

32 Ready-Made Macros  
WordPerfect Magazine  
By Dan Strum

The included SHORTCUT.WPK keyboard gives you quick access to frequently used formatting (and other features). Using Alt+key and Ctrl+key combinations, you can format text as Fine, Large, Small, Outline or Superscript; send a Go code to your printer after you've loaded special paper; create footnotes, endnotes, and equations; and much more.

To use this keyboard, first copy SHORTCUT.WPK to the Macros/Keyboards/Button Bar... directory. Now start from the document screen and press Setup (Shift-F1), (4) Keyboard Layout. WordPerfect displays a list of predefined keyboards. Simply highlight SHORTCUT and press (1) Select, then press Exit (F7) to return to the document screen. Now you've got quick and easy access to many great shortcut features.

To access any of the features in the keyboard, position the cursor or select the text and press the desired key combination. For example, to apply the Large attribute to existing text, simply select the text and press (Alt+L). To apply the Large attribute to text that you are typing, press (Alt+L), type the text, and press (Alt+L) again.

When you're finished using the Shortcut keyboard, you can select the original keyboard by pressing (Ctrl+6) from your regular document screen.

Below is the complete list of macros and commands in the keyboard.

Name: SHORTCUT

Key	Action	Description
<b>Alt+Q</b>	<b>MACRO</b>	<b>create equation</b>
Alt+W	MACRO	shadow
Alt+E	MACRO	edits a code
Alt+R	MACRO	redline
Alt+T	MACRO	strikeout
Alt+Y	TabDlg	tab set
Alt+I	MACRO	fine
Alt+O	MACRO	outline
Alt+P	MACRO	superscript
Alt+A	MACRO	adds or replaces attributes
Alt+S	MACRO	small

Key	Action	Description
<b>Alt+D</b>	<b>MACRO</b>	<b>double underline</b>
Alt+F	MACRO	create footer A
Alt+G	PrinterControlGo	go printer
Alt+L	MACRO	large
Alt+Z	PapersizeTypeDlg	paper size/type
Alt+X	MACRO	extra large
Alt+C	ColumnsDefinitionDlg	displays column dialog box
Alt+V	MACRO	very large
Alt+B	MACRO	subscript
Ctrl+D	MACRO	double spacing
Ctrl+E	EndnoteCreate	create endnote

<b>Ctrl+G</b>	<b>FootnoteCreate</b>	<b>create footnote</b>
Ctrl+H	MACRO	create header A
Ctrl+J	FormatLineDlg	justification
Ctrl+K	MACRO	create figure box
Ctrl+L	InitialCodesDoc	document initial codes
Ctrl+M	FormatMarginsDlg	margins, all
Ctrl+S	MACRO	single spacing