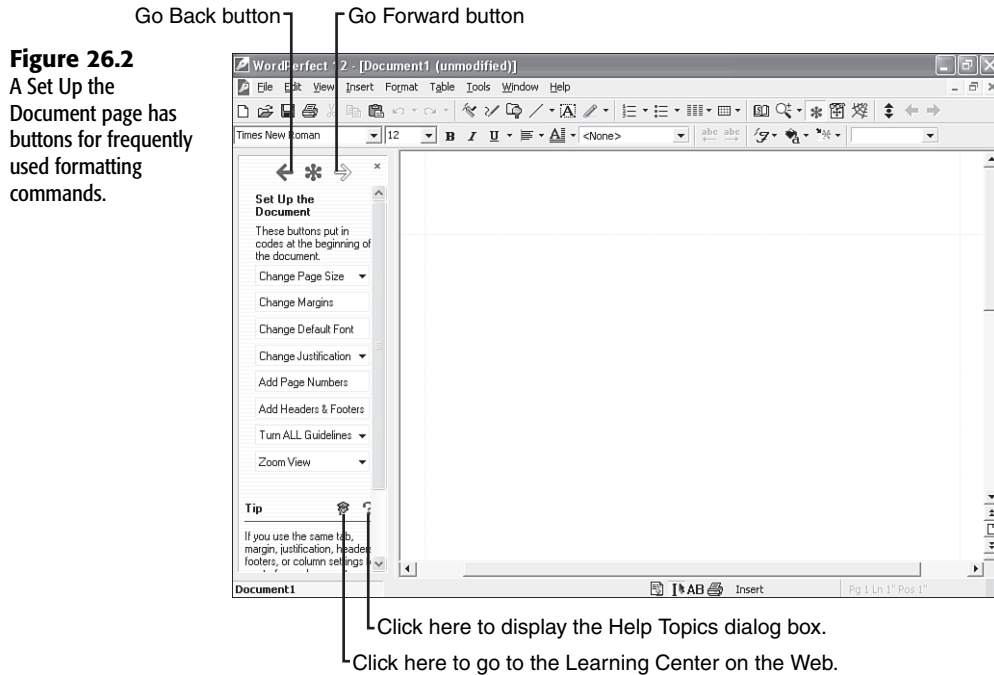


Clicking a panel button opens another page with more options (see Figure 26.2). If you want to move back to the previous page, click the Go Back button. As you continue to work in the PerfectExpert panel, the Go Forward button will become available.

 Clicking the mortarboard button launches your Internet browser (if available) and takes you to Corel’s Learning Center on the Web. As of this writing, the link takes you to the

OfficeCommunity.com site, but that may change as more resources for WordPerfect 12 become available.

 Clicking the question mark button opens the Index tab of the Help Topics dialog box, where you can search for information on a particular feature.



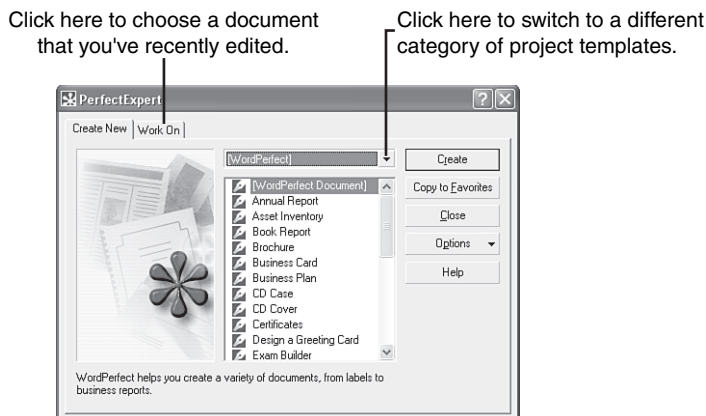
By default, you are set to create the new document in a blank document window. You can, however, use the PerfectExpert to edit an existing document or project template. To do so, click the Start button in the PerfectExpert panel and choose New Project/Existing Document. In the PerfectExpert dialog box (see Figure 26.3), you can choose from the list of project templates or you can click the Work On tab and choose from a list of previously edited documents (work in progress).

➔ To learn more about using project templates, **see** “Using WordPerfect’s Templates” in Chapter 23.

I’ve kind of saved the best for last, but you *have* to see what happens when you open the PerfectExpert panel in an existing document. Let me give you a quick example. With the PerfectExpert panel displayed, I opened a newsletter. When I click in various parts of the newsletter, the PerfectExpert panel pages change to display options that are relevant for the feature used for that section of the newsletter. When I click on a table, I get the Table page; when I click on a title, I get the Title Look page; when I click in the newsletter text, I get the Newsletter page. And so on and so forth.

Figure 26.3

You can open a project template, or a recently edited document, in the PerfectExpert dialog box.

**NOTE**

This feature is perfect for the new (or timid) users because it is literally point-and-click document generation. All users have to do is click the PerfectExpert button to open the PerfectExpert panel where they can click buttons to get menus and dialog boxes that they might not have been able to find on their own.

USING THE PLEADING EXPERTS



New in WordPerfect 11 (and included in WordPerfect 12), the pleading experts help you put together pleading documents quickly and easily. In general terms, a pleading is every legal document filed in a lawsuit, petition, motion, or hearing. They set out the facts and legal arguments that support that party's position. Pleadings are required by state or federal statutes and court rules to be in a particular form and format: typed, signed, and dated with the name of the court, title, and number of the case, and contact information for the attorney or person acting for him/herself included. In other words, pleading documents are created for virtually every type of case and must follow a strict set of formatting rules.

NOTE

The Legal Tools are not installed during a typical installation. If you don't have a Legal Tools option on your Tools menu, they haven't been installed yet. Choose Start, Control Panel, Add/Remove Programs. Select WordPerfect Office 11 (or 12), and then click the Change button. Choose Change Which Program Features Are Installed, and then click Next. If necessary, click the plus sign next to WordPerfect Office 11 (or 12) to open the tree. Click the plus sign next to WordPerfect. Click the button next to Legal Tools and choose This Feature Will Be Installed on Local Hard Drive. Choose Next, and then Begin. Choose Finish to close the Install Wizard.

Over the years, WordPerfect's pleading tools have evolved from a simple macro to create pleading papers to a full set of pleading creation experts that guide you through the entire process. First, you use the Pleading Expert Filler to enter the case information. Then, you use the Pleading Expert Designer to customize the pleading styles so your pleading documents conform to the filing requirements for your region.

TIP FROM

Anna A. Heller



If you just need to whip up a quick pleading document, you can do this with a pleading macro. Either click the Pleading button on the Legal toolbar, or choose Tools, Macro, Play (Alt+F10), and double-click `pleading.wcm` in the list. Make your selections in the Pleading Paper dialog box, and then choose OK to create the blank pleading paper.

USING THE PLEADING EXPERT FILLER TO CREATE CASES

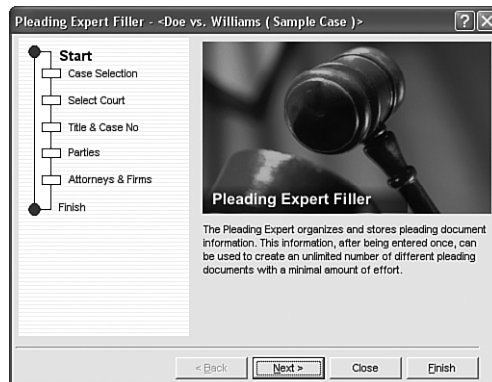
The first step to produce pleading documents is to set up the cases. New cases can be created from scratch, or you can create new cases based on existing cases. The case information is easily updated when it changes, so go ahead and get started with your cases by running the Pleading Expert Filler.

To create a new case with the Pleading Expert Filler



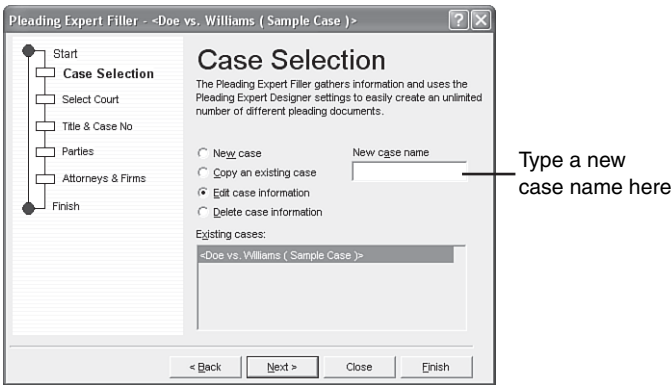
1. Choose Tools, Legal Tools, Pleading Expert Filler, or click the Pleading Expert Filler button on the Legal toolbar. The Pleading Expert Filler appears (see Figure 26.4).

Figure 26.4
The Pleading Expert Filler walks you through the process of creating and editing cases.



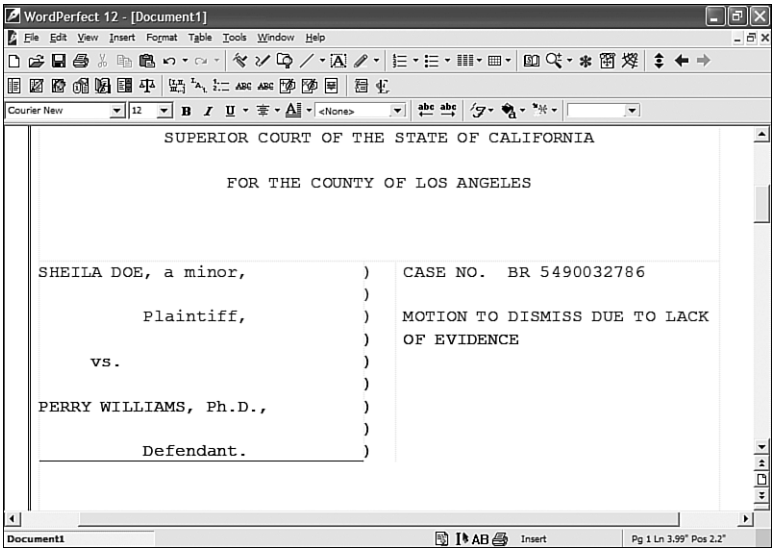
2. Choose Next to move to the Case Selection section (see Figure 26.5).
3. Enable the New Case option and type a name for the case in the New Case Name text box.
4. Choose Next to move to the Select Court section.
5. Select the pleading style that you want to use and type the judge's information.

Figure 26.5
In the Case Selection section, you can create new cases and edit existing cases.



- 6. Choose Next to move to the Title & Case No. section.
- 7. Enter the relevant information here, and then choose Next to move to the Parties section.
- 8. Select which parties are involved and enter the name(s) of the parties.
- 9. Choose Next to move to the Attorneys & Firms section.
- 10. Enter the contact information for the attorney(s).
- 11. Choose Next, and then Finish. WordPerfect generates the pleading document (see Figure 26.6).

Figure 26.6
The completed pleading document has all the information you typed in, in the correct place and in the correct format.



When you need to edit a case, you do so through the Pleading Expert Filler. Keep in mind that you can create new cases based on existing cases. You will save yourself some time entering the contact information.

To edit an existing case with the Pleading Expert Filler:



1. Choose Tools, Legal Tools, Pleading Expert Filler, or click the Pleading Expert Filler button on the Legal toolbar. The Pleading Expert Filler appears (refer back to Figure 26.4).
2. Choose Next, and then select the case you want to edit from the Existing Cases list.
3. Choose Next to start working through the different sections, making your changes as necessary.

All the steps necessary to complete a pleading are listed on the left side of the Pleading Expert Filler. You can click any of the items in the list to jump to that particular section.

CREATING AND EDITING PLEADING STYLES

The preceding steps illustrate the creation of a pleading document using one of the two built-in styles. Specifically, Style 1 was used, with some modifications, to create the document shown in Figure 26.6. You can create your own pleading styles and select them from the list.

Creating your own custom pleading styles is a key piece of the puzzle, and it has been completely automated to save you time. The Pleading Expert Designer walks you through the entire process.

To create a new pleading style with the Pleading Expert Designer



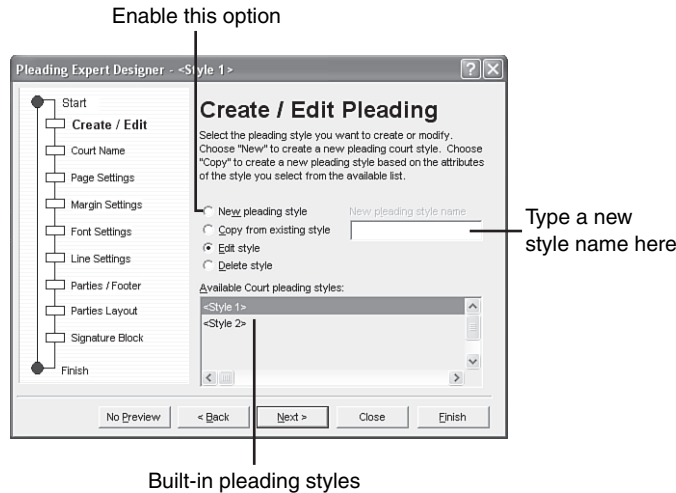
1. Choose Tools, Legal Tools, Pleading Expert Designer, or click the Pleading Expert Designer button on the Legal toolbar. The Pleading Expert Designer appears (see Figure 26.7).

Figure 26.7
The Pleading Expert Designer walks you through the process of creating your own pleading styles.



2. Choose Next to move to the Create/Edit Pleading section (see Figure 26.8).

Figure 26.8
Select a style to edit, or type a new style name to create a new style in the Create/Edit Pleading section.



3. Enable the New pleading style option button, and then type a name for the style in the New Pleading Style Name text box.
4. Choose Next to move to the Court Name section.
5. Follow the prompts in the Pleading Expert Designer to complete the pleading style. Notice that as you work, the preview window is updated to show you how your pleading documents will look.

The new pleading styles that you create with the Pleading Expert Designer show up in the Select Court section of the Pleading Expert Filler so that you can select them when you create or edit cases.

NOTE

The steps to create a pleading style are listed on the left side of the Pleading Expert Designer. If you are only making a few changes, click any step to go directly to it.

USING MACROS TO AUTOMATE REPETITIVE TASKS

Think about your day-to-day activities and ask yourself how much of what you do is repetitive. You may be spending valuable time repeating the same steps over and over, not realizing that you can speed things up considerably with a macro. Hmmm. What is a macro?

Let me use a popular analogy to try to explain. A camcorder records video and sound on a videotape (or memory card). You can turn the recorder on, record the video, and then turn the recorder off. The video that you recorded is there for you to access when you play the

tape back. The same is true for creating a macro, except instead of recording video, you record actions taken in a document window. You turn on the Macro Recorder, record your actions, and then turn off the Macro Recorder. Whatever you do between turning the Macro Recorder on and turning it back off is recorded in a macro. The next time you need to perform that series of steps, you play the macro and it does the work, at lightning speed. And, it does the same thing, without fail, every single time you run it.

Now, before you skip this section because you think that macros are only for tech-heads, think again. They can be extremely simple, such as typing out your standard letter closing, setting up a landscape page with 10-point Arial, or inserting a page number. Or they can be very complex, such as asking a series of questions and generating a customized document with standard sections of text (such as legal documents, loan forms, and insurance policies).

NOTE

Previous users of WordPerfect will be pleased to find that the same keystrokes that have been in use since the early DOS WordPerfect days still work in WordPerfect 11 and 12. You can still press Alt+F10 to play a macro and Ctrl+F10 to record a macro.

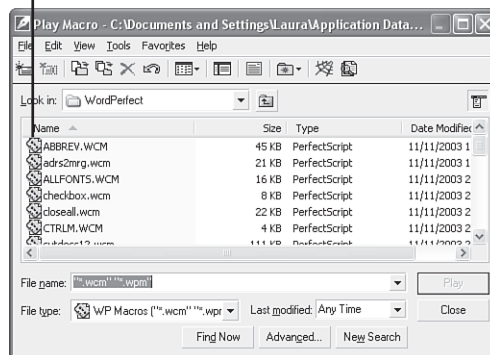
If you're lucky, your firm has distributed a standard set of macros for everyone's use. If this is the case, all you need to know is how to run them, so let's start there. Later on, I'll explain how to create your own macros.

PLAYING MACROS

The trick to playing macros that someone else has provided for you is knowing where they are stored. If you need to look around a bit, you can browse for them. Choose Tools, Macro, Play (or press Alt+F10) to open the Play Macro dialog box (see Figure 26.9). The location of the shipping macros varies depending on your operating system. If you don't see them in the list, look for a PerfectScript folder and go from there. To play a macro, double-click it, or select it and choose Play.

Double-click a macro file to play it.

Figure 26.9
The shipping macros are stored in a WordPerfect subfolder of the PerfectScript folder. The exact location varies depending on your operating system.



TIP FROM


The last nine macros that you played are listed at the bottom of the Macro menu. Choose Tools, Macro, and then select one from the list to play it.

CAUTION

If a macro “hangs,” you’ll have to cancel it manually. Press the Esc key, which will cancel the macro. A message box will appear stating that the macro was cancelled by the user. If the Esc key doesn’t work, you can right-click the PerfectScript icon (little cassette tape) that sits in the system tray while a macro is running, and choose Stop. Choose Quit when you get the message that the macro is being cancelled at the request of PerfectScript. This method can be used to stop a macro mid-flow (even it isn’t “hung”).

RUNNING THE SHIPPING MACROS

WordPerfect ships with a collection of macros that are helpful both to use and to examine if you want to become familiar with the PerfectScript macro language. Many of these macros were available in previous versions of WordPerfect, so you’re likely to see that your old favorites are still around.

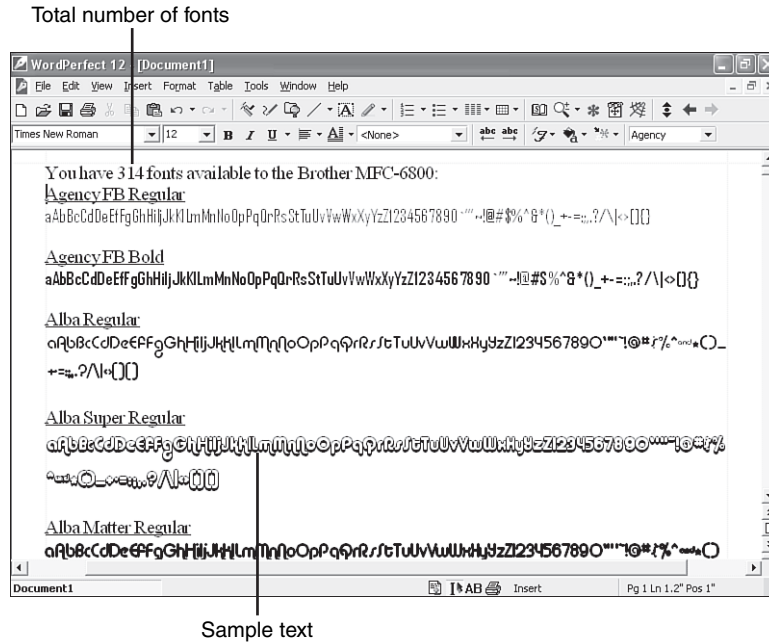
- `Abbrev.wcm`—Opens a QuickWords dialog box, where you can select a QuickWord and expand it in a document. The dialog box stays open so you can expand multiple QuickWords without opening the dialog box each time.
- `adrs2mrg.wcm`—Opens an Address Book to Merge dialog box, where you can choose an Address Book and then create a merge data file from the entire Address Book or just from selected records. This macro creates a text data file with a field name record at the top of the file.

CAUTION

There is an issue with the All Records option in the `adrs2mrg.wcm` macro in WordPerfect 12. As a workaround, choose Select Records instead. You’ll be able to choose your address book and then select records. If you click on a record, and then press Ctrl+A, you’ll select all of the records at once. Click the Insert button on the bottom right corner, and then choose a format to perform the export.

- `Allfonts.wcm`—This macro searches for all the fonts that are installed for the current printer and generates a list of the fonts along with a short sample of text (see Figure 26.10). Depending on the number of fonts you have installed, it might take a few minutes to generate the list. Also, your printer might not have enough memory to print the entire list in a single job. You can get around this limitation by printing only a few pages at a time.

Figure 26.10
The allfonts macro
compiles a list of fonts
that are installed for
the active printer.



If you don't see all these files in the macro list, see "Where Are the Rest of the Shipping Macros?" in the Troubleshooting section at the end of this chapter.

- checkbox.wcm—This macro creates a check box that you can click to insert an x in the box and click again to remove the x. The check box is created as hypertext, so it will show up underlined and blue.

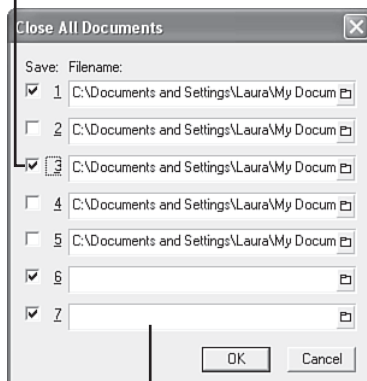


If you don't like blue, underlined check boxes, see "Changing the Hypertext Style" in the Troubleshooting section at the end of this chapter.

- closeall.wcm—This macro displays a Close All Documents dialog box, where you can selectively save open documents before they are closed (see Figure 26.11). If documents are unnamed, you can specify a name for the documents in the dialog box. A Save check box lets you decide which documents should be saved before they are closed.
- ctrlm.wcm—This macro displays the PerfectScript Command dialog box, where you can select, edit, and insert macro commands in a macro. You don't have to open the Play Macro dialog box to select this macro. Just press Ctrl+M in the document window.
- cvtdocs11.wcm or cvtdocs12.wcm—These macros open the WordPerfect Conversion Expert dialog box, where you can choose to convert a single file, a folder, or a folder and its subfolders to several different WordPerfect formats. You can choose from WordPerfect 11, 10, 9, 8, 7, 6, 5.1, and HTML.
- DCConvert.wcm—This macro converts WordPerfect drop cap characters (for example, the first whole word is a drop cap) to a drop cap character that is Microsoft Word compatible (that is, a number of characters drop cap).

Figure 26.11
In the Close All Documents dialog box, you can select which documents you want to save before you close them.

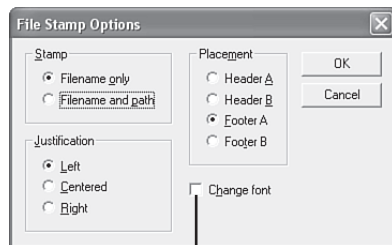
Remove the check mark if you don't want to save the document.



Type a filename here.

- `endfoot.wcm`—This macro converts all the endnotes in a document (or just those in selected text) to footnotes. You must be outside the footnote/endnote area to run this macro.
- `Expnda11.wcm`—This macro expands all the QuickWords in the document. You might use this if you work with documents with complex QuickWords. You might decide to turn off Expand QuickWords as you type them and then expand them all at once with this macro.
- `Filestamp.wcm`—This macro opens the File Stamp Options dialog box (see Figure 26.12), where you can choose to insert the filename or the filename and path into a header or footer. If the document has not been named when you run this macro, a filename code is placed in the header or footer. When you save and name the file, the filename (and the path) shows up in the header or footer. If you select Change Font, a Font Properties dialog box appears so that you can select the font (or font size) that you want to use for the file stamp.

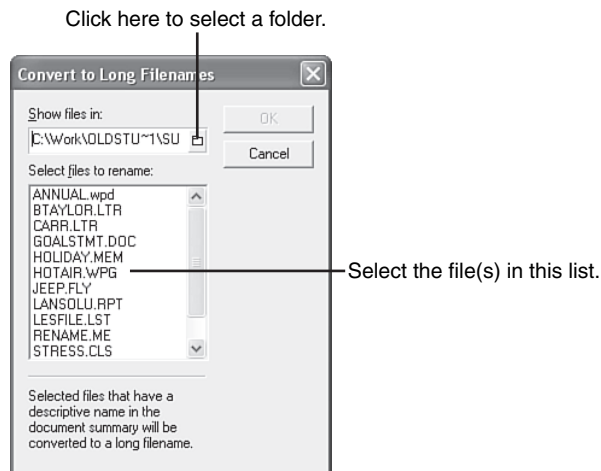
Figure 26.12
You can select the type of file stamp and a location for it in the File Stamp Options dialog box.



Click here if you want to use a different font.

- **flipenv.wcm**—This macro displays an Envelope Addresses dialog box, where you can type in the return address (unless you've already selected a personal information entry in the Address Book) and a mailing address. You can also select a mailing address from the Address Book. After you fill in the address information, you can choose an envelope size. The macro creates the envelope, only it flips it 180 degrees so that it is upside-down. This macro was created because some printers have trouble printing text within 1/4 inch of the top-left corner of an envelope, but they don't have a problem printing it within 1/4 inch of the lower-right corner. If you have one of these printers, this macro enables you to print the return address closer to the edge of the envelope.
- **Fontdn.wcm**—This macro reduces the font size by 2 points. If you select text before running the macro, only the selected text is affected. Otherwise, the change takes place at the insertion point and remains in effect until you change the size again.
- **Fontup.wcm**—This macro increases the font size by 2 points. If you select text before running the macro, only the selected text is affected. Otherwise, the change takes place at the insertion point and remains in effect until you change the size again.
- **footend.wcm**—This macro converts the footnotes in the entire document (or just in selected text) to endnotes. You must be outside the footnote/endnote area to run this macro.
- **Longname.wcm**—This macro is for everyone who used descriptive names in document summaries as a workaround for the restrictive DOS file naming conventions. This macro converts the descriptive filenames into long filenames, which can have up to 255 characters. When you run this macro, a Convert to Long Filenames dialog box appears (see Figure 26.13). You can either type the name of the drive and folder where the files are stored, or you can click the Files icon to open the Select Folder dialog box. Select the file(s) that you want to convert in the Select Files to Rename list, and then click OK. When the macro is finished, a record of the changes is created.

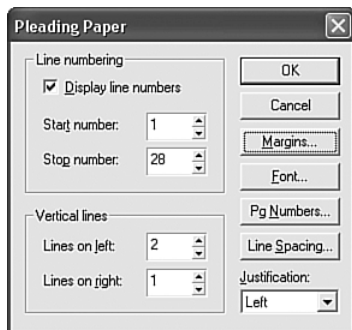
Figure 26.13
You can select the file(s) that you want to convert in the Convert to Long Filenames dialog box.



- **Parabrk.wcm**—This macro displays a Paragraph Break dialog box, where you can choose a symbol or graphic to display at the next paragraph break. The symbol or graphic is centered on the blank line between paragraphs.
- **pleading.wcm**—This macro displays the Pleading Paper dialog box (see Figure 26.14), where you can choose from a variety of options to generate a legal pleading paper.

Figure 26.14

In the Pleading Paper dialog box, you can set up line numbers, vertical lines, margins, fonts, page numbers, line spacing, and justification for a legal pleading paper.



- **prompts.wcm**—This macro opens Prompt Builder, which helps you create prompts for your templates. You can create messages that help guide the user along in using the template. You must be editing a template (other than your default template) before you can run this macro.

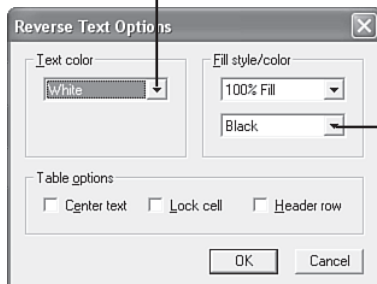
➔ If the capability to create prompts in your templates sounds appealing to you, **see “Using Prompt Builder,” p. 729.**

- **reverse.wcm**—This macro displays the Reverse Text Options dialog box (see Figure 26.15), where you can choose a color for the text and a color for the fill (or background). If you’ve selected text, you can place the reverse text in a text box. If you’ve selected table cells, the dialog box is a little different. You choose from three table-oriented options: Center Text, Lock Cell, and Header Row.

Click here to select a text color.

Figure 26.15

You can create white text on a black background, or many other combinations, in the Reverse Text Options dialog box.



Click here to select a fill color.

CAUTION

You can run this macro in a table cell that does not have text in it, but if you start to type the text and the color isn't right, you need to turn on Reveal Codes and make sure your cursor is between the two "color" codes before you type the entry.

- **saveall.wcm**—This macro displays the Save Open Documents dialog box, which is similar to the Close All Documents dialog box shown in Figure 26.11. It works the same way: If you want to save a document, place a check mark next to the filename. If necessary, you can change the filename and path before saving the file.
- **savetoa.wcm**—This macro saves the current document, and then copies the file to a disk in drive A:. If you haven't named the document yet, you will get the opportunity to do so. When you name the file, don't worry about switching to drive A: or typing a: in the path. All you need to do is name the file—the macro saves it to drive A:.
- **tconvert.wcm**—This macro displays the Convert Template dialog box, where you can type in the name of a template that you want to convert for use in WordPerfect 11 (or 12). If you can't remember the name (or the location) of the template file, click the Files icon to search for it.
- **uawp11en.wcm** or **uawp12en.wcm**—According to the documentation, this macro is used by the PerfectExpert. You should not delete this file from the macros folder, so don't even think about getting rid of it!
- **wp_org.wcm**—This macro creates a basic organization chart that you can start filling in immediately. You get the same results that you would if you chose Insert, Graphics, Draw Picture to open the Presentations/Draw editing screen and then chose Insert, Organization Chart, and selected the first Single option in the Layout dialog box.
- **wp_pr.wcm**—This macro opens an outline from a WordPerfect document in Presentations as a slide show. You can run the macro whether you have an outline in the document or not, but Presentations has a hard time figuring out what to put on the slides with a regular document. The document is saved as **pr_out1n.wpd**.

TIP FROM


WordPerfect designed a toolbar with buttons for the most frequently used shipping macros. Right-click the toolbar, choose More, and then scroll down and place a check mark next to Shipping Macros.



If you click one of the buttons on the Shipping Macros toolbar and you get an error message that the file can't be found, see "Where Are the Rest of the Shipping Macros?" in the Troubleshooting section at the end of this chapter.

CREATING MACROS

Now that you've played around with a couple of the shipping macros and you've gotten the general idea, you're ready to create a few of your own. Keep in mind that the first several attempts don't have to be perfect; you can keep recording the macro over and over again until you get it right.

TIP FROM

Ama Akden

For all but the simplest macros, it's a good idea to jot down the sequence of events, so you do everything in the right order and don't forget anything.

Follow these steps to record your own macro:

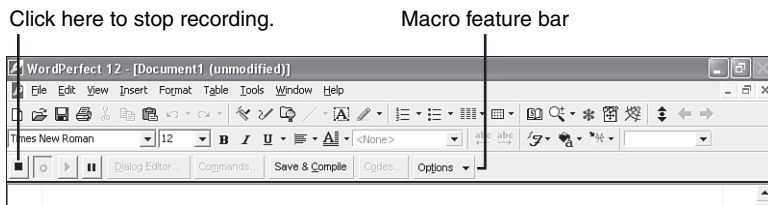
1. You can record a macro in a blank document or in an existing document. In fact, it's most practical to create the macro the next time you need to perform a certain series of steps because you can create the macro and accomplish your task at the same time.
2. Choose Tools, Macro, Record or press Ctrl+F10.
3. Type a name for the macro in the File Name text box. A macro is automatically saved with the .wcm extension, which identifies it as a macro file.
4. If necessary, choose a location for your macro from the Save In drop-down list.

NOTE

By default, new macros are created in the macros folder, which varies according to the operating system on your computer. The locations of the default macro folder and the supplemental macro folder are specified in Settings. Choose Tools, Settings (or press Alt+F12). Click Files and then click the Merge/Macro tab. If you need to change the location, click the Files icon at the end of the text box to browse for the folder. It's a common practice to use the supplemental macro folder as a way to gain access to macros stored on a network.

5. Click Record. The Macro toolbar is displayed underneath the property bar (see Figure 26.16). The recorder is now on, so you're ready to start recording your actions.

Figure 26.16
The Macro toolbar has buttons to help you record and edit macros.



6. Type the text, work with the features, and do whatever you want to record for future use. The macro records all your actions, whether you use the keyboard or the mouse. There is one caveat—you have to use the keyboard to position the insertion point in the document window.

TIP FROM

Anita Aehlen



You can insert a pause in a macro so a user can type something in. When you are ready for user input, click the Pause While Recording/Executing a Macro button (on the Macro toolbar). At this point, you can either type something and click the button again, or just click the button again to move past the pause. When you run the macro, the macro will pause and wait for input. When you press Enter, the macro resumes. See the project at the end of this chapter for more information.



7. When you're finished, click the Stop Macro Play or Record button (or press Ctrl+F10) to stop recording. The Macro toolbar disappears, and you are returned to a normal document window. The actions that you took while you created the macro have been performed on the document, so you've essentially killed two birds with one stone.

To run the macro, follow the steps detailed previously in the “Playing Macros” section.



If you turn on the Macro Recorder and your fingers rebel against you and you make simple mistakes, see “I Made a Mistake While Recording a Macro” in the Troubleshooting section at the end of this chapter.

If you sometimes get an error message when you run a macro, see “I Get an Intermittent Error Message When I Run My Macro” in the Troubleshooting section at the end of this chapter.

Now that you've created the macro, all sorts of possibilities open up. The first thing you'll probably notice is how tedious it is to play macros by choosing them from a File Open dialog box. Granted, the last nine macros that you played are listed at the bottom of the Macros menu, so you can get to those in a couple of mouse clicks. But what about the others? Changing to different folders and scrolling down through long lists of macros sort of defeat the purpose of running macros, doesn't it?

Thankfully, you have lots of options for putting macros in easy reach. You can assign macros to keystrokes, toolbar buttons, menu commands, and property bars. I'll cover assigning macros later in the chapter, in the “Assigning Macros to Keystrokes, Toolbars, and Menus” section. The next section explains how you assign and create macros in templates so that they are available only in a specific template.

CREATING TEMPLATE MACROS

You can create macros specifically for use with a particular template. Because these macros are saved with a template, they do not appear in the list with the other macros, so they don't clutter up the macros folder. By definition, template macros must be created in a template.

You can do a lot of the same things with template macros that you do with regular macros. You can assign a template macro to a keystroke, toolbar, menu, or property bar. See the section “Assigning Macros to Keystrokes, Toolbars, and Menus,” later in this chapter, for the steps to assign a macro.

There are several ways to add a macro to a template:

- You can copy the macro from another template.
- You can copy the macro from a macro file.
- You can record the macro from scratch.

COPYING FROM ANOTHER TEMPLATE

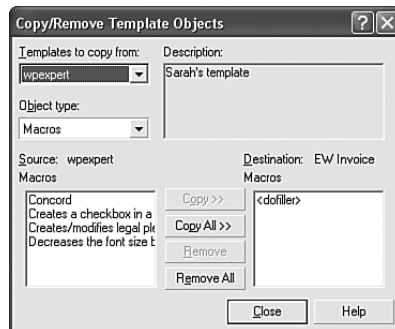
Don’t reinvent the wheel! If someone else has developed template macros that you can use, by all means, use them! All you have to do is copy them over from their template and they are all yours.

Follow these steps to copy a macro over from another template:

1. Edit the template that you want to add the macro to.
2. Click the Copy/Remove Object button on the template toolbar to open the Copy/Remove Template Objects dialog box.
 - ➔ If you need a refresher on the steps to edit a project template, **see** “Revising WordPerfect Templates,” **p. 721**.
 - ➔ For more detailed information on copying objects between templates, **see** “Copying Objects from Other Templates,” **p. 726**.
3. Click the Templates to Copy From drop-down list arrow and select the template that has the macros you want to copy.
4. Click the Object Type drop-down list arrow and choose Macros. A list of available macros appears in the Macros list box (see Figure 26.17).

Figure 26.17

A list of macros in the selected template appears in the Macros list box, where you can select them for copying into the current template.



5. Select the macro you want to copy in the Macros list box and click Copy >>. Or, you can click Copy All >> to copy all the macros at once.
6. Click Close, and then save your changes to the template.

TRANSFERRING A MACRO FILE

If someone has already created a macro that you want to include with a template, you can copy it directly from the file. Use this method when the macro that you want is a regular macro, not a *template* macro.

Follow these steps to copy a macro from a file:

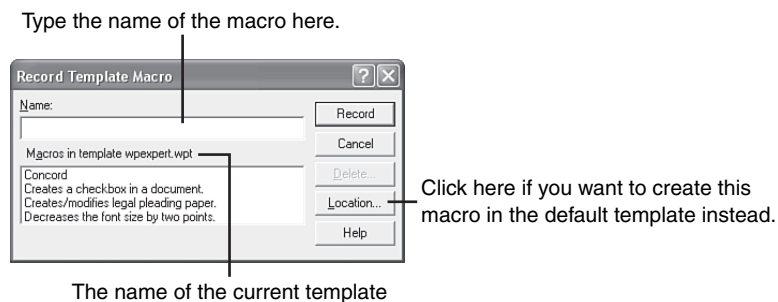
1. Edit the template to which you want to add the macro.
2. Click the Copy/Remove Object button on the Template toolbar to open the Copy/Remove Template Objects dialog box.
3. Click the Object Type drop-down list arrow and choose Macros on Disk.
4. In the Source text box, either type the path for the macro that you want to copy or click the File icon to search for the macro file. When you locate the macro file, select it, and then click Select.
5. The path and name of the macro file are inserted in the Source text box.
6. Click the Copy >> button.
7. Repeat steps 4–6 to copy other macro files to the template.
8. Click Close when you're done.

CREATING A TEMPLATE MACRO FROM SCRATCH

The last method is to create the macro from scratch. The steps are slightly different from the ones you used earlier in the chapter. First, edit the template to which you want to add macros; then, follow these steps to create a template macro from scratch:

1. Choose Tools, Template Macro, Record. The Record Template Macro dialog box appears (see Figure 26.18).

Figure 26.18
You can verify the name of the template, and then type the name of the macro in the Record Template Macro dialog box.



2. Type a name for the macro in the Name text box and then click Record.



If nothing happens after you enter the macro name and click Record, see “I’m Stuck in the Record Template Macro Dialog Box” in the Troubleshooting section at the end of this chapter.

3. Get busy recording whatever it is that you want to do in this macro.



4. Click the Stop Macro Play or Record button (or choose Tools, Template Macro, Record) to stop recording. The Macro toolbar disappears, and you are returned to a normal document window.

NOTE

For a macro to be associated with a trigger, it must have been created as a template macro. For example, you could set up a “preprint” trigger to run a macro that accepts client identification information so the printer resources can be billed back to the client.

➔ To get the scoop on macro triggers, see “Associating Macros to Triggers,” p. 736.

CREATING QUICKMACROS

Ever have one of those days when you are forced into typing a long and complex phrase over and over again? And you don’t want to create a macro because it’s not likely that you’ll have to type that same information again. Wouldn’t it be nice if you could create a temporary macro just for that day? You can—it’s called a QuickMacro.

QuickMacros are created as template macros—the only difference is that you don’t name a QuickMacro. The QuickMacro is assigned to a temporary file for this session, and when you exit WordPerfect, the file is erased. You can have only one QuickMacro at a time. To replace a QuickMacro, simply create a new one. Follow these steps to create a QuickMacro:

1. Choose Tools, Template Macro, Record to display the Record Template Macro dialog box (refer to Figure 26.18).
2. Don’t type a name—just press Enter or click the Record Button.
3. When you see the Macro toolbar, you can start recording the macro.
4. Click the Stop Macro Play or Record button (or choose Tools, Template Macro, Record) to stop recording. The Macro toolbar disappears, and you are returned to a normal document window.

The QuickMacro won’t appear in the template macro list, but don’t be fooled. It’s in there. When you’re ready to play the QuickMacro, choose Tools, Template Macro, Play. Press Enter, or just click Play.

ASSIGNING MACROS TO KEYSTROKES, TOOLBARS, AND MENUS

There are a variety of different ways to put the macros you use the most right at your fingertips. You can assign a macro or a template macro to a keystroke (such as Alt+8), to a toolbar button, or to a menu. Macros (but not template macros) can also be assigned to the property bar. Let’s start with the steps to assign a macro to a keystroke first, and then move on to the others.

ASSIGNING MACROS TO KEYSTROKES

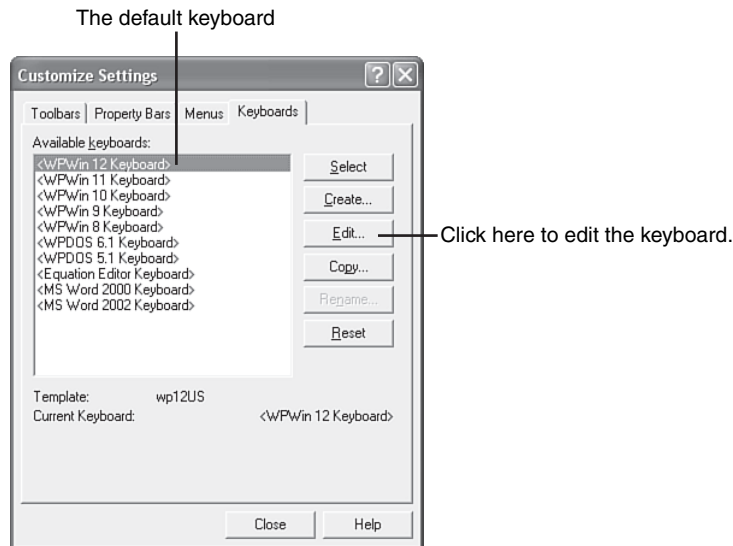
Because you spend most of your time with your hands on the keyboard, macros that are activated by a keystroke are immensely popular. The only problem is that many other features are already assigned to shortcut keys. You can either choose one that isn't currently assigned or you can replace the current assignment.

➔ For the steps to edit a project template, see “Basing a Template on Another Template,” p. 724.

The steps to assign a macro or a template macro to a keystroke are similar, so rather than repeat steps, I'll point out the differences as we go along. In every case, when you want to assign a template macro, you need to edit the template that contains the macro first. Then follow these steps to assign a macro to a keystroke:

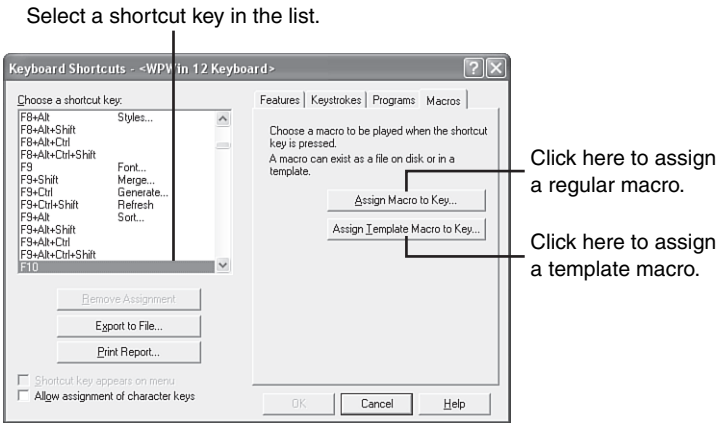
1. Choose Tools, Settings (or press Alt+F12), and then click Customize. This opens the Customize Settings dialog box.
2. Click the Keyboards tab to display the available keyboards (see Figure 26.19).

Figure 26.19
You can select the keyboard that you want to edit in the Keyboards tab of the Customize Settings dialog box.



3. If you want to edit the default keyboard, leave <WPWin 11 Keyboard> or <WPWin 12 keyboard> selected. Otherwise, select another keyboard.
4. Choose Edit to display the Keyboard Shortcuts dialog box. This is where you choose the keystroke and select a macro.
5. Select the shortcut key that you want to use from the Choose a Shortcut Key list box.
6. Click the Macros tab to display the macro options (see Figure 26.20).
7. Click Assign Macro to Key to assign a regular macro to a keystroke; click Assign Template Macro to Key to assign a template macro to a keystroke.

Figure 26.20
You can assign a macro to any key-stroke that you see in the list, even if the keystroke already has something assigned to it.



- 8. Depending on which button you clicked in step 7, you see the Select Macro dialog box or the Select Template Macro dialog box. Either way, select the macro that you want to assign and then choose Select.
- 9. If you're assigning a template macro, skip this step. In the message box, choose Yes if you want the entire path to show up in the shortcut keys list; choose No if you want only the name of the macro displayed in the list.

CAUTION

If the macro is not stored in the default macro folder or the supplemental macro folder specified in File Settings, make sure that you save the macro with the full path.

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- 10. Repeat steps 5–9 to assign other macros to shortcut keys.

TIP FROM

Anita Achen

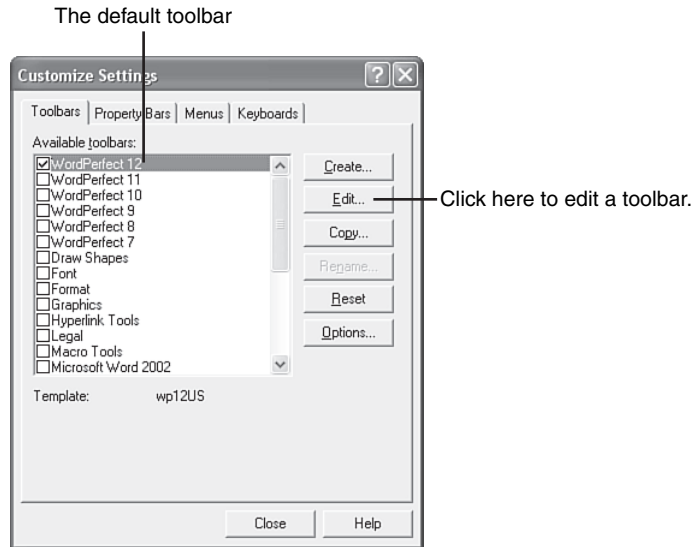
If you skipped WordPerfect 10, you haven't seen a cool new feature: printing lists of keyboard shortcuts. Choose Tools, Settings, Customize. Click the Keyboards tab. Select the keyboard that you want to print from, and then choose Edit. Choose Print Report to print a list of shortcut keys, or choose Export to File to save the list as a comma-delimited file (.csv).

ASSIGNING MACROS TO TOOLBARS

Now that you understand the general concept, assigning macros to toolbar buttons is a snap. Again, the steps to assigning a regular macro and a template macro are similar, so I'll point out the differences as we go along. Remember that if you want to assign a template macro to a toolbar button, edit the template first. Then, follow these steps to assign a macro to a toolbar button:

1. Choose Tools, Settings (or press Alt+F12), and then click Customize. If necessary, click the Toolbars tab. A list of available toolbars is displayed in the Customize Settings dialog box (see Figure 26.21).

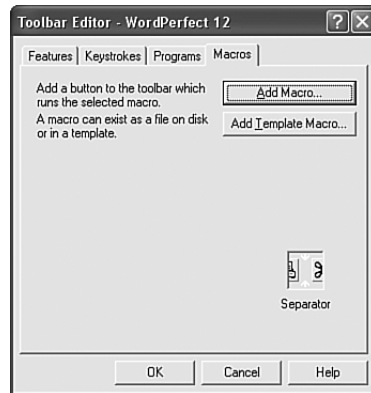
Figure 26.21
You can select the toolbar that you want to edit in the Toolbars tab of the Customize Settings dialog box.



➔ For the steps to edit a project template, **see** “Basing a Template on Another Template,” p. 724.

2. Select a toolbar, and then choose Edit to open the Toolbar Editor dialog box. This is where you choose a macro to assign to a toolbar button.
3. Click the Macros tab to display the buttons to add a regular macro or a template macro (see Figure 26.22).

Figure 26.22
You can add a macro or a template macro to a toolbar button in the Macros tab of the Toolbar Editor dialog box.



4. Click Add Macro to add a macro to a toolbar button, or click Add Template Macro to add a template macro to a toolbar button.
5. Depending on your choice, you see the Select Macro dialog box or the Select Template Macro dialog box. In either case, select the macro, and then choose Select. If you've assigned a macro, you are prompted to save the macro with a full pathname (Yes or No).

CAUTION

If the macro is not stored in the default macro folder or the supplemental macro folder specified in File Settings, make sure that you save the macro with the full path.

6. Repeat steps 3–5 to assign other macros to toolbar buttons.
7. Click OK when you're finished making your changes.

CAUTION

When you are finished with your toolbar editing, make sure you don't click the X button in the upper-right corner of the toolbar editor. If you do, you'll lose all of your changes. Choose OK instead.

A new button has been added to the selected toolbar. All macros have the same button picture of a cassette tape (see Figure 26.23). Click and drag the new button to position it on the toolbar.

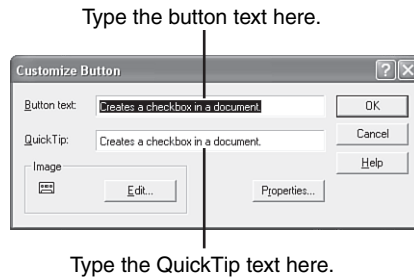
26**Figure 26.23**

Macro buttons all use the same picture, that of a cassette tape. Pause over a macro button to display a QuickTip.



Because the buttons are all the same, you need help differentiating the macro buttons. While you're editing a toolbar, you can modify the properties for a macro button. Double-click the button to display the Customize Button dialog box (see Figure 26.24), where you can type text to appear on the button and the message for the QuickTip. Button text doesn't appear by default, so the second part of the process is to change the button option settings to show text in a button. On the Toolbars tab of the Customize Settings dialog box (refer to Figure 26.22), choose Options to open the Toolbar Options dialog box. Choose Text to display only the text, or Picture and Text to display both the picture and the text message.

Figure 26.24
You can type button text and the message text that you want to assign to a macro button in the Customize Button dialog box.



TIP FROM

Anita Achen

If you would rather save space and not use text, you can change the graphic on the button. There is an option that enables you to edit the button, but it doesn't really produce good results because you are editing the actual pixels of the image. A better solution is to copy a graphic from another button. First, find a button whose graphic you like—scroll through the list of available features, trying various categories if necessary, watching the button graphic area below the feature list. When you find a button you like, click the Add button to add it to the toolbar, and then double-click it. Click the Edit button in the Image area, click Copy, click OK or Cancel, again OK or Cancel, double-click your macro button, click Edit, and then Paste, and then OK twice. (Then you can drag off the toolbar the button you had added just to be able to copy its picture.) This sounds complicated, but it's not. Give it a try just once and see if this will work for you.

NOTE

The steps to add a macro to a property bar are very similar to the steps to add a macro to a toolbar. The only difference is that you click the Property Bars tab, and then select the property bar that you want to edit. The Text property bar is the default, or the one that you see in a blank document. From here, you can repeat the preceding steps, starting at step 3.

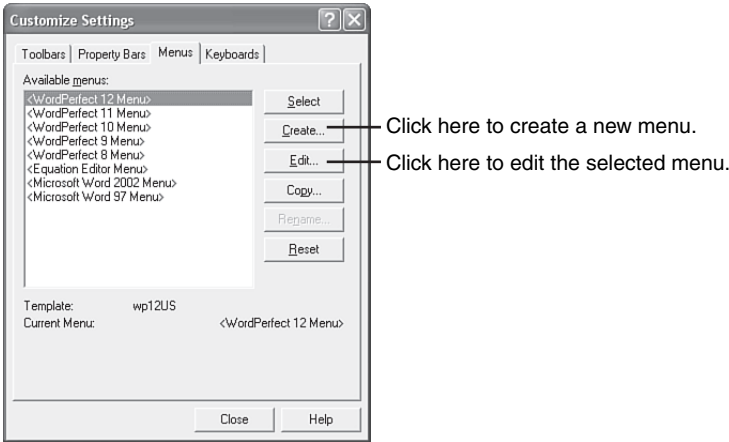
ASSIGNING MACROS TO MENUS

If you aren't concerned about the clutter, you can put your macros right on the menu bar. The name of the macro (or whatever else you want to appear) shows up on the menu bar right next to the other menu items. To play the macro, you just click the name on the menu bar.

As usual, if you want to assign a template macro, you need to edit the template first. Then, follow these steps to assign macros to the menu bar:

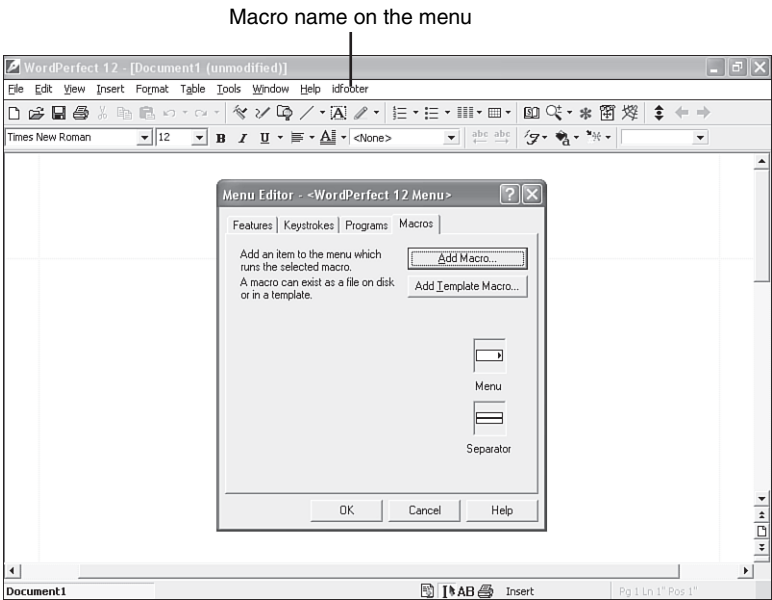
1. Choose Tools, Settings, and then click Customize.
2. Click the Menus tab to display a list of available menus (see Figure 26.25).
3. Select a menu, and then choose Edit to open the Menu Editor dialog box. This dialog box is almost identical to the Toolbar Editor dialog box shown in Figure 26.19.
4. Click the Macros tab.

Figure 26.25
You can create customized menus or edit the existing menus in the Menus tab of the Customize Settings dialog box.



- 5. Click Add Macro to assign a macro, or click Add Template Macro to assign a template macro. Depending on your choice, you see the Select Macro dialog box or the Select Template Macro dialog box.
- 6. In either dialog box, select the macro, and then click Select.
- 7. Choose Yes if you want to save the macro with the entire path, or choose No if you don't want to. The name of the macro is added to the menu bar (see Figure 26.26).

Figure 26.26
After you've added a macro to the menu bar, you can give it a friendlier name.



CAUTION

If the macro is not stored in the default macro folder or the supplemental macro folder specified in File Settings, make sure that you save the macro with the full path.

8. Repeat steps 5–7 to assign other macros to shortcut keys.

If you save the macro with the path (so that you don't have to put it in the default macro folder), you'll see that the macro path takes up a lot of space on the menu bar. You can give the macro a friendlier name and a description that appears in the QuickTip. With the Menu Editor dialog box displayed, double-click the macro name on the menu bar to open the Edit Menu Text dialog box, which looks similar to the Customize Button dialog box shown in Figure 26.24. Type a friendlier name for the macro in the Menu Item text box and then type a description in the QuickTip text box.

To take this idea one step further, consider creating a Macros menu with your frequently used macro names on that menu. In the menu editor, drag the Menu button up and drop it on the toolbar, and then double-click it and type a name in the Menu Item box. If you want an underlined letter (like the other menus have), type an ampersand (&) just prior to the letter that is to be underlined—just make sure you don't pick a letter that is being used by one of the other menus. The letter "M" is available, so type **&Macros** to name the new menu "Macros" with an underlined M. Then, as you add macros to the toolbar, drag them down into the new Macros menu. You can add submenus within the menu and separators between groups of macros or submenus, and you can edit the macro name labels also to include an ampersand before a (carefully selected) letter if you want the macros to be accessible via the keyboard. Just make sure that none of the macros or submenus under the Macros menu have the same letter underlined. (Each submenu keeps its own list of underlined letter triggers, so if you have lots of macros to add, using submenus can help both make the list manageable and keep letters available.)

TIP FROM


How many times have you opened WordPerfect just to address an envelope? Did you know that you can create a macro that opens the Envelope dialog box and then create a shortcut to that macro on your desktop? Here's how: Choose Tools, Macro, Macro Toolbar. Type the following information into the macro document and save it as env-dialog. Now, create a shortcut on your desktop that points to this macro. Right-click the desktop, choose New, Shortcut, browse to the Documents and Settings\<username>\Application Data\Corel\PerfectScript\12\WordPerfect\ folder, and select the env-dialog file. Give the shortcut a name and add it to the desktop. Here is the macro code:

```
Application (A1; "WordPerfect"; Default; "EN")
AppMinimize ()
EnvelopeDlg ()
```

This macro idea was posted by Gary Mosier on WordPerfect Universe (www.wpuniverse.com).

EDITING MACROS

Let's say that someone in your company is in charge of developing and distributing macros for everyone else's use. If so, count yourself lucky and make sure you say thank you once in a while because if you ever want some changes made, that is the person you'll have to go to.

However, if all you want to do is change a name, address, or other minor detail, you can save yourself some groveling by making the minor changes yourself. Furthermore, you might have an occasion to edit the macros that you created.

When you open a macro, you'll see that rather than record your exact keystrokes (as earlier versions of the macro language did), the Macro Recorder actually records the results of your actions. For example, if you use the menus to change the margins, you can't see the actual menu commands that you selected. Instead, you see the margin change itself.

You can edit macros and template macros with essentially the same steps. However, if you want to edit a template macro, you have to edit the template first. Then, follow these steps to edit a macro:

1. Choose Tools, Macro (or Template Macro), Edit. Depending on which type of macro you chose, you'll see the Edit Macro dialog box or the Edit Template Macro dialog box.
2. In either case, select the macro you want to edit, and then choose Edit. The macro appears in the document window (see Figure 26.27).

CAUTION

Here's where things get a little tricky—you must use extreme care so that you don't accidentally delete (or modify) the macro commands. If you do, make sure you don't save your changes when you close the macro. Take a deep breath and start over.

3. Make the necessary corrections to the text portions of the macro. Unless you're comfortable with macro commands, it's a very good idea to leave them alone.
4. Click the Save and Compile button to save the macro before you close it. If there are any problems, you'll see an error message so you'll know right away if you need to fix something.
5. When you're finished, click the Close button on the menu bar to close the document window.
6. Choose Yes to save your changes to the macro.

Recompiling Macros After SP1 for WordPerfect 11

Due to an issue with Service Pack 1 for WordPerfect 11, you need to recompile the shipping macros and any macros that you have created after you install the service pack. To recompile the macros, choose Alt+F10 to display the list of macros in the Play Macro dialog box. Right-click each macro file, and then choose Compile. When you are finished, you can close the PerfectScript Editor. Also, because the WordPerfect templates depend on macros to run, you'll need to recompile the template files as well. There is a discussion on WordPerfect

Universe (go to www.wpuniverse.com and search the forums for "SP1+macros") that gives more information and has recompiled template files that you can download. You can also visit the WordPerfect FAQ newsgroup at news://cnews.corel.com/corel.wpoffice.wordperfect-faq for a zip file that contains recompiled templates and macros, plus two popular term paper templates: the American Psychological Association (APA) and the Chicago Manual of Style (Turabian).

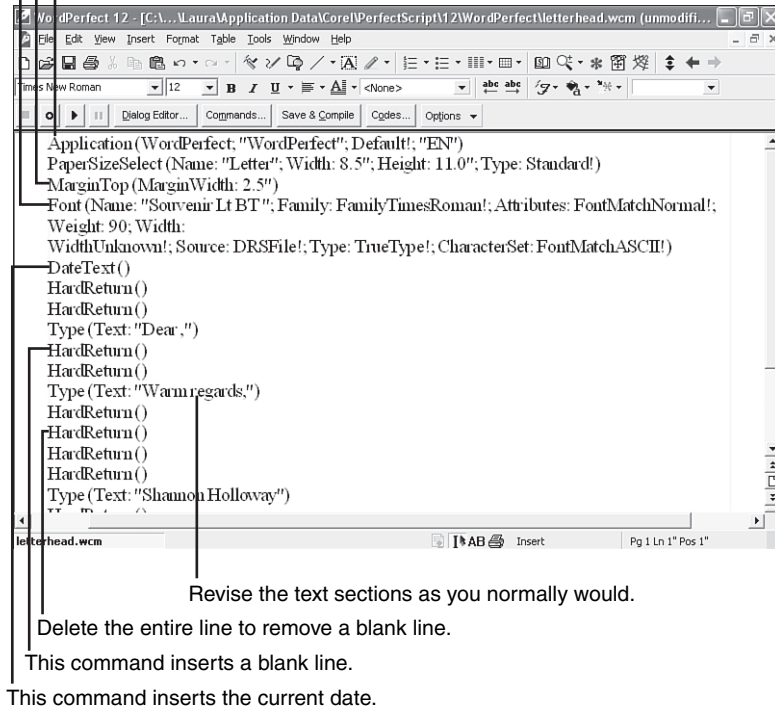
Figure 26.27

This macro sets up a letterhead page, a new margin setting, a font change, today's date, a salutation, and a closing.

This command selects the font.

This command changes the top margin.

Don't change this information.



Revise the text sections as you normally would.

Delete the entire line to remove a blank line.

This command inserts a blank line.

This command inserts the current date.

LEARNING MORE ABOUT PERFECTSCRIPT

If you're editing a macro that someone else has written, it's likely to be more complicated than the macro shown in Figure 26.26. You'll see lots of programming commands and you might be wondering where they come from.

WordPerfect's macro language is called *PerfectScript*. It is a command-based language that can be used to write macros in WordPerfect, Presentations, and Quattro Pro. You can do a lot more with PerfectScript than just play back recorded commands. Macros can stop and prompt for input, and then, based on that input, go to a different section of the macro and execute the commands there. Macros can be structured to display messages and customized dialog boxes. Information from other WordPerfect Office applications can be combined.

In fact, you can actually build complete document-building applications (or wizards) for those users with limited WordPerfect experience.

Downloading the SDK for WordPerfect 11 and 12

The Software Developer's Kit (SDK) is a set of tools that lets you customize WordPerfect Office applications for commercial or business use. The SDK contains reference materials, OLE automation samples, and PerfectScript tools, as well as code generation wizards, tools, and utilities for third-party add-ons to WordPerfect. One of the utilities, `wplook.exe`, is used to repair corrupt files. Corel recommends that you repair the file several times to make sure everything has been fixed.

The SDK can be downloaded from Corel's site. You'll need to first register as a partner at www.corel.com/partners. The base level is free so don't let the registration scare you off. You'll get access to the SDK, but also other resources that are available on CorelConnected. Depending on the level of membership, a partner can gain access to more information about the products that Corel offers.

Unfortunately, covering the PerfectScript macro language is beyond the scope of this book. Here are some places where you can go for help:

- Consult the help topics. Specifically, read the information under the heading "Recordings, Macros, and Automation Features" in the Contents tab of the Help Topics dialog box. Also, use the Index to browse through the list of topics under "macros."
- If you're inserting commands in the PerfectScript Commands dialog box, you can select a command in the list to view a brief description. (Remember the keyboard shortcut to open that dialog box is Ctrl+M.)
- You can view the User Guide for more information on Macros & PerfectScript. For WordPerfect 11, choose Start, (All) Programs, WordPerfect Office 11, Help Files, User Guide. For WordPerfect 12, choose Start, (All) Programs, WordPerfect Office 12, Support, User Guide.

CAUTION

You must have the Adobe Acrobat Reader installed to view the Reference Center materials, so if you don't already have it installed, you'll be prompted to install it. Insert CD #2 and run the Install Wizard to install Adobe Acrobat Reader. You can also go to www.adobe.com and download the latest version of Adobe Reader.

- Buy a book that specifically covers macro programming with PerfectScript. Ask your local bookstore to do a search for you, or visit one of the online bookstores and search for `wordperfect macros`.
- Run through the excellent macro tutorial by Seth Katz. The tutorial assumes no previous macro experience and covers a lot of ground. Go to <http://www.shkatz.com/macrotut/index.html>.

NOTE

You might recognize the name Gordon McComb, from other *Special Edition Using WordPerfect* books, or possibly from the “Macros” column that he wrote for *WordPerfect for Windows* magazine, or from the articles he has written for www.officecommunity.com. Gordon is widely recognized as a leading authority on WordPerfect macros. Rumor has it that, over the years, some of his applications have actually been incorporated into the program. Go to his site at www.gmccomb.com to check out his selection of macro books. (And no, I’m not getting paid to say this.)

USING MACROS FROM PREVIOUS VERSIONS OF WORDPERFECT

The basic structure of the programming language hasn’t changed since WordPerfect 6. New commands have been added to take advantage of new features and to use existing features more efficiently. The majority of the old commands have been retained to ensure backward compatibility.

A new warning system has been put into place that will warn you if a command is obsolete and might potentially be removed in future versions. This system works for macros developed with WordPerfect version 5 and beyond. The messages are only warnings—you can still use the command and you can ignore the warning. The macro will work just fine after it has been saved and compiled. You won’t have to go through the warning messages again, unless you edit and recompile the macro. Compiling a macro is a dry run where the macro is checked for accuracy but isn’t actually executed.

To convert macros from previous versions of WordPerfect, you have to open the macro and save it, which forces the macro to be compiled in WordPerfect. Follow these steps to convert macros:

1. Choose Tools, Macro (or Template Macro), Edit. Depending on which type of macro you choose, you’ll see the Edit Macro dialog box or the Edit Template Macro dialog box.
2. In either case, select the macro you want to edit, and then choose Edit.
3. If you need to make some changes, do that now.
4. Click the Save & Compile button on the Macro toolbar.
5. Correct any errors listed by the macro compiler, and then click the Save & Compile button again. When you don’t get any more errors, close the macro and save your changes.



If you are getting a bunch of warning messages when you run some of your macros, see “Warning Messages When Running Macros” in the Troubleshooting section at the end of this chapter.

VISUAL BASIC—DO YOU NEED IT?

WordPerfect Office includes support for Microsoft Visual Basic for Applications (VBA) programming language, which can be used as an alternative to the PerfectScript programming language. WordPerfect gets a gold star for being the only mainstream word processor to offer two powerful programming languages that can be used separately or in combination.

So, do you need it? It depends on whether you need to accomplish something that you can't do with PerfectScript. VBA is harder to learn and requires a much higher level of understanding of how WordPerfect operates. Prior experience with an object-oriented programming language is a definite plus.

NOTE

VBA support isn't installed by default, so if you want to use it, you have to install it from CD #2. Make sure you disable your antivirus program before you install any part of WordPerfect Office.

Unless you've been living under a rock, you've heard about all the macro viruses and the havoc they have wreaked on companies such as Microsoft, Intel, and Dell. These viruses are easy to spread because of the way Microsoft Word handles macros in a document. You might have heard that by installing VBA support with WordPerfect, you are leaving yourself open to macro viruses. Well, you're right to be concerned. If you've installed VBA support and you open a document that contains VBA macros (also called projects), the VBA macros are automatically triggered.

Thankfully, WordPerfect is designed in such a way that the risk is minimal and easy to avoid with a good antivirus program. There are also extra security measures built in to the version of VBA that ships with WordPerfect. Just make sure that you impress upon anyone who will listen that they should never, ever, ever, disable their macro virus security just because it's a pain to bypass the warning messages every time they open a file with VBA macros embedded in it.

TIP FROM



For more information on what VBA means to you, check out Gordon McComb's frequently asked questions (FAQ) document on VBA. Go to www.gmccomb.com/vbafaq.html. This piece was written when WordPerfect 9 was released, but the majority of it applies to WordPerfect 11 and 12. Also, read over the VBA section of the Release Notes document (`readme.txt` or `readme.html`), which is located on CD #1.

After all the media hype surrounding viruses and how they bring down the e-mail systems of many companies, you would think that the employees would know better than to disable their virus protection. I guess it just goes to show that no one is immune to computer viruses. Consider every file suspect until you've checked it out with an antivirus program that has the latest virus definitions installed, even if your best friend just gave it to you.

WordPerfect Office 11 (and 12) supports Digital Signatures in WordPerfect, Quattro Pro, and Presentations. You can use these signatures to sign and authenticate documents and macros. For Digital Signatures to function properly, you must have Microsoft Internet Explorer (IE) 5.5 or higher installed on your system. If you do not, the Setup program will install the browser components of IE 6.

NOTE

WordPerfect Office 11 (and 12) include support for Entrust version 4.0 and later. Entrust is an upgrade component for WordPerfect that lets you encrypt and digitally sign documents in WordPerfect using the Entrust security system. You must have access to an Entrust server to use the WordPerfect Entrust integration.

For more detailed programming information on VBA, read through the macro online help file. Choose Help, Help Topics, Contents, Reference Information, WordPerfect and Visual Basic for Applications.

TROUBLESHOOTING

WHERE ARE THE REST OF THE SHIPPING MACROS?

I want to play the allfonts macro, but it doesn't appear in the list of macros. Where are the rest of the files?

Some of the macro files might have been accidentally deleted, or you might be looking in the wrong folder. First, look in Settings to see where macros are stored in your system. Choose Tools, Settings, Files and then click the Merge/Macros tab. Jot down the location of the default macro folder. Now, choose Tools, Macro, Play and verify that you are looking in the same folder that was noted in Settings. If not, browse to that folder and look for the macros. If you still don't see them, do a repair install, which will copy the macro files onto your system. Choose Start, Control Panel, Add/Remove Programs; then select WordPerfect Office 11 (or WordPerfect Office 12), and then choose Change. In the Program Maintenance window, choose Repair, and then click on Next. Click Next again, and then Install.

I MADE A MISTAKE WHILE RECORDING A MACRO

In the middle of recording a macro, I realized that I'd made a mistake. What should I do?

Relax, it isn't the end of the world—the mistake is easily fixed. In fact, you might be surprised to learn that WordPerfect doesn't even record some of your mistakes in the macro.

You can stop recording the macro at this point and just start over, saving the new macro over the incomplete macro. Or, you can fix the mistake and go on. In most cases, the “fix” isn't recorded—only the final result of your actions.



I GET AN INTERMITTENT ERROR MESSAGE WHEN I RUN MY MACRO

I created a macro that changes the font and font size for selected text. When I run the macro, sometimes I get an error that says the macro is being cancelled due to an error on line 3. Other times, the macro runs just fine. I've reviewed the macro and I can't find anything wrong. What now?

Did you select text before you ran the macro? If not, the macro won't work. You've just run into a problem with states. If you record a macro that takes action on selected text, that macro expects a state of selected text when you run it. If it doesn't find that state, the macro can't run properly.

The same holds true for other conditions in WordPerfect. For example, if you write a macro that customizes graphics boxes, you need to make sure there is a graphics box in the document before you run the macro.

I'M STUCK IN THE RECORD TEMPLATE MACRO DIALOG BOX

I'm trying to create a template macro from scratch. When I enter a name for the macro and click Record, nothing happens. I have to cancel out of the dialog box.

It sounds like the template file is damaged. If you're adding the template macro to the default template, you'll have to rename the default template and let WordPerfect create a new one when you start WordPerfect again. Unfortunately, this means you'll lose any customizations that have been made to the toolbars, keyboards, menus, styles, macros, and other objects that are stored in the default template.

Let me stop here and remind you how important it is to make a backup copy of your default template after you've done some customizing. It takes only a second, and it can save you hours. In fact, you might be able to recover by simply deleting the corrupted default template and renaming the backup copy. The name of the default template is wp11us.wpt (or wp12us.wpt) and you'll find it in the folder specified in Settings as the default template folder (choose Tools, Settings, Files, Template). The "us" stands for the US English version of the program. Those two letters will vary depending on the language and country version of WordPerfect that you use.

If you are adding a template macro to one of the project templates, try getting a fresh copy of the template from the WordPerfect Office CD. Insert the CD and when the Install Wizard starts, choose a Repair install.

WARNING MESSAGES WHEN RUNNING MACROS

I've just started using some of the macros that I wrote in previous versions of WordPerfect. When I run them for the first time, I get warning messages about obsolete commands. What's this all about?

The first time you play a non-WP11 (or non-WP12) macro, the macro system recompiles the macro to make sure that the macro is using commands that still work in version 11 (and 12). If the macro is using commands that have become obsolete over releases of WordPerfect since version 5, you will get a warning message about the command. These commands will still work, though, and you can ignore the warnings—for now, at least. You

should keep in mind that these commands can be removed in future versions of WordPerfect.

CHANGING THE HYPERTEXT STYLE

I just created a check box in my document, and that blue underline stands out like a sore thumb. Is there any way to change the appearance of the check box?

Check boxes are created as hypertext, which by default appears underlined and in blue. Thankfully, you can modify the style used for hypertext. Keep in mind that if you alter the style, it will affect other hypertext codes in the document, so you might want the other hypertext codes to appear as buttons instead.

To modify the hypertext style, choose Format, Styles. In the Styles dialog box, choose Options, Settings. If necessary, place a check mark in the WordPerfect System Styles check box. Select WordPerfect heading styles and all other system styles, and then click OK. In the Available Styles list box, select Hypertext and then click Edit. In the Styles Editor dialog box, make sure there is a check mark in the Reveal Codes check box. In the Reveal Codes window, delete the [Color: Blue] code, the [Und] code, and the [Color: Black] code. Click OK and then click Close. The check box should now appear black and not be underlined.

PROJECT

I know I said I couldn't cover any of the programming commands as much as I would like to. I just don't have the space here to do justice to the information. However, there is one very simple thing you can do that opens all sorts of possibilities in your macros. You can insert a pause, which causes the macro to stop and wait for input. When you press Enter, the macro continues. You can insert as many pauses in a macro as you like. And you can type as much text as you like during the pause.

A pause in a macro is similar to the Keyboard Merge command, where you can pause the process to type something and then continue the process. A fill-in-the-blanks form is a perfect candidate, but so is any document with standard blocks of text and a few places where you need to type in something different.

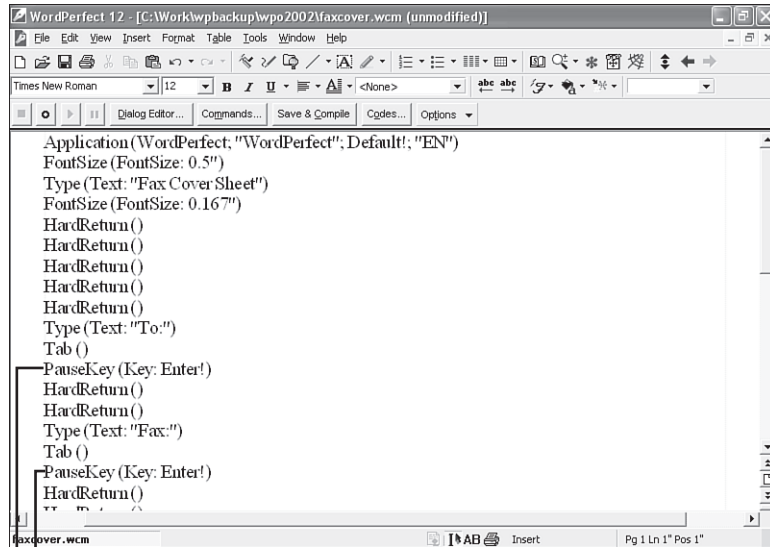
Follow along with these steps to insert a pause in a macro:

1. Choose Tools, Macro, Record (or press Ctrl+F10).
2. Start recording the macro. Do everything up to the point where you want to pause for input.
3. Click the Pause While Recording/Executing a Macro button on the Macro toolbar.
4. If necessary, type some text or perform other tasks.
5. Click the Pause While Recording/Executing a Macro button again to resume recording the macro.
6. Repeat steps 2–5 to continue recording the macro.
7. Click the Stop Macro Play or Record button when you're finished.

Figure 26.28 shows a macro that creates a fax form. There is a pause to type the recipient's name, fax number, and subject. The rest is filled in automatically.

Figure 26.28

This macro creates a fax cover sheet form that enables you to type in the name of the recipient, the subject, and the number of pages.



Pause to type in the fax number.

Pause to type in the recipient's name.