

Assign Common Tasks to Ctrl-Letter Combinations
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Every so often a new task comes along that calls for a brand-new macro, but what if you've used all of your 26 Alt-letter possibilities? You can create a macro and give it a name, but a named macro somehow doesn't have the appeal nor the ease of a one-keystroke macro. One-keystroke macros can be accessed from any WordPerfect screen (named macros can only be run from an editing screen), and they're easier to edit.

You probably need more standard one-keystroke macros – the 26 available Alt-letter combinations simply aren't enough. The solution is to define macros to Ctrl-letter combinations. This could be done by creating a soft keyboard, but then you'd be limited to creating and editing each macro from the Keyboard Layout menu.

The CTRL.WPM macro solves this problem. It allows you to define, use and edit 26 Ctrl-letter macros in the same way that you define, use and edit Alt-letter macros. By using this macro, the Ctrl-letter macros you create will be saved to your default macro directory (like Alt-letter macros) with names like CTRL-A.WPM, CTRL-B.WPM and so on.

How does it work?

The CTRL.WPM macro allows you to use Ctrl-letter macros from a document screen. After creating CTRL.WPM, you'll create a keyboard (or edit an existing one) and map the CTRL.WPM macro to each Ctrl-letter combination you want to use.

It may seem strange to map the same macro to *every* Ctrl-letter combination. However, each of these Ctrl-letter macros must first run the CTRL.WPM macro so that it can detect the "state" of WordPerfect. Depending on what it finds, CTRL.WPM either records a macro called CTRL-*.WPM (where * equals the letter you assign to it) or runs CTRL-*.WPM if it already exists.

Once you map CTRL.WPM to a key such as (Ctrl-A) on your custom keyboard, you return to the document screen and define the (Ctrl-A) macro, entering whatever text or keystrokes you want the macro to perform. In short, pressing (Ctrl-A) runs CTRL.WPM which, in turn, runs CTRL-A.WPM.

Note: While creating or running the macros, you may encounter error messages or problems. If so, refer to the section "Potential problems" for help on some of the snags you may run into.

Setting up a keyboard

Now create a keyboard, or edit an existing one, and add the Ctrl-letter combinations you want to use. Actually, you can create a keyboard, edit one or more existing keyboards and add Ctrl-letter combinations to each. If you want to use a certain Ctrl-letter macro no matter what keyboard you're using, you need to add it to all keyboards.

Go ahead and create a keyboard called CTRLKEYS with one Ctrl-letter combination. Once you've tested the first macro to be sure that you entered the codes correctly, you can edit the keyboard later to add other Ctrl-letter macros.

- Press Setup (Shift-F1), (5) Keyboard Layout.
- At the Keyboard: Layout screen press (4) Create, type *ctrlletters* for the name of the keyboard, then press (Enter). Press (7) Edit to edit this keyboard definition. *Note:* If you're editing an existing keyboard, simply highlight the keyboard name and press (7) Edit.
- At the Keyboard: Edit screen press (7) Retrieve and the Ctrl-letter combination you want to use. If you're creating a new custom keyboard, all keys will be unused. If you're editing an existing keyboard, choose an unused Ctrl-letter combination, such as (Ctrl-A).

Note: When choosing a Ctrl-letter combination, you need to consider a number of things. Some Ctrl-letter combinations are predefined by WordPerfect, such as (Ctrl-L), which is Delete Remainder of page?, and (Ctrl-V), which accesses the Compose feature. However, if you want to redefine (Ctrl-V), you can still use (Ctrl-2) to access the Compose feature.

- After pressing (Ctrl-A) or the Ctrl-letter combination of your choice, you'll see the Macro: prompt. Type *ctrl* for the name of the macro to be retrieved (the macro created earlier) and press (Enter). (Ctrl-A) is now listed under Keys.
- To customize the CTRL.WPM macro for this particular letter combination, be sure (Ctrl-A) is highlighted and press (1) Action. Now delete the asterisk (*) on the first line and type the letter that corresponds with the Ctrl-letter combination you chose, such as *a*. The first line of the macro should now read as follows: "{ASSIGN}macro~ctrl-a~." Press Exit (F7) when finished.
- To leave the Keyboard: Edit screen and return to a document screen, press Exit (F7), (1) Select and Exit (F7) again.

Defining a macro

Now that you've mapped (Ctrl-A) to your keyboard, it's time to define it as a macro. Do this as you would any normal Alt-letter macro. Press Macro Define (Ctrl-F10), (Ctrl-A). At the Description: prompt, type a description of what the macro will do, then press (Enter).

At the Macro Def prompt, type whatever text and keystrokes you want the macro to perform, then press Macro Define (Ctrl-F10) to turn Macro Define off. Run the macro by simply pressing (Ctrl-A).

Note: You can also insert advanced macro commands into a Ctrl-letter macro. When defining the macro, press (Home), Macro Define (Ctrl-F10), press (Ctrl-A) and enter a description or just press (Enter) to bypass the description. At the Macro: Action screen enter the macro codes as usual and then press Exit (F7).

Potential problems

- When pressing the Ctrl-letter combination, you get the error message ERROR: File not found -- CTRL-*.WPM or a Macro Interpreter Error dialog box. This means that you've mapped the Ctrl-letter combination to the keyboard, but haven't defined anything for that macro. To remedy this, follow the instructions in the section "Defining a macro."

- Nothing happens when the Ctrl-letter combination is pressed. This indicates that the Ctrl-letter macro exists in your macros directory, but it's either empty or the macro was entered incorrectly. Edit the macro using (Home), Macro Define (Ctrl-F10) to be sure you entered all advanced macro codes correctly.
- When pressing the Ctrl-letter combination, a control character, such as ^A, appears. If the keyboard isn't selected that you mapped to (Ctrl-A), the control character is typed out on the screen. Be sure the correct keyboard is selected by pressing Setup (Shift-F1), (5) Keyboard Layout, highlighting the keyboard and pressing (1) Select, then Exit (F7).
- When running a Ctrl-letter macro, instead of the expected result, the characters "ctrl-*" (where * equals the letter) are typed out on the screen. CTRL.WPM knows when to run and when to record Ctrl-letter macros by checking the "state" of WordPerfect. A macro can be recorded in two states: when Macro Define (Ctrl-F10) has been pressed alone, or when it has been preceded by the (Home) key. If CTRL.WPM encounters either of these states, it assumes you are recording a macro.

Detecting the (Home) state introduces a problem: if you press (Home) immediately *before* running a Ctrl-letter macro, the characters "ctrl-*" and a hard return will be inserted into the document. Simply delete these characters, then run the macro again, this time *without* pressing (Home) first.

If you realize that you pressed (Home) before running the Ctrl-letter macro, press Cancel (F1), (Escape) or any arrow key to get rid of the "home" condition before running the Ctrl-letter macro.

Editing the keyboard to add more Ctrl-letter combinations

When you're sure you've worked all of the kinks out of CTRL.WPM and that the Ctrl-letter macro you created is working smoothly, you're ready to map more keys to your keyboard. To do this, follow steps 1-5 in the section "Setting up a Keyboard."

After adding the first one, if you want to add additional Ctrl-letter combinations while you're still in the Keyboard: Edit screen, you'll only need to repeat steps 3-5. When you're done, follow step 6 to exit, then follow the steps in "Defining a macro" for each Ctrl-letter you mapped.

Once and for all

Once the CTRL.WPM macro is set up and mapped to the keys in the keyboard, you should create, edit and run your Ctrl-letter macros the same as any Alt-letter macros. Remember that the Ctrl-letter combination must also exist in the selected keyboard.

Once you discover this "Ctrl-letter power," you'll experience a surge of productivity. Happy keystroking!