

The Productivity Solutions Pack

for WordPerfect 6.0 for DOS

User's Guide

Salmon Bay Software
Seattle, WA

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Introduction

The Productivity Solutions Pack for WordPerfect 6.0 for DOS is a shareware software product distributed on Compuserve, other commercial online services, the Internet and bulletin boards. The Productivity Solutions Pack for WordPerfect 6.0 for DOS provides the following productivity solutions to the user:

- ! User-Configurable Main Menu. The Main Menu macro displays a 22-option, moving bar, full-screen menu. Options can be selected by 1) pressing the option letter, 2) cursoring to the option and pressing Enter, or 3) single-clicking on the option text with the left mouse button. Single-macro applications or multi-option submenus can be easily installed by the user. Applications can easily be added, deleted, or moved.
- ! User-Configurable Submenus. Two different submenus, either with 9 options or 26 options, can easily be added to the Main Menu to enable multi-option applications. Submenus are easily configurable to run not only macros, but merges, forms, boilerplates, templates, short-cut keys (Ctrl-keys), and button bars, as well. Creating additional submenus for applications you may create yourself is a snap.
- ! Memo and Letter Applications. Applications are included to automate both memo and letter production. These allow anyone, regardless of WordPerfect expertise, to format and print memos, letters, and envelopes.
- ! Contracts, Invoices, Forms, and Finance Applications. Multi-option submenus are installed for producing contracts, invoices, forms, and financial tables. Sample contracts, invoices, forms, and financial tables are included. Edit these to suit your needs or add your own.
- ! Alt-Key Macros and Alt-F10 Macros Applications. Multi-option submenus are installed for easy access to all Alt-Key and Alt-F10 macros provided with The Productivity Solutions Pack. These include overstrike, special character, alternative user interface, bullet outline, footnote, endnote, header/footer, indexing, exam scores, spreadsheet, table, and file stamping macros, and many more. Macros can be easily added, deleted, or moved.
- ! WP Macros, Short-Cut Keys, and Button Bars Applications. Multi-option submenus are installed for easy access to all WordPerfect supplied macros, short-cut keys, and button bars. Additional macros, short-cut keys, and button bars can easily be added to the submenus.

Installation

The Productivity Solutions Pack for WordPerfect 6.0 for DOS is distributed as PROWP.ZIP in a compressed file in ZIP format. Within PROWP.ZIP are three files, README.1ST, USRGUIDE.TXT (an ASCII version of this User's Guide), and PROWP610.ZIP. To install the Productivity Solutions Pack:

1. Create a new directory, C:\WP60\AUTOMACS. To do this, from the DOS prompt type `md\ c:\wp60\automacs` and press Enter.
2. Unzip the PROWP.ZIP file to this directory.
3. Run WordPerfect and set the File Locations for your personal and shared Macro directories:¹
 - A. Go Shift-F1 (Setup) and select 5. Location of Files.
 - B. Select 2. Macros/Keyboards/Button Bar.
 - C. Select 2. Shared Path and type the directory path currently displayed as your Personal Path, then press Enter.
 - D. Select 1. Personal Path and type `c:\wp60\automacs`, then press Enter.
 - E. Press Enter again to "OK" the new macro path settings, then press Enter two more times to return to the document screen.
4. To access the Main Menu, go Alt-M. See "The Main Menu" section below for instructions for using the Main Menu.
5. The User's Guide is included in the file named "Productivity Solutions Pack" in both WordPerfect 6-21 and PDF formats.

¹ WordPerfect 6.0 for DOS provides for specifying both a "personal" and a "shared" macros directory in the Setup: Location of Files list. I recommend that you assign C:\WP60\AUTOMACS as your personal macros directory and reassign your current macros directory (C:\WP60\MACROS?) as your shared macros directory. This will ensure that you have access to all of the macros included with The Productivity Solutions Pack. You will also be able to access all macros in your current macros directory, except for those, if any, which have naming conflicts with macros included with The Productivity Solutions Pack. A naming conflict is most likely to occur between Alt-Key macros (ALTA.WPM, ALTB.WPM, etc.), but may also occur between Alt-F10, or "named," macros, as well. If you want access to both macros, you will have to rename one or the other of the macros. The easiest solution is to simply rename the conflicting macro name in your current macros directory. You can, alternatively, rename the conflicting macro name in the Productivity Solutions Pack, although it is recommended that you limit this to the Alt-Key macros (the most likely to conflict) and that you keep in mind that the Alt-Key and/or Alt-F10 Macros submenu macros may need to be edited to make the macro descriptions match the macros that will actually run (see the "Alt-Key Macros" and "Alt-F10 Macros" sections below for directions on editing these submenu macros).

Installing the PROD PACK Graphics Color Scheme

The default graphics color scheme is not ideal when it comes to displaying menus in The Productivity Solutions Pack. Included with the program is a macro, GRAPHCOL.WPM, which creates and selects the PROD PACK color scheme. Of course, if you wish, you may deselect it and reselect the default or any other color scheme.

To create and select the PROD PACK color scheme, simply go Alt-F10 (Play Macro), then type graphcol and press Enter.

The Main Menu

To display the Main Menu on the screen, go Alt-M.

The Main Menu contains a total of 22 options lettered from A to V and first displays with the A - Memo option highlighted. An option may branch to an application or an application submenu. Options, on the Main Menu or on any of the submenus, can be selected by 1) pressing the option letter, 2) cursoring to highlight the option and pressing Enter, or 3) single-clicking on the option text with the left-button of your mouse. To clear the menu from the screen and return the cursor to the document screen, press either F7 (Exit) or Esc (Cancel).

Editing the Main Menu Options

The Alt-M Main Menu macro options can easily be edited. To edit the ALTM.WPM Main Menu macro, do the following:

1. Go Ctrl-F10 (Record Macro).
2. Go Alt-M and press Enter.
3. Select Edit to edit the macro.
4. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The section of the ALTM.WPM Main Menu macro where menu options can be edited is shown here:

```
ASSIGN(mempath; "")
ASSIGN(letpath; "")

ASSIGN(fulltitle; "Main Menu: Applications")
ASSIGN(afull; "Memo")
ASSIGN(bfull; "Letter")
ASSIGN(cfull; "Contracts")
ASSIGN(dfull; "Invoices")
ASSIGN(efull; "Forms")
ASSIGN(ffull; "Finance")
ASSIGN(gfull; "Alt-Key Macros")
ASSIGN(hfull; "Alt-F10 Macros")
ASSIGN(iffull; "WP Macros")
ASSIGN(jfull; "WP Short-Cut Keys")
ASSIGN(kfull; "WP Button Bars")
ASSIGN(lfull; "Application Bonus Pack")
ASSIGN(mfull; "Document Template Bonus Pack")
ASSIGN(nfull; "Button Bar Bonus Pack")
ASSIGN(ofull; "")
ASSIGN(pfull; "")
ASSIGN(qfull; "")
ASSIGN(rfull; "")
ASSIGN(sfull; "")
ASSIGN(tfull; "")
ASSIGN(ufull; "")
ASSIGN(vfull; "Registration")
ASSIGN(message; "Press Letter or Cursor to Selection and Press Enter")

ASSIGN(amac; "mem")
ASSIGN(bmac; "let")
ASSIGN(cmac; "opt-con")
ASSIGN(dmac; "opt-inv")
ASSIGN(emacs; "opt-form")
ASSIGN(fmac; "opt-fin")
ASSIGN(gmac; "opt-alt")
ASSIGN(hmac; "opt-mac")
ASSIGN(imac; "opt-wp")
ASSIGN(jmac; "opt-ctl")
ASSIGN(kmac; "opt-wpb")
ASSIGN(lmac; "opt-app")
ASSIGN(mmac; "opt-tem")
ASSIGN(nmac; "opt-but")
ASSIGN(omac; "")
ASSIGN(pmac; "")
ASSIGN(qmac; "")
ASSIGN(rmac; "")
ASSIGN(smac; "")
ASSIGN(tmac; "")
ASSIGN(umac; "")
ASSIGN(vmac; "opt-reg")
```

In the first two lines, the *mempath* and *letpath* variable assignments allow you to specify directory paths for where memos and letters are to be saved. Initially, no directory paths are assigned to these variables. These variables, if assigned, are used in the Memo and Letter applications to change the default directory to the specified directory. For instance, to specify C:\WP60\DOCS\MEMO as the default directory in the Memo application, edit the Assign statement as follows:

```
ASSIGN(mempath; "c:\wp60\docs\memo")
```

In the next line, the *fulltitle* variable assignment allows you to change the title displayed on the top line of the Main Menu.

In the following lines, the variable assignments allow you to specify 1) text for the different menu options and 2) corresponding macros which are to be executed if the option is selected. The initial line, for instance, assigns "Memo" to the *afull* variable and "mem" to the *amac* variable. Thus, the "A - Memo" option will execute the MEM.WPM macro.

5. Macros assigned which begin with "opt-" signify macros which display submenus. See the relevant sections below on editing and creating submenus, such as "The Contract Application," which treats of the first option which makes use of a submenu, or "Creating Submenus," which provides detailed guidance on the subject of creating new submenus and adding them to the Main Menu system.
6. If you have made any changes to the ALTM.WPM Main Menu macro, save the file and clear the screen. If you have not made any changes, or do not wish to save changes you have made, simply clear the screen.

Note: to save a file, press F10 (Save As), press Enter, and select Yes to replace the previous version of the file; to clear the screen, press F7 (Exit), select No, and select No.

A - Memo

To run the Memo application, select A - Memo from the Main Menu. You do not need to be in a clear document window. The Memo application will automatically switch to a clear document window to create the memo. If all the document windows are in use, it will ask you to clear one first.

To create the memo, do the following:

1. At the Enter TO Line: prompt, enter who the memo is addressed to. For instance, type Peter Russell and press Enter.
2. At the Enter Another TO Line: (Enter to Skip) prompt, enter the name of anyone additional who the memo is addressed to. If you enter a line here, the above prompt will repeat itself until Enter is pressed by itself. For this instance, however, just press Enter to skip input.
3. At the Enter FROM Line: prompt, enter the name of who the memo is from. For instance, type Jane Wilson and press Enter.
4. At the Enter Another FROM Line: (Enter to Skip) prompt, enter the name of anyone additional who the memo is from. If you enter a line here, the above prompt will repeat itself until Enter is pressed by itself. For this instance, however, just press Enter to skip input.
5. At the Enter SUBJECT Line: prompt, enter the subject of the memo. For instance, type Meeting Agenda and press Enter.
6. At the Type Memo Body (F7 to End) prompt, type the body of the memo. For instance, type This is the memo body. and press F7 (Exit).
7. At the Enter Your Initials: (Enter to Skip) prompt, enter your initials (the person who has typed the memo). For instance, type ptc and press Enter.
8. At the Enter # of Enclosures: (Enter to Skip) prompt, enter the number of enclosures. For instance, type 1 and press Enter.
9. At the Enter CC Line: (Enter to Skip) prompt, enter the name of anyone you want a carbon copy of the memo to be sent to. If you enter a line here, the above prompt will repeat itself for additional CC's until Enter is pressed by itself. For this instance, however, just press Enter to skip input.

Saving the Completed Memo

If you assigned a directory path to the *mempath* variable in the ALTM.WPM Main Menu macro (see "Editing the Main Menu Macro" above), the current default directory path will match the directory assigned there. If, for instance, you assigned C:\WP60\DOCS\MEMO as the path for saving memos, then the Memo application, when it is run, will alert you that it is changing the default directory to the assigned directory.

Note: If the default directory is changed by the Memo application, you will need to change it back to its previous setting yourself if you so desire. To do this, just press F5 (File Manager), press the "=" key, type the file path you wish as your default path and press the Enter key, then press Esc (Cancel) to return to the document screen. Alternatively, you may wish to record a macro to accomplish this. (The Productivity Solutions Pack would provide this, but there, unfortunately, is no system variable to identify the default documents directory, so there is no way to tell which directory that may be.)

Tip: Establish a File-Naming Convention

A consistent and effective file-naming convention can be a great boon in being able to identify, locate, and retrieve files at a later date. This is not only useful for tracking memos, but letters, contracts, forms, invoices, reports, etc. Experience has shown the following file-naming convention to be particularly effective:

1. First four spaces of the filename: For memos and letters, use the first four letters of the last name of person to whom the memo or letter is addressed. For memos addressed to multiple individuals, use the first four letters of the first significant word of the subject line. For contracts, forms, invoices, etc., use the first four letters of the last name of the subject of the contract, form, invoice, etc. For reports and other titled documents, use the first four letters of the first significant word in the title. Note: Use all four spaces, even if the last name or first significant word is less than four characters, i.e., if the last name of the addressee is "Day," use a hyphen to fill-in the additional space.
2. For the next four spaces of the file name, use numbers to specify the month and the day (for instance, use 1011 for a memo created on October 11th).
3. For the file extension, use one of the following based on what best fits your circumstance:
 - A. If you are producing work for multiple users, it is recommended that you create and assign (in ALTM.WPM) directories for saving letters and memos, and that you also create and assign (in the respective submenu macros, OPT-CON, OPT-INV, etc.) directories for contracts, invoices, forms, etc. You may then do one of the following:
 - 1) Use the initials of the originator as the file extension. For instance, if the originator of a memo is Donald L. Cauthorn, then .DLC could be used as the file extension. This is recommended if you do work for a relatively large number of originators (over three, let us say), in order to mitigate against file-naming conflicts (two originators writing a letter to the same person on the same day, for instance).
 - 2) Use the current year as the file extension. For instance, .94 for 1994. This is recommended only if you do work for relatively few originators (three or less, let us say).
 - B. If you are not producing work for multiple users, you may still want to create and assign (in ALTM.WPM) directories for saving letters and memos, and also create and assign (in the respective submenu macros, OPT-CON, OPT-INV, etc.) directories for contracts, invoices, forms, etc. However, if you decide not to create and assign these directories and choose, instead, to save all your files in your default documents directory, you may wish to use the file extension to identify the type of document being saved. For instance, .MEM for a memo, .LET for a letter, .INV for an invoice, etc.

For example, if the memo is addressed to Walter H. Simpson from Mary J. Browning on October 11th, 1994, the resultant filename would be SIMP1011.MJB, SIMP1011.MEM, or SIMP1011.94.

One of the advantages of following any of the above file-naming convention variants is that they obviate the need to file-stamp the file itself. A quick and cursory look at the file can, in most cases, provide most, if not all, of the filename. The key is to be consistent and apply the convention to naming all of your files.

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B - Letter

To run the Letter application, select B - Letter from the Main Menu. You do not need to be in a clear document window—the macro will automatically switch to a clear document window to create the letter. If all the document windows are in use, it will ask you to clear one first.

1. The Letter application begins by automatically inserting the current date, then displays a menu from which you can select a mailing notation. Select 1) Certified Mail, 2) Special Delivery, 3) Overnight Courier, or 4) None. For instance, press "4" or "N" to select 4 None.
2. A menu is displayed from which you can select an on-arrival notation. Select 1) Confidential, 2) Personal, or 3) None. For instance, press "1" or "C" to select 1 Confidential.
3. The Name and Address Section:
 - A. At the Enter Name and Address: prompt, enter the name and address. Enter the first line of the address block. For instance, type Mr. Richard Smith and press Enter.
 - B. At the Enter Address Line: (Enter to Skip) prompt, enter the next line of the address block. For instance, type Salmon Bay Associates, Inc. and press Enter. Note: you will continue to be prompted for additional address lines until you press Enter by itself to skip entry.
 - C. Enter the next line of the address block. For instance, type P.O. Box 1901 and press Enter.
 - D. Enter the next line of the address block. For instance, type Seattle, WA 98107 and press Enter.
 - E. Press Enter by itself to end entry of the address block.
3. The Attention, Re:, and Dear ____: Section:
 - A. At the Enter Attention Line: (Enter to Skip) prompt, enter an Attention line, or press Enter by itself to skip entry. For instance, press Enter by itself to skip entry.
 - B. At the Enter Re: (Enter to Skip) prompt, enter a Re: line, or press Enter by itself to skip entry. For instance, type Project meeting agenda and press Enter.
 - C. At the Enter Another Re: (Enter to Skip) prompt, enter another Re: line, or press Enter by itself to skip entry. For instance, press Enter by itself to skip entry of another Re: line.
 - D. At the Enter Dear: (Enter to Skip) prompt, enter the Dear ____: line, or press Enter by itself to skip entry. For instance, type Richard and press Enter. Note: there is no need to type the ":" at the end of the line (the macro will insert it for you).
4. At the Enter Letter Body: (Hit F7 to End) prompt, enter the body of the letter and to press F7 (Exit) when done. For instance, type

Please place the Anderson contract negotiations on next Monday's meeting agenda as a matter that needs to be discussed. We thought we had previously sewed this up, but there are still some loose ends that need to be resolved. Since this could effect the project schedule, we need to discuss the pros and cons.

Press F7 (Exit) to end entry of the letter body. (Note: You don't have to worry about adding returns at the end of the letter body. The macro ensures that there are always two returns following the end of the letter body, whether or not you put them in or not.)

5. The Complimentary Closings pop-up menu is displayed on the screen, allowing you to select from 12 different complimentary closings. For instance, press "1" or "S" to select 1. Sincerely." (Note: For instructions on editing the complimentary closing options, see "Editing the Complimentary Closing Options" below).
6. The Signature Blocks pop-up menu is displayed on the screen, allowing you to select from 16 different signature blocks. For instance, press the "1" or "B" to select 1. Arnold P. Burns. (Note: For instructions on editing the signature block options, see "Editing the Signature Block Options" section below).
7. The Initials, Enclosures, CC:, and P.S. Sections:
 - A. At the Enter Your Initials: (Enter to Skip) prompt, enter your initials (the typist's), or press Enter by itself to skip entry. For instance, type sec and press Enter.
 - B. At the Enter # of Enclosures: (Enter to Skip) prompt, enter the number of enclosures, or press Enter by itself to skip entry. For instance, type 1 and press Enter to indicate one enclosure.
 - C. At the Enter Carbon Copy: (Enter to Skip) prompt, enter a cc:, or press Enter by itself to skip entry. For instance, type William Russell and press Enter.

At the Enter Another Carbon Copy: (Enter to Skip) prompt, enter another cc: line, or press Enter by itself to skip entry. For instance, press Enter to skip entering another cc: line.
 - D. At the Enter P.S.: (Enter to Skip) prompt, enter a P.S., or press Enter by itself to skip entry. For instance, type

I'm getting together a foursome for golf the following Sunday. Are you interested?

and press Enter.
 - E. At the Enter P.P.S.: (Enter to Skip) prompt, enter a P.P.S., or press Enter by itself to skip entry. You are prompted for a P.P.S., or to press Enter by itself to skip entry. For instance, press Enter to skip entering a P.P.S.
8. The Envelope or Label? pop-up menu is displayed on the screen. You can select to create 1) an envelope, 2) a label, or 3) none. If you select to create an envelope, a #10 envelope will be formatted and addressed. If you select to create a label, the file LABEL.FRM is used to create the label. For instance, press "Y" or "E" to select 1. Envelope.

Note: The Letter application automatically creates and inserts the header at the top of second or later pages of the letter. For instance, if the above example letter extended to two pages, the header at the top of the second page would automatically read:

Mr. Richard Smith
October 28, 1994
Page 2 of 2

Saving the Completed Letter

If you assigned a directory path to the *letpath* variable in the ALTM.WPM Main Menu macro, the current default directory path will match the directory assigned there. If you assigned C:\WP60\DOCS\LETTER as the path for saving letters, for instance, then your letters would be automatically saved in that directory. If a directory path has been assigned, you are alerted when the Letter application is run that the default directory is being changed.

Note that, if the default directory is changed by the Letter application, you will need to change it back to its previous setting yourself if you so desire. To do this, just press F5 (File Manager), press the "=" key, type the file path you wish as your default path and press the Enter key, then press Esc (Cancel) to return to the document screen. Alternatively, you may wish to record a macro to accomplish this. (The Productivity Solutions Pack would provide this, but there, unfortunately, is no system variable to identify the default documents directory, so there is no way to tell which directory that may be.)

For remarks on establishing an effective and consistent file-naming convention, see "Establishing a File-Naming Convention" in the Memo Application section above.

Editing the Complimentary Closing Options

You can easily edit the Complimentary Closing Menu options in the LET.WPM macro. However, you may first want to use File Manager (F5) to make a back-up copy of the LET.WPM. Copy it to LET.BAK, for instance. That way if you do anything to mess up LET.WPM, it won't matter, because you can just restore the back-up copy of the macro.

To edit LET.WPM, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), then type let and press Enter to edit the LET.WPM macro..
2. Select Edit to edit the macro.
4. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window.

The section of the LET.WPM macro where menu options can be edited is placed at the top of the macro to make it more convenient to edit. It is shown here:

```
LABEL(compclos)
MENULIST(menuvar;
{"~Sincerely";"S~incerely yours";"~Yours truly";"~Respectively";"R~espectively yours";"Re~gards";"Ki~ndest regards";"~Best regards";"~Cordially";"C~ordially
yours";"~Love";"Blan~k (type your own)";"Complimentary Closures")
SWITCH(menuvar)
CASEOF -1: QUIT
CASEOF 1: Type("Sincerely,")
CASEOF 2: Type("Sincerely yours,")
CASEOF 3: Type("Yours truly,")
CASEOF 4: Type("Respectively,")
CASEOF 5: Type("Respectively yours,")
CASEOF 6: Type("Regards,")
CASEOF 7: Type("Kindest regards,")
CASEOF 8: Type("Best ~wishes,")
CASEOF 9: Type("Cordially,")
CASEOF 10: Type("Cordially yours,")
CASEOF 11: Type("Love,")
CASEOF 12: GO(blankclos)
ENDSWITCH
RETURN
```

Note: If you want to change one of the closings listed above, you need to change it both following the MENULIST command and the SWITCH command. If you wish to add or delete a closing, you need to do it in both places (if you delete an option, you will need to renumber the CASEOF commands.). Note that a tilde (~) is used in the MENULIST section to indicate the mnemonic letter prompt for each option. Each option must have a unique mnemonic letter, so if you edit any of the options here, or add an option, make sure that the mnemonic letter you choose is not being used by another option.

5. Save the macro file and clear the screen. Go F10 (Save As), press Enter, and select Yes to save the file, then to clear the screen, go F7 (Exit), select No, and select No.

Editing the Signature Blocks Options

Note: The signature assignments listed are sample signatures which you will need to edit to match the actual signature blocks you wish to access. Follow the directions given below to revise the LET.WPM macro to reflect the actual signature blocks you will be using.

You can easily edit the Signature Block options in the LET.WPM macro. However, you may first want to use File Manager (F5) to make a back-up copy of LET.WPM. Copy it to LET.BAK, for instance. (If you made a back-up of LET.WPM before editing the Complimentary Closing options, you can skip making a back-up copy here.) That way if you do anything to mess up LET.WPM, it won't matter, because you can just restore the back-up copy of the macro.

To edit LET.WPM, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), then type let and press Enter to edit the LET.WPM macro..
2. Select Edit to edit the macro.
4. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window.

The section of the LET.WPM macro where the signature block options can be edited is placed at the top of the macro, following the complimentary closing section, to make it more convenient to edit. Note that the name has to be assigned twice, once for output to the letter, and again for display on the menu for selecting signature blocks. Note that a tilde (~) is used in the second assignment to indicate the mnemonic letter prompt for that signature, e.g., "B" in Burns, "C" in Cousins, etc. Make sure, however, that no mnemonic letter is used more than once, using other letters within a name if necessary, e.g., "r" in F-rangello below, for instance. You will also want to assign each person's title (if no title, assign as "") and initials. The signature block section in LET.WPM is shown here:

```

LABEL(sigdefs)
ASSIGN(asig; "Arnold P. Burns")
    ASSIGN(aprompt; "Arnold P. ~Burns")
    ASSIGN(atitle; "")
    ASSIGN(ainit; "APB")
ASSIGN(bsig; "Ralph M. Cousins")
    ASSIGN(bprompt; "Ralph M. ~Cousins")
    ASSIGN(bttitle; "President")
    ASSIGN(binit; "RMC")
ASSIGN(csig; "Edward R. Daily")
    ASSIGN(cprompt; "Edward R. ~Daily")
    ASSIGN(cttitle; "")
    ASSIGN(cinit; "ERD")
ASSIGN(dsig; "Jason P. Entworth")
    ASSIGN(dprompt; "Jason P. ~Entworth")
    ASSIGN(dttitle; "Chief Executive Officer")
    ASSIGN(dinit; "JPE")
ASSIGN(esig; "Elizabeth L. Fargo")
    ASSIGN(eprompt; "Elizabeth L. ~Fargo")
    ASSIGN(ettitle; "")
    ASSIGN(einit; "ELF")
ASSIGN(fsig; "Charlotte P. Frangello")
    ASSIGN(fprompt; "Charlotte P. F-rangello")
    ASSIGN(fttitle; "")
    ASSIGN(finit; "CPG")

```

```
ASSIGN(gsig; "Richard L. Hagar")
  ASSIGN(gprompt; "Richard L. ~Hagar")
  ASSIGN(gtitle; "Sales Representative")
  ASSIGN(ginit; "RLH")
ASSIGN(hsig; "William F. Jones")
  ASSIGN(hprompt; "William F. ~Jones")
  ASSIGN(htitle; "Sales Representative")
  ASSIGN(hinit; "WFJ")
ASSIGN(isig; "Samuel P. Levitz")
  ASSIGN(iprompt; "Samuel P. ~Levitz")
  ASSIGN(ititle; "")
  ASSIGN(iinit; "SPL")
ASSIGN(jsig; "Mary L. Mason")
  ASSIGN(jprompt; "Mary L. ~Mason")
  ASSIGN(jtitle; "Vice President/Marketing")
  ASSIGN(jinit; "MLM")
ASSIGN(ksig; "Angela S. Neuberg")
  ASSIGN(kprompt; "Angela S. ~Neuberg")
  ASSIGN(ktitle; "")
  ASSIGN(kinit; "ASN")
ASSIGN(lsig; "Celestina R. Peters")
  ASSIGN(lprompt; "Celestina R. ~Peters")
  ASSIGN(ltitle; "Director of Personnel")
  ASSIGN(linit; "CRP")
ASSIGN(msig; "Gary F. Stevens")
  ASSIGN(mprompt; "Gary F. ~Stevens")
  ASSIGN(mtitle; "")
  ASSIGN(minit; "GFS")
ASSIGN(nsig; "Frank M. Torino")
  ASSIGN(nprompt; "Frank M. ~Torino")
  ASSIGN(ntitle; "")
  ASSIGN(ninit; "FMT")
  ASSIGN(subtitle; "Signature Blocks:")
```

Three variable assignments are made above per menu option. To change a menu option, you will need to change all three assignments. For instance, to replace the current assignments for Option A, with

Richard F. Bates
Vice President/Marketing

RFB/

reassign the variables for Option A so they match what is shown here:

```
ASSIGN(aside; "Richard F. Bates")
ASSIGN(atitle; "Vice President/Marketing")
ASSIGN(ainit; "RFB")
```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

C - Contracts

To run the Contracts application, select C - Contracts from the Main Menu. The Contracts submenu is displayed on the screen. Two sample boilerplate contracts are listed on the menu and are provided for example purposes only. You should provide your own contract boilerplate files and install them on the Contracts submenu (see "Creating Contract Boilerplates" and "Editing the Contracts Submenu Options" below).

For example purposes, we will be creating an employment contract:

1. Select the A - Employment option to create an employment contract.
2. The macro pauses at the first fill-in location (between "this" and "day") and prompts you to type the appropriate fill-in text and press Enter. For instance, type fifth and press Enter.
3. The macro pauses and prompts you to type the fill-in text and press Enter. For instance, type June and press Enter.
4. The macro pauses and prompts you to type the fill-in text and press Enter. For instance, type 94 and press Enter.
5. The macro pauses and prompts you to type the fill-in text and press Enter. For instance, type Judith A. Reynolds and press Enter.
6. The macro pauses and prompts you to type the fill-in text and press Enter. For instance, type 1245 N.W. 63rd St., Seattle, Washington and press Enter.
7. The macro pauses three more times and prompts you to type the name of the employee and press Enter. For instance, in each case, type Judith A. Reynolds and press Enter.
8. At the last pause, type the file stamp and press Enter. A file stamp is for document tracking purposes and should include the filename and the initials of the operator. For instance, if you used the file-naming convention recommended previously in the Memo Application section, the file-stamp might be reyn0605.cnt:ejs for instance, where ej are the initials of the operator.

Note: It is recommended that you *leave* the Setup/Environment option, Format Document for Default Printer on Open, in its default state, that is, checked or turned on. Otherwise, any form, boiler, merge, template files, etc., will retain their original printer definition, which may not be the printer definition you require.

Saving the Completed Contract

The OPT-CON.WPM Contracts submenu macro allows you to assign a specific directory for saving contract files (see "Editing the Contracts Submenu Options" below). If you assigned have assigned a directory path to the *defpath* variable in the OPT-CON.WPM Contracts submenu macro, the current default directory path will match the directory assigned there. If you assigned C:\WP60\DOCS\CONTRACT as the path for saving contracts, for instance, then your contracts would be automatically saved in that directory. If a directory path has been assigned, you are alerted when the Contracts application is run that the default directory is being changed to that directory.

Note that, if the default directory is changed by the Contracts application, you will need to change it back to its previous setting yourself if you so desire. To do this, just press F5 (File Manager), press the "=" key, type the file path you wish as your default path and press the Enter key, then press Esc (Cancel) to return to the document screen. Alternatively, you may wish to record a macro to accomplish this. (The Productivity Solutions Pack would provide this, but there, unfortunately, is no system variable to identify the default documents directory, so there is no way to tell which directory that may be.)

For remarks on establishing an effective and consistent file-naming convention, see "Establishing a File-Naming Convention" in the Memo Application section above.

Creating Contract Boilerplates

For the purposes of this and other applications included in The Productivity Solutions Pack, a "boilerplate" file is defined as a file with underlined fill-in blanks with a .BLR file extension, which, in hard copy form, can be filled in by an originator. The filled-in boilerplate hard copy can then be used by the operator to fill-in an electronic (or soft) copy of the same boilerplate file. Once the boilerplate is installed on the Contracts submenu, the Contract Application will, in turn, automatically close up each fill-in blank, delete the underlining, then prompt the user to enter the fill-in text. For installing contract boilerplates on the Contracts submenu, see "Editing the OPT-CON Contracts Submenu Macro" below.

In addition, each boilerplate should include a text box containing 1) the title of the boilerplate document (to distinguish between multiple variants of a single contract, for instance), 2) the directory path where the boilerplate is stored, and 3) the revision date. This text box should be located just prior to the document title. When a boilerplate file is run from any submenus installed on the Main Menu, this text box will automatically be deleted.

You can use the included EMPLOY.BLR and LEASE.BLR boilerplate files as models for creating new contract boilerplates, or you can "clone" them and then replace the text with that of the contract you are creating.

Editing the Contracts Submenu Options

You can easily edit the OPT-CON.WPM Contracts submenu macro options. You will need to do this if you wish to install any contract boilerplate files you have created. To edit the Contracts submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-con and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-CON.WPM Contracts submenu macro file is shown here:

```
ASSIGN(runtype; "blr") //Assign type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, and "blr"=boiler.
ASSIGN(docpath; "c:\wp60\automacs") //Assign location of merge, template, form, or boiler files.
ASSIGN(defpath; "") //Assign default directory for saving files.
```

```
ASSIGN(subtitle; "Application: Contracts")
ASSIGN(asub; "Employment")
ASSIGN(bsub; "Lease")
ASSIGN(csub; "")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "employ")
ASSIGN(bsubmac; "lease")
ASSIGN(csubmac; "")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
ASSIGN(gsubmac; "")
ASSIGN(hsubmac; "")
ASSIGN(isubmac; "")
```

```
USE("main-lib.wpm")
subopts()
```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the Contracts application uses boilerplate files, "blr" is assigned as the *runtype* variable. 2) The *docpath* variable identifies the path where merge, template, form, or boiler files are to be found. (All the files included with The Productivity

Solutions Pack are initially installed in the C:\WP60\AUTOMACS directory. If you wish to store contract boilerplates in a separate directory, such as C:\WP60\DOCS\CONTRACT, you can assign that directory path to the *docpath* variable.) 3) The *defpath* variable allows you to assign a directory path for saving your finished contract files. The Contract Application would then switch the default directory to that directory when any of the contracts are processed. Note, however, that you will need to switch back to your previous default directory (C:\WP60\DOCS?) if you wish to do so. 4) The *subtitle* variable allows you to change the subtitle title.

4. For instance, if you want to install a retainer agreement boilerplate file, RETAIN.BLR, as Option A, reassign the *asub* and *asubmac* variables so that they match what is shown here:

```
ASSIGN(asub; "Retainer")
```

```
ASSIGN(asubmac; "retain")
```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

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D - Invoices

To run the Invoices application, select D - Invoices from the Main Menu. The Invoices submenu is displayed on the screen. Listed on the submenu are three sample invoice merge files, including 1) an invoice, 2) a credit memo, and 3) a billing statement.

Creating an Invoice

To create an invoice, select A - Invoice from the Invoices submenu.

To fill-out the invoice, do the following:

1. Enter the billing address, then press Tab to move to the next cell. For instance: Type Strutco, Inc. and press Enter. Type P.O. Box 1934 and press Enter. Type Seattle, WA 98111. Press Tab move to the next cell.
2. Enter the shipping address, then press Tab to move to the next cell. For instance, just press Tab to move to the next cell.
3. Fill in the information line:
 - A. Enter the invoice #. For instance, type 45678 and press Enter.
 - B. Enter the account #. For instance, type 87654 and press Enter.
 - C. Enter the salesperson. For instance, type D. Jones and press Enter.
 - D. Enter the date shipped. For instance, type July 1, 1994 and press Enter.
 - E. Enter the shipping method. For instance, type UPS Ground and press Enter.
 - F. Enter the payment terms. For instance, type 90 days and press Enter.
4. Fill in the order item rows:
 - A. Enter the quantity. For instance, type 25 and press Enter.
 - B. Enter the stock number. For instance, type 1565 and press Enter.
 - C. Enter the item description. For instance, type Widget #1 and press Enter.
 - D. Enter the unit price. For instance, type 6.95 and press Enter.
 - E. Press Enter once more to move to the start of the next row.
 - F. Repeat Steps A-E for each order item to be included on the invoice. For instance, enter the following order items:

15	1566	Widget #2	8.65
20	1567	Widget #3	9.15
 - G. Press F9 (End Field) to end the merge. (This causes a chained macro, INV-ADD.WPM, to execute at the bottom of the merge file.)

5. You are prompted to enter a shipping & handling amount. For instance, type 10.00 and press Enter. Note: Just press Enter if there is no shipping & handling amount.
6. You are prompted whether you want to charge sales tax. For instance, press the "Y" key to charge sales tax. (Press the "No" key to not charge sales tax.)

Note: You will need to edit the invoice table to specify the sales tax for your state, if any. See "Editing the Invoice Merge File" below for instructions on doing this.

7. You are prompted to enter any amount received. For instance, type 100.00 press Enter. Note: Just press Enter if there is no amount received.

Note: It is recommended that you *leave* the Setup/Environment option, Format Document for Default Printer on Open, in its default state, that is, checked or turned on. Otherwise, any form, boiler, merge, template files, etc., will retain their original printer definition, which may not be the printer definition you require.

Editing the Invoice Merge File

You will need to edit the Invoice merge file, INV.MRG, to include your company's name, address, city/state/zip, and telephone number. You may also need to change the sales tax percentage so it reflects the amount of sales tax, if any, charged in your state.

To edit the Invoice merge file, INV.MRG, do the following:

1. From a clear document window, go Shift-F10 (Open/Retrieve), then type c:\wp60\automacs\inv.mrg and press Enter.
2. Revise the first four lines to reflect your company's actual name, address, and phone number. If you plan to print on company letterhead, just leave these lines blank.
3. Go Home Home Down to move to the bottom of the file. Press Up four times to move to the sales tax entry cell. To edit the sales tax percentage:
 - A. Go Alt-F7 (Columns/Tables), then select 2. Tables and 2. Edit.
 - B. Select 5. Formula and edit the displayed line, F22+F23*.082, so it reflects the sales tax rate for your state or area. For instance, if your sales tax rate is 7.4%, you should edit the displayed line to read F22+F23*.074 and press Enter. (Alternatively, if your state does not charge a sales tax, you can simply delete the displayed line and press Enter.) Press Enter again to exit the Table Formula dialog box, then press F7 (Exit) to exit Table Edit mode.
 - C. Press Delete four times to delete "0.00."
 - D. Go Alt-F7 (Columns/Tables, then select 2. Tables and 2. Edit. At the "Replace Formula?" prompt, select No to not replace the formula.
 - E. Press the Left cursor to move one cell to the left.
 - F. Select 1. Cell and 8. Lock to unlock the cell. Press Enter to exit the Cell Format dialog box. Press F7 (Exit) to exit Table Edit mode.

- G. Edit the line, Sales Tax (8.2%), so it reflects your sales tax rate. (Delete the line if your state has no sales tax.)
 - H. Go Alt-F7 (Columns/Tables, then select 2. Tables and 2. Edit. Select 1. Cell and 8. Lock to lock the cell. Press Enter to exit the Cell Format dialog box. Press F7 (Exit) to exit Table Edit mode.
4. Save the merge file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

Note: If you deleted the sales tax formula and text, leave the blank row, rather than delete it. If you delete the row, you will need to edit the "Total Order" and "AMOUNT DUE" cell formulas, as well as the INV-ADD.WPM macro and delete one of the PosLineUp's in the second line of the macro, then delete the 23 lines following the first ENDIF command, down the line reading PosLineDown PosLineDown (two lines up from the "received" label) which should be left undeleted. Approximately 11 further lines down, there are 18 PosLineUp's. Delete one of these.

Creating a Credit Memo

To create a credit memo, select B - Credit Memo from the Invoices submenu. The Credit Memo merge file is created in a manner very similar to the Invoice merge file. Use the above instructions for creating an Invoice as a guide to creating a Credit Memo.

Editing the Credit Memo Merge File

You will need to edit the Credit Memo merge file, CREDIT.MRG, to include your company's name, address, city/state/zip, and telephone number.

To edit the Credit Memo merge file, CREDIT.MRG, do the following:

- 1. From a clear document window, go Shift-F10 (Open/Retrieve), then type c:\wp60\automacs\credit.mrg and press Enter.
- 2. Revise the first four lines to reflect your company's actual name, address, and phone number. If you plan to print on company letterhead, just leave these lines blank.

Creating a Billing Statement

To create a billing statement, select C - Billing Statement from the Invoices submenu.

To fill-out the Billing Statement, do the following:

- 1. Billing Statement header section:
 - A. The current date is automatically inserted as the date of the Billing Statement. To accept the date, just press F9 (End Field). To change the date, just backspace over it and retype the new date, then press F9. For instance, just press F9 to accept the date.
 - B. Type the Reference File #, then press F9. For instance, type 45667 and press F9.
 - C. Type the Invoice #, then press F9. For instance, type 10694 and press F9.

2. Enter the client's name and address, then press F9. For instance, type Mr. Peter Williams, press Enter, type 1234 10th Avenue, press Enter, and type Seattle, WA 98199, then press F9.
3. Type the start and end dates, then press F9. For instance, type May 1-June 15, 1994 and press F9.
4. Type the description of services, then press F9. For instance, type bankruptcy proceedings and press F9.
5. Type the name (press F9), hours (press F9), and rate (press F9) of the fee listing. For instance, type Johnson and press F9, type 10 and press F9, and type 150 and press F9. At the "Another Fee Listing? (Y/N)" prompt, press the "Y" key to add another fee listing, or press the "N" key to not add another fee listing. For instance, press the "Y" key to add another listing.
6. Repeat Step 5 above for each fee listing. For instance, type Wilson and press F9, type 5 and press F9, and type 100 and press F9. Since we are only going to use two fee listings here, press the "N" key to not add another listing.
7. Type the disbursement expense and press F9, then type the expense amount and press F9. For instance, type Long Distance and press F9. At the "Another Disbursement? (Y/N)" prompt, press the "Y" key to add another disbursement, or press the "N" key to not add another disbursement. For instance, press the "Y" key to add another disbursement.
8. Repeat Step 7 above for each disbursement. For instance, type Copying and press F9, then type 6.00 and press F9. Since, as an example, we are only using two disbursements here, press the "N" key to not add another disbursement.

Editing the Billing Statement Merge File

You will need to edit the Billing Statement merge file, BILL.MRG, to include your company's name, address, city/state/zip, and telephone number.

To edit the Billing Statement merge file, BILL.MRG, do the following:

1. From a clear document window, go Shift-F10 (Open/Retrieve), then type c:\wp60\automacs\bill.mrg and press Enter.
2. Revise the first four lines to reflect your company's actual name, address, and phone number. If you plan to print on company letterhead, just leave these lines blank.

Saving the Completed Invoice, Credit Memo, or Billing Statement

The OPT-INV.WPM Invoices submenu macro allows you to assign a specific directory for saving invoice files (see "Editing the Invoice Submenu Options" below). If you have assigned a directory path to the *defpath* variable in the OPT-INV.WPM Invoices submenu macro, the current default directory path will match the directory assigned there. If you assigned C:\WP60\DOCS\INVOICE as the path for saving contracts, for instance, then your invoices would be automatically saved in that directory. If a directory path has been assigned, you are alerted when the Invoice application is run that the default directory is being changed to that directory.

Note that, if the default directory is changed by the Invoice application, you will need to change it back to its previous setting yourself if you so desire. To do this, just press F5 (File Manager), press the "=" key, type the file path you wish as your default path and press the Enter key, then press Esc (Cancel) to return to the document screen. Alternatively, you may

wish to record a macro to accomplish this. (The Productivity Solutions Pack would provide this, but there, unfortunately, is no system variable to identify the default documents directory, so there is no way to tell which directory that may be.)

For remarks on establishing an effective and consistent file-naming convention, see "Establishing a File-Naming Convention" in the Memo Application section above.

Editing the Invoices Submenu Options

You can easily edit the OPT-INV.WPM Invoices submenu macro options. You will need to do this if you wish to install any boilerplate files you have created. To edit the Invoices submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-inv and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-INV.WPM Invoices submenu macro file is shown here:

```
ASSIGN(runtype; "mrg") //Assign type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, and "blr"=boiler.
ASSIGN(docpath; "c:\wp60\automacs") //Assign location of merge, template, form, or boiler files.
ASSIGN(defpath; "") //Assign default directory for saving files.
```

```
ASSIGN(subtitle; "Application: Invoices")
ASSIGN(asub; "Invoice")
ASSIGN(bsub; "Credit Memo")
ASSIGN(csub; "Billing Statement")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "inv")
ASSIGN(bsubmac; "credit")
ASSIGN(csubmac; "bill")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
ASSIGN(gsubmac; "")
ASSIGN(hsubmac; "")
ASSIGN(isubmac; "")
```

```
USE("main-lib.wpm")
subopts()
```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the Invoices application uses merge form files, "mrg" is assigned as the *runtype* variable. 2) The *docpath* variable identifies the path where merge, template, form, or boiler files are to be found. (All the files included with The Productivity Solutions Pack are initially installed in the C:\WP60\AUTOMACS directory. If you wish to store invoice merge form files in a separate directory, such as C:\WP60\DOCS\INVOICE, you can assign that directory path to the *docpath* variable.) 3) The *defpath* variable allows you to assign a directory path for saving your finished invoice files. The Invoice application would then switch the default directory to that directory when any of the invoices are processed. Note, however, that you will need to switch back to your previous default directory (C:\WP60\DOCS?) if you wish to do so. 4) The *subtitle* variable allows you to change the subtitle title here.
4. For instance, if you want to install a shipping invoice merge form file, SHIP.MRG, as Option D, reassign the *dsub* and *dsubmac* variables so that they match what is shown here:

```
ASSIGN(dsub; "Shipping Invoice")
ASSIGN(dsubmac; "ship")
```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

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E - Forms

To run the Forms application, select E - Forms from the Main Menu. The Forms submenu is displayed on the screen. Listed on the menu are three sample form files, allowing you to select 1) a New Client form, 2) a Customer Contact form, or 3) a Sales Call form. Note: You do not need to be in a clear document window—the macro will automatically switch to a clear document window to create the form. If all the document windows are in use, it will ask you to clear one first.

For example purposes, we will be creating a New Client form:

1. To create a New Client form, select A - New Client from the Forms submenu.
2. The macro will pause at each fill-in blank, then prompt you to type the fill-in text and press Enter. For practice purposes only, fill out the form to the best of your ability (we won't be saving the form). Note: The form provided here is for a legal firm. It is understood that the actual New Client form (sometimes also called a New Case or New Matter form) you may be using in your office or business will differ, perhaps substantially, from the form provided here. To alter or create a replacement of the form provided here, see "Editing and Creating Form Files" below.
3. After you have filled in the last blank and pressed Enter, the macro prompts you to save the form. For this instance, press the "N" key to not save the form. Note: If you save the form it is appended to the CLIENT.SAV file stored in the C:\WP60\AUTOMACS directory (or the directory assigned to the *docpath* variable in the OPT-FORM.WPM Forms submenu macro). This file will contain all the files you create, until you choose to archive or purge its contents. It can be retrieved, edited, searched, etc.
4. Next, you will be prompted to print the form. Press the "Y" key to print the form to see how it prints out on your printer. If you don't wish to print the form, press the "N" key to not print the form.
5. If you opted to print the filled-out form, you will be prompted if you want to produce another New Client form or not. For this instance, press the "N" key to not produce another New Client form.
6. Clear the screen (F7, n, n).

Note: It is recommended that you *leave* the Setup/Environment option, Format Document for Default Printer on Open, in its default state, that is, checked or turned on. Otherwise, any form, boiler, merge, template files, etc., will retain their original printer definition, which may not be the printer definition you require.

Editing and Creating Form Files

A form file is defined here as a file using underlined fill-in blanks which are filled in by the user. It differs from a boilerplate file, for instance, in that the fill-in blank is not collapsed and the underline codes are not deleted.

The form files provided with this application are provided as much as samples as for use. You may need to alter one or all of these files to suit your own purposes and procedures. To alter any of these form files, do the following:

1. Go Alt-F5 (File Manager), then type c:\wp60\automacs*.frm and press Enter.
2. Cursor to and highlight the form file you want to edit, then press Enter to open the file. For instance, cursor to and highlight the CLIENT.FRM file and press Enter.
3. To more easily see how the form file is constructed, turn Reveal Codes on (Alt-F3).

The following are features you are liable to find in a form file:

- ! Margins set to .5".
- ! Underlining should be set to underline both tabs and spaces. To set the underline parameters, go Ctrl-F8 (Font) and select 6. Underline. Both boxes should be checked.
- ! Parallel columns may be used to set up side-by-side fill-in blanks, where you would first fill-in information down one column, then down the next.
- ! Flush Rights (Alt-F6) are used to extend the underlined fill-in blank to right page or column margins.
- ! Where more than one fill-in blank is placed on the same line, tabs are set to define the end of the fill-in blank or blanks. A Left Tab is then used to extend the fill-in blank to the tab stop. To do this, go Shift-F8 (Format) and select 1. Line, then select 1. Tab Set. Go Ctrl-End (Delete to EOL) to clear the tab stops, then set tab stops for each fill-in blank's end-point, except for the last one (which can use the right margin as its end-point). You may need to experiment to get exactly the right tab stops you want.

To create a new form from scratch, you may wish to retrieve a previously created form file, then delete everything except for the codes at the start of the form. Alternatively, you may want to retrieve a form file that is similar to the one you want to create, then edit it to create your new form.

Editing the Forms Submenu Options

You can easily edit the OPT-FRM.WPM Forms submenu macro options. You will need to do this if you wish to install any form files you may create. To edit the Forms submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-form and press Enter, then press "E" to select Edit.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: It is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-FRM.WPM Forms submenu macro file is shown here:

```
ASSIGN(runtime; "frm") //Assign type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, and "blr"=boiler.
ASSIGN(docpath; "c:\wp60\automacs") //Assign location of merge, template, form, or boiler files.
ASSIGN(defpath; "") //Assign default directory for saving files.
```

```
ASSIGN(subtitle; "Application: Forms")
ASSIGN(asub; "New Client")
ASSIGN(bsub; "Customer Contact")
ASSIGN(csub; "Sales Call")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "client")
ASSIGN(bsubmac; "contact")
ASSIGN(csubmac; "sales")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
ASSIGN(gsubmac; "")
ASSIGN(hsubmac; "")
ASSIGN(isubmac; "")
```

```
USE("main-lib.wpm")
subopts()
```

3. The variable assignments: 1) The *runtime* variable identifies the type of file being run from the submenu. Since the Forms application uses form files, "frm" is assigned as the *runtime* variable. 2) The *docpath* variable identifies the path where merge, template, form, or boiler files are to be found. (All the files included with The Productivity Solutions Pack are initially installed in the C:\WP60\AUTOMACS directory. If you wish to store form files in a separate directory, such

as C:\WP60\DOCS\FORM, you can assign that directory path to the *docpath* variable.) 3) The *defpath* variable allows you to assign a directory path for saving your finished form files. The Forms application would then switch the default directory to that directory when any of the forms are processed. Note, however, that you will need to switch back to your previous default directory (C:\WP60\DOCS?) if you wish to do so. Since the Forms application appends its finished forms in respective *.SAV files, the *docpath* variable is also used to identify where these *.SAV files are located. 4) The *subtitle* variable allows you to change the subtitle title here.

4. For instance, if you want to install a purchase order form file, PURCH.FRM, as Option D, reassign the *dsub* and *dsubmac* variables so that they match what is shown here:

```
ASSIGN(dsub; "Purchase Order")
```

```
ASSIGN(dsubmac; "purch")
```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

F - Finance

To run the Finance application, select F - Finance from the Main Menu. The Finance submenu is displayed on the screen. Listed on the submenu are three sample files containing three of the most common types of financial tables, 1) a Balance Sheet, 2) an Income Statement, and 3) a Cash Flow Analysis. You do not need to be in a clear document window—the macro will automatically switch to a clear document window to create the financial table. If all the document windows are in use, it will ask you to clear one first.

Creating a Balance Sheet

To create a Balance Sheet, select A - Balance Sheet from the Finance submenu.

The Balance Sheet example provided here is based upon one most commonly used by legal firms or other service or consulting firms which work for billed clients. Other Balance Sheet forms may be more applicable to your business and, as such, the Balance Sheet provided here is intended to serve as an example to assist you in creating a Balance Sheet merge file which will fit your particular needs (see "Editing or Creating Merge Files Using Math" below).

To create a Balance Sheet, do the following:

1. At the DATE prompt, type the month and day, press F9, type the last digit of the year, and press F9. For instance, type June 30, press F9, type 4, and press F9.
2. At the CASH prompt, type the Cash amount and press F9. For instance, type 50,000 and press Enter.
3. At the CLIENT FUNDS prompt, type the Less: Funds Due Clients amount and press F9. For instance, type 5,000 and press F9.
4. At the UNBILLED ADVANCES prompt, type the Unbilled Advances to Clients amount and press F9. For instance, type 2,000 and press F9.
5. At the BILLED ADVANCES prompt, type the Billed Advances to Clients amount and press F9. For instance, type 3,000 and press F9.
6. At the FIXED ASSET COST prompt, type the Cost amount and press F9. For instance, type 35,000 and press F9.
7. At the FIXED ASSET ACC. DEPRECIATION, type the Acc. Deprec. amount and press F9. For instance, type 5,000 and press F9.
8. In the Liabilities and Capital section:
 - A. At the LIABILITY/AMOUNT prompt, first type the initial Liability item and press F9, then type the amount of the liability and press F9. For instance, type Loan to Bank and press F9, then type 3,000 and press F9.
 - B. At the Another? Y/N prompt, press the "Y" key to add, and the "N" key to not add, another liability item and amount. In this instance, press the "Y" key to add another liability.
 - C. Type the next liability and press F9, then type the amount of the liability and press F9. For instance, type Partners' Capital and press F9, then type 77,000 and press F9.
 - D. At the Another? Y/N prompt, press the "Y" key to add, and the "N" key to not add, another liability item and amount. In this instance, press the "N" key to not add another liability.

Note: It is recommended that you *leave* the Setup/Environment option, Format Document for Default Printer on Open, in its default state, that is, checked or turned on. Otherwise, any form, boiler, merge, template files, etc., will retain their original printer definition, which may not be the printer definition you require.

Creating an Income Statement

To create an Income Statement, select B - Income Statement from the Finance submenu. The Income Statement example provided here is based upon one commonly used by legal firms or other service or consulting firms which work for billed clients. Other Income Statement forms may be more applicable to your business and, as such, the Income Statement is provided here is intended as an example to assist you in creating your own merge file (see "Editing or Creating Merge Files Using Math" below).

To create an Income Statement, do the following:

1. At the PERIOD prompt, type the statement period and press F9. For instance, type January 1-December 31 and press F9.
2. At the YEAR prompt, type the last digit of the year and press F9. For instance, type 4 and press F9.
3. At the FEES COLLECTED prompt, type the fees collected for the current year, press F9, type the fees collected for the prior year, and press F9. For instance, type 278,100, press F9, type 252,045, and press F9.
4. At the MISC. INCOME prompt, type the misc. income amount for the current year and press F9, then type the amount for the prior year and press F9. For instance, type 900, press F9, then type 740 and press F9.
5. At the OFFICE EXPENSE prompt:
 - A. Type the first expense item, press F9, type the current year amount, press F9, type the prior year amount, and press F9. For instance, type Compensation, press F9, type 53,500, press F9, type 50,250, and press F9.
 - B. At the Another Office Expense? Y/N prompt, press "Y" to list another office expense, and press "N" to not list another office expense. For this instance, press "Y" to list another office expense.
 - C. Repeat Steps A and B for each additional office expense item. For instance, the following items and amounts might be inserted:

Associates	11,000	9,590
Staff	36,000	33,700

After inserting the last office expense item and amounts, at the Another Office Expense? Y/N prompt, press "N" to not list another office expense.

6. At the MISC. EXPENSE prompt:
 - A. Type the first misc. expense, press F9, type the current year amount, press F9, type the prior year amount, and press F9. For instance, type Employee Insurance, press F9, type 4,200, press F9, type 5,250, and press F9.
 - B. At the Another Misc. Expense? Y/N prompt, press "Y" to list another misc. expense, and press "N" to not list another misc. expense. For this instance, press "Y" to list another misc. expense.

C. Repeat Steps A and B for each additional misc. expense item. For instance:

Pension Plan	4,200	3,890
Payroll Taxes	5,000	4,260
Rent Expense	8,500	7,600
Maintenance and Repairs	2,000	1,750
Depreciation	1,500	1,250
Library	6,000	4,950
Telephone	8,000	7,725
Insurance	7,000	6,420
Taxes	3,000	2,475
Office Supplies	12,000	10,460
Meetings	2,000	1,590
Other Misc.	1,000	960

After inserting the last misc. expense item and amounts, at the Another Office Expense? Y/N prompt, press "N" to not list another office expense.

Creating a Cash Flow Analysis

To create a Cash Flow Analysis, select C - Cash Flow Analysis from the Finance submenu. The Cash Flow Analysis example provided here is based upon one most commonly used by legal firms or other service or consulting firms which work for billed clients. Other Cash Flow Analysis forms may be more applicable to your business and, as such, the Cash Flow Analysis provided here is to serve as an example to assist you in creating a Cash Flow Analysis merge file which will fit your particular needs (see "Editing or Creating Merge Files Using Math" below).

To create a Cash Flow Analysis, do the following:

1. At the PERIOD prompt, type the period covered by the analysis and press F9. For instance, type January 1-December 31 and press F9.
2. At the YEAR prompt, type last digit of the current year and press F9. For instance, type 4 and press F9.
3. At the BEGINNING BALANCE prompt, type the beginning balance and press F9. For instance, type 35,000 and press F9.
4. At the NET INCOME prompt, type the net income amount and press F9. For instance, type 110,200 and press F9.
5. At the DEPRECIATION prompt, type the depreciation amount and press F9. For instance, type 1,500 and press F9.
6. At the CAPITAL prompt, type the capital amount and press F9. For instance, type 10,000 and press F9.
7. At the DESCRIBE DEDUCTION prompt:
 - A. Type the description of the first deduction item and press F9. For instance, type Partner Compensation and press F9.

- B. Type the amount of the first deduction item and press F9. For instance, type 100,700 and press F9.
- C. At the Another Deduction? Y/N prompt, press "Y" to list another deduction, and press "N" to not list another deduction. For this instance, press "Y" to list another deduction.
- D. Repeat Steps A, B, and C for each additional deduction. For instance, the following deduction items and amounts might be inserted:

Fixed Asst Additions	5,000	3,890
Loan Repayment	2,000	4,260

After inserting the last deduction item and amount, at the Another Deduction? Y/N prompt, press "N" to not list another deduction.

Saving the Completed Financial Statement

The OPT-FIN.WPM Finance submenu macro allows you to assign a specific directory for saving financial statement files (see "Editing the Invoice Submenu Options" below). If you have assigned a directory path to the *defpath* variable in the OPT-FIN.WPM Invoices submenu macro, the current default directory path will match the directory assigned there. If you assigned C:\WP60\DOCS\FINANCE as the path for saving contracts, for instance, then your financial statements would be automatically saved in that directory. If a directory path has been assigned, you are alerted when the Finance application is run that the default directory is being changed to that directory.

Note: If the default directory is changed by the Invoice application, you will need to change it back to its previous setting yourself if you so desire. To do this, just press F5 (File Manager), press the "=" key, type the file path you wish as your default path and press the Enter key, then press Esc (Cancel) to return to the document screen. Alternatively, you may wish to record a macro to accomplish this. (The Productivity Solutions Pack would provide this, but there, unfortunately, is no system variable to identify the default documents directory, so there is no way to tell which directory that may be.)

For remarks on establishing an effective and consistent file-naming convention, see "Establishing a File-Naming Convention" in the Memo Application section above.

Editing the Finance Submenu Options

You can easily edit the OPT-FIN.WPM Invoices submenu macro options. You will need to do this if you wish to install any additional finance merge files you have created. To edit the Finances submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-fin and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-FIN.WPM Invoices submenu macro file is shown here:

```

ASSIGN(runtype; "mrg") //Assign type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, and "blr"=boiler.
ASSIGN(docpath; "c:\wp60\automacs") //Assign location of merge, template, form, or boiler files.
ASSIGN(defpath; "") //Assign default directory for saving files.

```

```

ASSIGN(subtitle; "Application: Finance")
ASSIGN(asub; "Balance Sheet")
ASSIGN(bsub; "Income Statement")
ASSIGN(csub; "Cash Flow Analysis")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "balsheet")
ASSIGN(bsubmac; "income")
ASSIGN(csubmac; "cashflow")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
ASSIGN(gsubmac; "")
ASSIGN(hsubmac; "")
ASSIGN(isubmac; "")

```

```

USE("main-lib.wpm")
subopts()

```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the Finance application uses merge form files, "mrg" is assigned as the *runtype* variable. 2) The *docpath* variable identifies the path where merge, template, form, or boiler files are to be found. (All the files included with The Productivity Solutions Pack are initially installed in the C:\WP60\AUTOMACS directory. If you wish to store Finance merge form files in a separate directory, such as C:\WP60\DOCS\FINANCE, you can assign that directory path to the *docpath* variable.) 3) The *defpath* variable allows you to assign a directory path for saving your finished Finance document files. The Finance application would then switch the default directory to that directory when any of the Finance files are processed. Note, however, that you will need to switch back to your previous default directory (C:\WP60\DOCS?) if you wish to do so. 4) The *subtitle* variable allows you to change the subtitle title here.
4. For instance, if you want to install a Quarterly Report merge form file, QUARTER.MRG, as Option D, reassign the *dsub* and *dsubmac* variables so that they match what is shown here:

```

ASSIGN(dsub; "Quarterly Report")
ASSIGN(dsubmac; "quarter")

```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

Editing or Creating Merge Files Using Math

It is beyond the scope of this User's Guide to provide a full treatment of using WordPerfect's Math features in conjunction with the Merge feature. At best, only general concepts can be treated here. Study of the three merge files provided should give you a pretty good idea of what is going on.

Generally, these merge files make use of WordPerfect's math commands to 1) specify particular entries as subtotal (t) and total (T) entries, then 2) specify locations for calculating total (=) and grand total (*) amounts. KEYBOARD merge commands are used to prompt the user at the input locations. Loop routines are constructed using LABEL, CHAR (Yes/No prompts), IF, and ENDIF merge commands. Lastly, the CHAINMACRO merge command is used to chain the MATHTOT.WPM macro, which calculates the math totals at the end of the merge.

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G - Alt-Key Macros

To run the Alt-Key Macros application, select G - Alt-Key Macros from the Main Menu. A 26-option submenu is displayed with options from A to Z. Listed on the submenu are all of the Alt-Key macros provided with The Productivity Solutions Pack. Note: To insure that all these macros will run, you should specify C:\WP60\AUTOMACS as your *personal* macro directory. If you specify C:\WP60\AUTOMACS as your *shared* macro directory, Alt-Key macros stored in your personal macro directory (C:\WP60\MACROS?) will have precedence and you will need to edit this menu to match the actual macros that will run (see "Editing the Alt-Key Macros Submenu" below).

Any of the listed macros can be selected from the Alt-Key Macros submenu or executed using the Alt-Key command at the document screen.

A - Advance text (Alt-A)

Displays the Advance menu, which allows you to select to advance the cursor a specified amount vertically or horizontally.

B - Bold text or block (Alt-B)

Makes it easier to bold text. Go Alt-B to turn bold on, type the text, then press Enter to turn bold off. To bold a text block, first go Alt-F4 (Block), cursor to highlight the text to be bolded, then press Enter to bold the block.

C - Copy text block (Alt-C)

Makes it easier to copy a block of text. Go Alt-C to turn Block on, cursor to highlight the text to be copied, then press Enter to copy the text. Move the cursor to where you want to copy the text to, then press Enter to paste the text.

D - Directory macro (Alt-D)

This is a sliding bar menu which makes it easy to access any of the listed directories. Simply go Alt-D, use the Left and Right cursors to move to and highlight the disired directory, then press Enter. At the prompt, opt to change the specified directory to the default directory or not.

Note: You will need to edit this macro to make it correspond to actual directories on your system. There are instructions inside the macro on how to edit the macro.

E - Go to end of sentence (Alt-E)

This macro relocates the cursor to the end of the current sentence.

F - Fill-in the blanks (Alt-F)

This macro can be used for filling in boilerplate blanks (underlined spaces).

G - Go to text string (Alt-G)

This macro makes it easier to move the cursor to a specified text string. Simply go Alt-G, type the text string, then press Enter.

H - Underline/bold text or block (Alt-H)

This macro makes it easier to both underline and bold text. Simply go Alt-H to turn bold and underline on, type the text, then press Enter to turn bold and underline off. To bold and underline a text block, first turn Block on (Alt-F4), cursor to highlight the text to be bolded and underlined, then press Enter to bold and underline the block.

I - Italicize text or block (Alt-I)

This macro makes it easier to italicize text. Simply go Alt-I to turn italics on, type the text, then press Enter to turn italics off. To italicize a text block, first turn Block on (Alt-F4), cursor to highlight the text to be italicized, then press Enter to italicize the block.

J through K - Unassigned

L - User Interface (Alt-L)

This macro provides an alternative user interface other than that provided by either the function key commands or the pull-down menu. Go Alt-L to display the opening menu. An attempt has been made to group commands more frequently used or more likely to be used by a novice user on this opening menu. The last option, More, accesses a second menu which contains commands less frequently used or more likely to be used by an intermediate to advanced user.

The File Option

The File option accesses a submenu of file-related options: File Manager, Retrieve, Save, Save As, Clear Document, QuickFinder, Print, Document Summary, Master Document, Compare Documents, Shell, and Exit WP.

The Bold Option

The Bold option allows you to easily bold text or blocks of text. This option works same way as the Alt-B macro described above.

The Underline Option

The Underline option allows you to easily underline text or blocks of text. This option is very similar to the Bold option, except that it underlines rather than bolds. This option works the same way as the Alt-U macro described below.

The Italic Option

The Italic option allows you to easily italicize text or blocks of text. This option is very similar to the Bold and Underline options, except that it italicizes rather than bolds or underlines. This option works the same way as the Alt-I macro described above.

The Font Option

The Font option accesses a submenu of font-related options: Font, Size, Relative Size, Appearance, Position, Normal, Characters, Compose, Special Codes, and Color.

The Block On/Off Option

The Block On/Off Option turns block on or off.

The Copy/Move Option

The Copy/Move Option accesses the Move and Move Block menus to copy or move sections or blocks of text.

The Tabs Option

The Tabs option accesses a submenu of tab options: Center, Indent, Double Indent, Flush Right, Tab Align, and Set Tabs.

The Search Option

The Search option accesses a submenu of search-related options: Forward, Backward, Replace, and Go to Page.

The Format Option

The Format option accesses a submenu of format-related options: Margins, Spacing, Page Numbering, Paper Sizes, Columns, Notes, Headers/Footers, Borders, Typography, Line, Page, Document, and Other.

The Screen Option

The Screen option accesses a submenu of screen-related options: Switch, Window, Display, Line Draw, Reveal Codes On/Off, and Reveal Codes Percentage.

The More Option

The more option accesses the second screen of options for the Alternative User Interface: Writing Tools, Graphics, Macro Play, Macro Record, Styles, Merge, Table/Math, Outline, Mark, Bookmark, and Setup.

M - Applications Menu macro (Alt-M)

This option accesses the Main Menu: Applications menu. This is the Main Menu for all of the Productivity Solutions Pack applications. Go Alt-M to access this menu.

N - Go to next sentence (Alt-N)

This option moves the cursor to the start of the next sentence. Go Alt-N to execute this command.

O - Overstrike marks (Alt-O)

This option allows you to easily insert diacritical marks. Go Alt-O, type the letter to be overstruck, then select desired diacritical mark.

The macro will automatically discern whether your letter/diacritical mark combination matches one of WordPerfect's special characters, then insert it. If there isn't a special character, will overstrike the letter with the selected diacritical mark. The last three options are special cases. The X - Eth/Eng (After D, d, or N,n) option inserts an upper or lower case Eth or Eng character if a D or d character is typed (Eth) or a N or n character (Eng). The Y - Double s/Thorn (s or T,t) option inserts a Double s character if an s character is typed or an upper or lower case Thorn character if a T or T character is typed. The Z - Dotless i/j (i or j) option inserts a dotless i or j if an i or j character is typed.

P through R - Unassigned

S - Change line spacing (Alt-S)

This option makes it quick and easy to change the line spacing. Just go Alt-S, type the line spacing (1, 1.5, 2.0, etc.), then press Enter.

T - Unassigned

U - Underline text or block (Alt-U)

This macro makes it easier to underline text. Simply go Alt-U to turn underline on, type the text, then press Enter to turn underline off. To underline a text block, first turn Block on (Alt-F4), cursor to highlight the text to be underlined, then press Enter to underline the block.

V - Move text block (Alt-V)

This macro provides a quick and dirty way to move blocks of text. Just go Alt-V, cursor to highlight the block to be moved, then press Enter. Next, cursor to where you want to paste the text, then press Enter.

W - Special Characters

This macro displays a one-line menu at the top of the screen which allows you to insert many of the most useful special characters which come with WordPerfect. The initial menu allows you to select from among bullets, symbols, fractions, quotes, dashes, typographic symbols, math symbols, Greek letters, and money symbols. Just go Alt-W, then press the letter of the option you want to access.

X through Z - Unassigned

Editing the Alt-Key Macros Submenu Options

You can easily edit the OPT-ALT.WPM Alt-Key Macros submenu macro options. You will need to do this if you wish to install any additional Alt-Key macros you have created. To edit the Alt-Key Macros submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-alt and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-ALT.WPM Alt-F10 Macros submenu macro file is shown here:

```
ASSIGN(runtype; "wpm") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, and "frm"=form:
ASSIGN(docpath; "c:\wp60\automacs\") //Specifies location of merge, template, or form files.
ASSIGN(defpath; "") //Assigns default directory for saving files.
```

```
ASSIGN(subtitle; "Application: Alt-Key Macros")
ASSIGN(asub; "Advance text")
ASSIGN(bsub; "Bold text or block")
ASSIGN(csub; "Copy text block")
ASSIGN(dsub; "Directory macro")
ASSIGN(esub; "Go to end of sentence")
ASSIGN(fsub; "Fill-in the blanks")
ASSIGN(gsub; "Go to text string")
ASSIGN(hsub; "Underline/bold text or block")
ASSIGN(isub; "Italicize text or block")
ASSIGN(asubmac; "alta")
ASSIGN(bsubmac; "altb")
ASSIGN(csubmac; "altc")
ASSIGN(dsubmac; "altd")
ASSIGN(esubmac; "alte")
ASSIGN(fsubmac; "altf")
ASSIGN(gsubmac; "altg")
ASSIGN(hsubmac; "alth")
ASSIGN(isubmac; "alti")
```



```

ASSIGN(jsub; "")
ASSIGN(ksub; "")
ASSIGN(lsub; "User Interface")
ASSIGN(msub; "Applications Menu macro")

ASSIGN(nsub; "Go to next sentence")
ASSIGN(osub; "Overstrike Marks")
ASSIGN(psub; "")
ASSIGN(qsub; "")
ASSIGN(rsub; "")
ASSIGN(ssub; "Change line spacing")
ASSIGN(tsub; "")
ASSIGN(ubsub; "Underline text or block")
ASSIGN(vsub; "Move text block")
ASSIGN(wsub; "")
ASSIGN(xsub; "")
ASSIGN(ysub; "")
ASSIGN(zsub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(jsubmac; "altj")
ASSIGN(ksubmac; "")
ASSIGN(lsubmac; "altl")
ASSIGN(msubmac; "altm")

ASSIGN(nsubmac; "altn")
ASSIGN(osubmac; "alto")
ASSIGN(psubmac; "altp")
ASSIGN(qsubmac; "altq")
ASSIGN(rsubmac; "altr")
ASSIGN(ssubmac; "alts")
ASSIGN(tsubmac; "alti")
ASSIGN(ubsubmac; "altu")
ASSIGN(vsubmac; "altv")
ASSIGN(wsubmac; "")
ASSIGN(xsubmac; "altx")
ASSIGN(ysubmac; "alty")
ASSIGN(zsubmac; "altz")

USE("main-lib.wpm")
wideopts()

```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the Alt-Key Macros application uses macro files, "wpm" is assigned as the *runtype* variable. 2) The *docpath* variable is not used with macro files. 3) The *defpath* variable is not used with macros files. 4) The *subtitle* variable allows you to change the subtitle title here.
4. To install an Alt-Key macro on the menu, you only need to edit the "option" variables ("asub," "bsub," etc.) For instance, to install an Alt-Key macro, ALTR.WPM, for turning Redline on and off, as Option R, reassign the *rsub* variable so that it matches what is shown here:

```

ASSIGN(rsub; "Redline On/Off")
ASSIGN(rsubmac; "altr")

```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

H - Alt-F10 Macros

To run the Alt-F10 Macros application, select H - Alt-F10 Macros from the Main Menu. A 26-option submenu is displayed on the screen. It includes all of the Alt-F10 (or named) macros of The Productivity Solutions Pack. You can edit the Alt-F10 Macros submenu macro to reflect additional macros you create yourself (see "Editing the Alt-F10 Macros Submenu Options" below).

Any of the listed macros can be selected from the Alt-F10 Macros submenu or executed using the Alt-F10 (Play Macro) command at the document screen.

A - ATC Attach

The ATC.WPM macro is used to "attach" sections of text so that they will not be broken by a page break. The most common use is to attach a heading to its following text. To use the ATC.WPM macro:

1. Locate the cursor at the start of the text line you want to attach to the following text.
2. Go Alt-M, select H - Alt-F10 Macros, then A - ATC Attach, or from the document screen go Alt-F10 (Play Macro), type atc and press Enter.
3. Type the number of lines to be attached, then press Enter. For instance, type 5 and press Enter.

B - BUL Bullet Outline

The BUL.WPM macro makes it easy to create bulleted outlines. To use the BUL.WPM macro:

1. Select Option B from the submenu, or from the document screen go Alt-F10 (Play Macro), type bul and press Enter.
2. At the prompt, type the first bulleted line. For instance, type This is the first line. and press Enter.
3. If you want to repeat the same outline level, just type the next bulleted line. To move the the next outline level, press Tab, then type the line. To return to the previous level, go Shift-Tab, then type the line. To quit, press F7 (Exit).

C - CHARS WP Characters

The CHARS.WPM macro makes it easy to insert one of WordPerfect's special characters. To use the CHARS.WPM macro, press "C" to select Option C from the submenu (or from the document screen, go Alt-F10 (Play Macro), type chars and press Enter. The macro displays a submenu.

Bullets

The "Bullets" option allows you to insert a variety of bullet characters: normal, small, and large round, square, round hollow, and square hollow bullets, and normal inverse, inverse hollow, and shadow bullets.

Symbols

The "Symbols" option allows you to insert a variety of symbol characters. Star: solid, large solid, and open. Diamond: filled and hollow. Triangle: right, left, up, and down. Arrow: normal and bold.

Fractions

The "Fractions" option allows you to insert a variety of fraction characters: 1/2, 1/4, 3/4, 1/3, 2/3, 1/8, 3/8, 5/8, and 7/8.

Quotes

The "Quotes" option allows you to insert a variety of quote characters: open double, close double, open single, close single, open double guillemet, close double guillemet, open single guillemet, and close single guillemet.

Dashes

The "Dashes" option allows you to insert a variety of dash characters: en dash, em dash, 3/4 em dash, figure dash, and ellipsis.

Typographic

The "Typographic" option allows you to insert a variety of commonly used typographic symbols: copyright, registered, trademark, checkmark, paragraph, section, inverted !, inverted ?, dagger, double dagger, Servicemark, Rx, Careof, and Recycle.

Math

The "Math" option allows you to insert a variety of math symbols: divide, multiply, not equal, less than or equal, greater than or equal, plus or minus, and degree.

Greek

The "Greek" option allows you to insert any of the characters in the Greek alphabet, including both upper and lower case, as well as terminal and medial Beta and terminal Sigma.

Money

The "Money" option allows you to insert a variety of currency symbols: cent, pound, yen, peseta, florin, franc, cruzado, European, lira, and escudo.

D - DIR Go to New Default Dir

The DIR.WPM macro allows you to select from a list of directories for quick and easy changing of the directory. You will, however, most likely need to edit this macro to make full use of it. To edit the macro:

1. Go Ctrl-F10 (Record Macro), type dir, and press Enter. The user-configurable section of DIR.WPM macro is shown here:

ASSIGN(path1;"c:\wp60\docs\")	ASSIGN(dir1;"Letter")
ASSIGN(path2;"c:\wp60\docs\")	ASSIGN(dir2;"Memo")
ASSIGN(path3;"c:\wp60\docs\")	ASSIGN(dir3;"Contract")
ASSIGN(path4;"c:\wp60\docs\")	ASSIGN(dir4;"Invoice")
ASSIGN(path5;"c:\wp60\docs\")	ASSIGN(dir5;"Misc")
ASSIGN(path6;"c:\wp60\")	ASSIGN(dir6;"Graphics")
ASSIGN(path7;"c:\wp60\")	ASSIGN(dir7;"Macros")
ASSIGN(path8;"c:\wp60\")	ASSIGN(dir8;"Backup")
ASSIGN(path9;"c:\wp60\")	ASSIGN(dir9;"Docs")

2. Go Ctrl-F10 (Record Macro) again to turn off macro record mode.
3. Assign the paths and directories you want to access through the macro to the *path#* and *dir#* variables. For instance, to specify C:\WP60\DOCS\REPORTS as the first menu item, edit the first line above so it reads like this:

ASSIGN(path1;"c:\wp60\docs\reports")	ASSIGN(dir1;"Reports")
--------------------------------------	------------------------

4. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

To use the macro, just go Alt-F10 (Play Macro), type dir, and press Enter. Cursor to and highlight the directory you want to be your new default directory, then press Enter.

E - ENOTE Endnotes

The ENOTE.WPM macro makes it easy to create or edit endnotes. To use the ENOTE macro:

1. Position the cursor either where you want to create an endnote or before an endnote you want to edit.
2. Go Alt-F10 (Play Macro), type enote, and press Enter.
3. At the prompt, select to create or edit an endnote. For instance, press "C" to create an endnote.
4. Type the endnote text, then press F7 (Exit) to exit the endnote editor.

F - FNOTE Footnotes

The FNOTE.WPM macro works the same way as the ENOTE.WPM macro above, except it allows you to create or edit footnotes instead.

G - FTHD Footers/Headers

The FTHD.WPM macro makes it easy to create, edit, or discontinue footers or headers. To use the FTHD.WPM macro:

1. Go Alt-F10 (Play Macro), type fthd, and press Enter.
2. At the prompt, select to process a footer or a header. For instance, press "F" to process a footer.
3. At the prompt, select to process Footer A or Footer B (Header A or Header B if you chose to process a header above). For instance, press "A" to process Footer A.
4. At the prompt, select to 1) discontinue the footer (or header), 2) create the footer on every page, 3) create the footer on odd pages, 4) create the footer on even pages, or 5) edit the footer. For instance, press "P" to create the footer on every page.
5. Type the footer, then press F7 (Exit) to exit the footer editor.

H - ICH I-Ching Oracle

The ICH.WPM macro throws I-Ching hexagrams. To use the ICH.WPM macro:

1. Go Alt-F10 (Play Macro), type ich, and press Enter.
2. Press Esc (Escape) three times to draw the first line (this simulates the throwing of the three coins). Repeat this until you have drawn all six lines of the hexagram.
3. The macro automatically tops the hexagram with its number and name. You will need a copy of the I-Ching to interpret the meaning of the hexagram (the Wilhelm/Bollingen edition is recommended). If you have any changing lines (-- x -- (6) or -- o -- (9)), read the text for each changing line in addition to the main text. To find what the hexagram is changing to, change each changing line to its opposite, then read the text for the resulting hexagram (but do not read any of the text for the lines).

I - INDEX One-Level Index

The INDEX.WPM macro marking and generating of single-level indexes. To use the macro:

1. If you are going to mark an index entry, position the cursor at the start of a word or phrase you want to include in the index.
2. Go Alt-F10 (Play Macro), type index, and press Enter.
3. Select to 1) mark an index entry or 2) generate an index listing. For this instance, press "M" to mark an index entry.
4. The macro highlights the word to the right of the cursor and prompts you to press the Right cursor for each additional word you want to include, then press Enter. For this instance, just press Enter.
5. Repeat Steps 1-4 for each word or phrase you want to include in the index.

6. To generate an index listing, repeat Steps 1-2 above, then press "G" to generate an index listing.

J - JUST Justification

The JUST.WPM macro makes it easy to set justification. To use the JUST.WPM macro:

1. Go Alt-F10 (Play Macro), type just, and press Enter.
2. At the prompt, make your justification choice: left, center, right, full, full (all lines), and spacing. Note: the spacing option allows you to set word justification limits, binding offset, kerning, leading adjustment, and word spacing and letter spacing.

K - SCORE Exam Scores

The SCORE.WPM macro allows you to easily create a table of student exam scores. This macro can handle from 3 to 10 exams. There is no need to switch to an open document; the macro will automatically switch to an open document window. To use the macro:

1. Go Alt-F10 (Play Macro), type score, and press Enter.
2. At the prompt, type the number of exam scores (from 3 to 10) and press Enter. For instance, for practice purposes, type 3 and press Enter.
3. At the prompt, type the number of students and press Enter. For instance, type 3 and press Enter.
4. At the prompt, type the course title and press Enter. For instance, type Botany 101 and press Enter.
5. At the prompt, type Student #1's last name and press Enter. For instance, type Cole and press Enter.
 - A. At the prompt, type the first exam score for Student #1 and press Enter. For instance, type 88 and press Enter.
 - B. Repeat Step A above for each of Student #1's exam scores. For instance, since we are only doing three exam scores, type 91 and press Enter, then type 90 and press Enter.
6. Repeat Step 5 above for each additional student. For instance, since we are only doing three students here, enter the following names and scores at the prompts:

James	94	99	97
Wilson	77	81	75

L through M - Unassigned

N - NUM Number Paragraphs

The NUM.WPM macro makes it easy to create numbered paragraphs. To use the NUM.WPM macro:

1. You can run the NUM.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "N" to select Option N from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type num and press Enter.
2. At the prompt, type the first bulleted line. For instance, type This is the first line. and press Enter.
3. If you want to repeat the same number level, just type the next numbered line. To move to the next number level, press Tab, then type the line. To return to the previous level, go Shift-Tab, then type the line. To quit, press F7 (Exit).

O - OUT Outline

The OUT.WPM macro makes it easy to create an outline. To use the OUT.WPM macro:

1. You can run the OUT.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "O" to select Option O from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type out and press Enter.
2. At the prompt, type the first outline line (or paragraph). For instance, type This is the first outline line. and press Enter.
3. If you want to repeat the same outline level, just type the next outline line. To move to the next outline level, press Tab, then type the line. To return to the previous level, go Shift-Tab, then type the line. To quit, press F7 (Exit).

P - SPREAD Spreadsheet Table

The SPREAD.WPM macro makes it easy to construct a spreadsheet table. To use the SPREAD.WPM:

1. You can run the SPREAD.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "P" to select Option P from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type spread and press Enter.
2. Enter the number of data columns. For instance, type 6 and press Enter.
3. Enter the number of data rows. For instance, type 4 and press Enter.
4. Enter the title for the spreadsheet table. For instance, type Mid-Year Sales Figures and press Enter.
5. Enter the heading for column 1. For instance, type Jan and press Enter.
6. Repeat Step 5 above for the remaining column headings. For instance, enter the following for the remaining column headings: Feb, Mar, Apr, May, June.
7. Enter the heading for row 1. For instance, type Colby and press Enter.

- A. Enter the data for column 1. For instance, type 15,025 and press Enter.
- B. Repeat Step A above for the remaining data columns. For instance, enter the following for the remaining data columns: 12,550, 16,227, 11,250, 20,950, 18,919.

8. Enter the remaining columns and rows. For instance:

Keane	12,850	16,590	19,750	18,216	14,225	12,010
Mason	8,915	10,875	9,775	12,070	7,849	14,215
Peters	15,895	14,954	22,000	21,115	25,875	30,615

Q through R - Unassigned

S - STAMP File Stamp

The STAMP.WPM macro will "stamp" your file, in the bottom right-hand corner of the last page, with the path, filename, date-saved, and the operator's (or your) initials. To stamp a file:

- 1. First save and name the file you want to stamp.
- 2. You can run the STAMP.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "S" to select Option S from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type stamp and press Enter.
- 3. At the prompt, type your initials and press Enter.
- 4. Resave the file.

T - TABLE Create a Table

The TABLE.WPM macro makes it easy to create a table. To create a table:

- 1. You can run the TABLE.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "T" to select Option T from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type table and press Enter.
- 2. Enter the number of columns. For instance, type 7 and press Enter.
- 3. Enter the number of rows. For instance, type 9 and press Enter.
- 4. Select the outside border for the table: none, spacing only, single, double, dashed, dotted, thick, extra thick, thick thin, and thick top/bottom. For instance, press "D" to select a double outside border.
- 5. Select the inside lines for the table: none, single, double, dashed, dotted, thick, extra thick, thin thick, and thick thin. For instance, press "S" to select single inside lines.

6. Select the size of the title: normal, large, very large, and extra large. For instance, press "L" to select large as the title size.
7. Select the alignment for the body of the table: left, center, right, full, and decimal align. For instance, press "R" to select right alignment.
8. Enter the title of the table. For instance, type Table Title and press Enter.

U - SETUND Set Underline

The SETUND.WPM macro allows you to easily change the underline settings. To use the macro:

1. You can run the SETUND.WPM macro either from the Alt-F10 Macros submenu or from the document screen. To run it from the Alt-F10 Macros submenu, press "U" to select Option U from the submenu. To run it from the document screen, go Alt-F10 (Play Macro), type setund and press Enter.
2. At the prompt, press "Y" or Enter to underline spaces, press "N" to not underline spaces.
3. At the prompt, press "N" or Enter to not underline tabs, press "Y" to underline tabs.

V through Z - Unassigned

Editing the Alt-F10 Macros Submenu Options

You can easily edit the OPT-MAC.WPM Alt-F10 Macros submenu macro options. You will need to do this if you wish to install any additional Alt-F10 macros you have created. To edit the Alt-F10 Macros submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-mac and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-MAC.WPM Alt-F10 Macros submenu macro file is shown here:

```
ASSIGN(runtype; "wpm") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, and "frm"=form:
ASSIGN(docpath; "c:\wp60\automacs\") //Specifies location of merge, template, or form files.
ASSIGN(defpath; "") //Assigns default directory for saving files.
```

```
ASSIGN(subtitle; "Application: Alt-F10 Macros")
ASSIGN(asub; "ATC Attach")
ASSIGN(bsub; "BUL Bullet Outline")
ASSIGN(csub; "CHARS WP Characters")
ASSIGN(dsub; "DIR Go to New Default Dir")
ASSIGN(esub; "ENOTE Endnotes")
ASSIGN(fsub; "FNOTE Footnotes")
ASSIGN(gsub; "FTHD Footers/Headers")
ASSIGN(hsub; "ICH I-Ching Oracle")
ASSIGN(isub; "INDEX One-Level Index")
ASSIGN(jsub; "JUST Justification")
ASSIGN(ksub; "SCORE Exam Scores")
ASSIGN(lsub; "")
ASSIGN(msub; "")
```

```
ASSIGN(asubmac; "atc")
ASSIGN(bsubmac; "bul")
ASSIGN(csubmac; "chars")
ASSIGN(dsubmac; "dir")
ASSIGN(esubmac; "enote")
ASSIGN(gsubmac; "fnote")
ASSIGN(gsubmac; "fthd")
ASSIGN(hsubmac; "ich")
ASSIGN(isubmac; "index")
ASSIGN(jsubmac; "just")
ASSIGN(ksubmac; "score")
ASSIGN(lsubmac; "")
ASSIGN(msubmac; "")
```

```

ASSIGN(nsub; "NUM Number Paragraphs")
ASSIGN(osub; "OUT Outline")
ASSIGN(psub; "SPREAD Spreadsheet Table")
ASSIGN(qsub; "")
ASSIGN(rsub; "")
ASSIGN(ssub; "STAMP File Stamp")
ASSIGN(tsub; "TABLE Create a Table")
ASSIGN(usb; "SETUND Set Underline")
ASSIGN(vsub; "")
ASSIGN(wsub; "")
ASSIGN(xsub; "XSTYLE Switch Styles")
ASSIGN(ysub; "")
ASSIGN(zsub; "")
ASSIGN(subprompt; " ESC to Cancel")

USE("main-lib.wpm")
wideopts()

```

```

ASSIGN(nsubmac; "num")
ASSIGN(osubmac; "out")
ASSIGN(psubmac; "spread")
ASSIGN(qsubmac; "")
ASSIGN(rsubmac; "")
ASSIGN(ssubmac; "stamp")
ASSIGN(tsubmac; "table")
ASSIGN(usbmac; "setund")
ASSIGN(vsubmac; "")
ASSIGN(wsubmac; "")
ASSIGN(xsubmac; "xstyle")
ASSIGN(ysubmac; "")
ASSIGN(zsubmac; "")

```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the Alt-F10 Macros application uses macro files, "wpm" is assigned as the *runtype* variable. 2) The *docpath* variable is not used with macro files. 3) The *defpath* variable is not used with macros files. 4) The *subtitle* variable allows you to change the subtitle title here.
4. To install an Alt-F10 macro on the menu, you need to assign the submenu option text and the corresponding macro file that is run if the option is selected. For instance, to install an Alt-F10 macro, ZOOM.WPM, for selecting different Zoom levels in Graphics or Page mode, as Option Z, reassign the *zsub* and *zsubmac* variables so that they match what is shown here:

```

ASSIGN(zsub; "ZOOM Set Zoom Levels")
ASSIGN(zsubmac; "zoom")

```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

I - WP Macros

To run the WP Macros application, select I - WP Macros from the Main Menu. A 26-option submenu is displayed listing all of the Alt-F10 (or named) macros provided by WordPerfect.

Editing the WP Macros Submenu Options

You can easily edit the OPT-WP.WPM WP Macros submenu macro options. You will need to do this if you wish to install any additional macros which may be included as part of future WordPerfect software updates. The macros currently listed on the menu are those included with version 6.0b. To edit the WP Macros submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-wp and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-WP.WPM WP Macros submenu macro file is shown here:

```
ASSIGN(runtype; "wpm") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, and "frm"=form:
ASSIGN(docpath; "c:\wp60\automacs\") //Specifies location of merge, template, or form files.
ASSIGN(defpath; "") //Assigns default directory for saving files.
```

```
ASSIGN(subtitle; "Application: WordPerfect Supplied Macros")
ASSIGN(asub; "ALLFONTS Print Font Samples")
ASSIGN(bsub; "BULLETS Insert Bullet(s)")
ASSIGN(csub; "CALC Calculator")
ASSIGN(dsub; "CALENDAR Create a Calendar")
ASSIGN(esub; "EDITCODE Edit Code")
ASSIGN(fsub; "EXITALL Exit to Main Doc")
ASSIGN(gsub; "GLOSSARY Expand Abbrev.")
ASSIGN(hsub; "INITCAPS Cap First Letter")
ASSIGN(isub; "MEMO Memo/Letter/FaxCov")
ASSIGN(jsub; "MOD_ATTRB Modify Attributes")
ASSIGN(ksub; "NOTECVT Convert Notes")
ASSIGN(lsub; "PLEADING Create a Pleading")
ASSIGN(msub; "SPACETAB Spaces to Tabs")
ASSIGN(nsub; "")
ASSIGN(osub; "")
ASSIGN(psub; "")
ASSIGN(qsub; "")
ASSIGN(rsub; "")
ASSIGN(ssub; "")
ASSIGN(tsub; "")
ASSIGN(ubsub; "")
ASSIGN(vsub; "")
ASSIGN(wsub; "")
ASSIGN(xsub; "")
ASSIGN(ysub; "")
ASSIGN(zsub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "allfonts")
ASSIGN(bsubmac; "bullet")
ASSIGN(csubmac; "calc")
ASSIGN(dsubmac; "calendar")
ASSIGN(esubmac; "editcode")
ASSIGN(fsubmac; "exitall")
ASSIGN(gsubmac; "glossary")
ASSIGN(hsubmac; "initcaps")
ASSIGN(isubmac; "memo")
ASSIGN(jsubmac; "mod_attrb")
ASSIGN(ksubmac; "notecvt")
ASSIGN(lsubmac; "pleading")
ASSIGN(msubmac; "spacetab")
ASSIGN(nsubmac; "")
ASSIGN(osubmac; "")
ASSIGN(psubmac; "")
ASSIGN(qsubmac; "")
ASSIGN(rsubmac; "")
ASSIGN(ssubmac; "")
ASSIGN(tsubmac; "")
ASSIGN(ubsubmac; "")
ASSIGN(vsubmac; "")
ASSIGN(wsubmac; "")
ASSIGN(xsubmac; "")
ASSIGN(ysubmac; "")
ASSIGN(zsubmac; "")
```

```
USE("main-lib.wpm")
wideopts()
```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the WP Macros application uses macro files, "wpm" is assigned as the *runtype* variable. 2) The *docpath* variable is not used with macro files. 3) The *defpath* variable is not used with macros files. 4) The *subtitle* variable allows you to change the subtitle title here.
4. To install a new WP macro on the menu, you need to assign the submenu option text and the corresponding macro file that is run if the option is selected. For instance, to install a hypothetical WP macro, BOOKLET.WPM, for printing your file as a booklet, as Option N, reassign the *nsub* and *nsubmac* variables so that they match what is shown here:

ASSIGN(nsub; "BOOKLET Print Booklet")

ASSIGN(nsubmac; "booklet")

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

J - WP Short-Cut Keys

To run the WP Short-Cut Keys application, select J - WP Short-Cut Keys from the Main Menu. A 26-option submenu is displayed listing all of the WordPerfect Short-Cut Keys (Ctrl-Keys).

Note: These Ctrl-Key commands may be superceded by Ctrl-key commands defined within a keyboard definition. If you have assigned Ctrl-key commands within an active keyboard definition, you may wish to edit this menu to reflect any Ctrl-key commands in the keyboard definition.

Editing the WP Short-Cut Keys Submenu Options

You can easily edit the OPT-CTL.WPM WP Short-Cut Keys submenu macro options. You may want to do this if in future WordPerfect updates there are changes to the actions assigned to these keys. The short-cut keys currently listed on the menu are those included with version 6.0b. You may also want to edit this submenu to reflect any Ctrl-key commands assigned within an active keyboard definition, which will supercede any conflicting Short-Cut Keys. To edit the WP Short-Cut Keys submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-ctl and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-CTL.WPM WP Short-Cut Keys submenu macro file is shown here:

```
ASSIGN(runtype; "ctrl") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, and "ctrl"=shortcut key:
ASSIGN(docpath; "c:\wp60\automacs\") //Specifies location of merge, template, or form files.
ASSIGN(defpath; "") //Assigns default directory for saving files.
```

```
ASSIGN(subtitle; "Application: WordPerfect Shortcut Keys")
ASSIGN(asub; "Ctrl-A Compose")
ASSIGN(bsub; "Ctrl-B Bold")
ASSIGN(csub; "Ctrl-C Copy")
ASSIGN(dsub; "Ctrl-D Record Sound Clip")
ASSIGN(esub; "")
ASSIGN(fsub; "Ctrl-F Find Quickmark")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "Ctrl-I Italics")
ASSIGN(jsub; "")
ASSIGN(ksub; "")
ASSIGN(lsub; "")
ASSIGN(msub; "")

ASSIGN(nsub; "Ctrl-N Normal Font")
ASSIGN(osub; "Ctrl-O Outline Edit")
ASSIGN(psub; "Ctrl-P Insert Page Number")
ASSIGN(qsub; "Ctrl-Q Set Quickmark")
ASSIGN(rsub; "Ctrl-R Repeat")
ASSIGN(ssub; "Ctrl-S Play Sound Clip")
ASSIGN(tsub; "Ctrl-T Paragraph Number")
ASSIGN(usub; "Ctrl-U Underline")
ASSIGN(vsub; "Ctrl-V Paste")
ASSIGN(wsub; "Ctrl-W WP Characters")
ASSIGN(xsub; "Ctrl-X Cut")
ASSIGN(ysub; "Ctrl-Y Cycle Thru Windows")
ASSIGN(zsub; "Ctrl-Z Undo")
ASSIGN(subprompt; " ESC to Cancel")

USE("main-lib.wpm")
wideopts()
```

```
ASSIGN(asubmac; "ctrla")
ASSIGN(bsubmac; "ctrlb")
ASSIGN(csubmac; "ctrlc")
ASSIGN(dsubmac; "ctrl d")
ASSIGN(esubmac; "ctrl e")
ASSIGN(fsubmac; "ctrl f")
ASSIGN(gsubmac; "ctrl g")
ASSIGN(hsubmac; "ctrl h")
ASSIGN(isubmac; "ctrl i")
ASSIGN(jsubmac; "ctrl j")
ASSIGN(ksubmac; "ctrl k")
ASSIGN(lsubmac; "ctrl l")
ASSIGN(msubmac; "ctrl m")
```

```
ASSIGN(nsubmac; "ctrl n")
ASSIGN(osubmac; "ctrl o")
ASSIGN(psubmac; "ctrl p")
ASSIGN(qsubmac; "ctrl q")
ASSIGN(rsubmac; "ctrl r")
ASSIGN(ssubmac; "ctrl s")
ASSIGN(tsubmac; "ctrl t")
ASSIGN(usubmac; "ctrl u")
ASSIGN(vsubmac; "ctrl v")
ASSIGN(wsubmac; "ctrl w")
ASSIGN(xsubmac; "ctrl x")
ASSIGN(ysubmac; "ctrl y")
ASSIGN(zsubmac; "ctrl z")
```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the WP Short-Cut Keys application uses Ctrl-Key commands, "ctrl" is assigned as the *runtype* variable. 2) The *docpath* variable is

not used with Short-Cut Keys. 3) The *defpath* variable is not used with Short-Cut Keys. 4) The *subtitle* variable allows you to change the subtitle title here.

4. To install a new WP Short-Cut Key on the menu, you need to assign the submenu option text and the corresponding Short-Cut Key command that is run if the option is selected. For instance, to install a hypothetical WP Short-Cut Key, Ctrl-M, for inserting a Bookmark, as Option M, reassign the *msub* variable so that it matches what is shown here:

```
ASSIGN(msub; "Ctrl-M Insert Bookmark")
```

```
ASSIGN(nsubmac; "ctrlm")
```

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

K - WP Button Bars

To run the WP Button Bar Application, select K - WP Button Bars from the Main Menu. A 26-option submenu is displayed listing all of the button bars provided by WordPerfect.

Editing the WP Button Bars Submenu Options

You can easily edit the OPT-BUT.WPM WP Button Bars submenu macro options. You may want to do this if in future WordPerfect updates there are changes or additions to the button bars provided with WordPerfect, or if you wish to install any button bars you have created yourself. To edit the WP Button Bars submenu macro file, from a clear document screen:

1. Go Ctrl-F10 (Record Macro), type opt-but and press Enter, then select Edit to edit the macro.
2. Go Ctrl-F10 (Record Macro) to turn off "edit" mode. Note: it is recommended when editing macros that you always turn off edit mode, unless you specifically intend to "record" in another window. The OPT-BUT.WPM WP Button Bars submenu macro file is shown here:

```
ASSIGN(runtype; "wpb") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, "ctrl"=shortcut key, and "wpb"=button bar.
ASSIGN(docpath; "c:\wp60\automacs\") //Specifies location of merge, template, or form files.
ASSIGN(defpath; "") //Assigns default directory for saving files.
```

```
ASSIGN(subtitle; "Application: WordPerfect Button Bars")
ASSIGN(asub; "Fonts")
ASSIGN(bsub; "Layout")
ASSIGN(csub; "Macros")
ASSIGN(dsub; "Outline")
ASSIGN(esub; "Tables")
ASSIGN(fsub; "Tools")
ASSIGN(gsub; "Wpegedit")
ASSIGN(hsub; "Wpgedit")
ASSIGN(isub; "Wpmain")
ASSIGN(jsub; "Wpprev")
ASSIGN(ksub; "")
ASSIGN(lsub; "")
ASSIGN(msub; "")

ASSIGN(nsub; "")
ASSIGN(osub; "")
ASSIGN(psub; "")
ASSIGN(qsub; "")
ASSIGN(rsub; "")
ASSIGN(ssub; "")
ASSIGN(tsub; "")
ASSIGN(usb; "")
ASSIGN(vsub; "")
ASSIGN(wsub; "")
ASSIGN(xsub; "")
ASSIGN(ysub; "")
ASSIGN(zsub; "None")
ASSIGN(subprompt; " ESC to Cancel")

USE("main-lib.wpm")
wideopts()
```

```
ASSIGN(asubmac; " ")
ASSIGN(bsubmac; " ")
ASSIGN(csubmac; " ")
ASSIGN(dsubmac; " ")
ASSIGN(esubmac; " ")
ASSIGN(fsubmac; " ")
ASSIGN(gsubmac; " ")
ASSIGN(hsubmac; " ")
ASSIGN(isubmac; " ")
ASSIGN(jsubmac; " ")
ASSIGN(ksubmac; " ")
ASSIGN(lsubmac; " ")
ASSIGN(msubmac; " ")

ASSIGN(nsubmac; " ")
ASSIGN(osubmac; " ")
ASSIGN(psubmac; " ")
ASSIGN(qsubmac; " ")
ASSIGN(rsubmac; " ")
ASSIGN(ssubmac; " ")
ASSIGN(tsubmac; " ")
ASSIGN(usbmac; " ")
ASSIGN(vsubmac; " ")
ASSIGN(wsubmac; " ")
ASSIGN(xsubmac; " ")
ASSIGN(ysubmac; " ")
ASSIGN(zsubmac; " ")
```

3. The variable assignments: 1) The *runtype* variable identifies the type of file being run from the submenu. Since the WP Button Bars application displays button bars, "wpb" is assigned as the *runtype* variable. 2) The *docpath* variable is not used with button bars. 3) The *defpath* variable is not used with button bars. 4) The *subtitle* variable allows you to change the subtitle title here.
4. To install a new WP Button Bar on the menu, you need to assign the submenu option text. For instance, to install a hypothetical WP Button Bar, BOOKMARK, for choosing Bookmark options, as Option K, reassign the *ksub* variable so that it matches what is shown here (leave *ksubmac* as it is) :

ASSIGN(ksub; "Bookmark")

ASSIGN(ksubmac; "")

5. Save the macro file (F10 (Save As), press Enter, then select Yes). Clear the screen (F7 (Exit), select No, and select No).

Registering the Software

Mr. Callihan has generously donated this software. Neither registration nor payment is required. See the included CALLIHAN EMAILS.PDF file.

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Creating Your Own Applications

The Productivity Solutions Pack's menu system is designed to make it easy for you to create your own applications and add them to the menu system. The Main Menu can only run macro files, either macros which run an application (such as the Memo and Letter applications on the Main Menu) or submenu macros. Submenu macros, on the other hand, in addition to macros, can run a variety of additional file types, including merge, form, contract, boilerplate, and template files, as well as button bars and Ctrl-keys (shortcut or keyboard definition), without the need for intervening macros. This means that, for instance, if you have a series of form files you want to install, all you need to do is create one file, the submenu macro, on which you can then install the form files directly. Then install the submenu on the Main Menu, something that only takes seconds to do, and you are off and running. If the forms have already been created, you can create your own forms application in less than two minutes. It's that simple.

Adding Submenus to the Main Menu

It is easy for you to add submenus to the Main Menu. To add a submenu to the Main Menu, just do the following:

1. Go Ctrl-F10 (Record Macro), then type either opt-blr1 (for a 9-option submenu), opt-blr2 (for a 26-option submenu), or opt-blr3 (for a 36-option submenu), and press Enter.
2. Select Edit to edit the macro.
3. Go Ctrl-F10 (Record Macro) again to turn off macro record mode. The OPT-BLR1.WPM, OPT-BLR2.WPM, and OPT-BLR3.WPM macro files are shown below:

```
//Name: OPT-BLR1.WPM
//Description: Boilerplate macro file for creating one-column, nine-option submenus.
//©Copyright 1994 by Steven E. Callihan

ASSIGN(runtype; "") //Assign type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, "blr"=boiler, "wpb"=button bar, "wpg"=WP
    graphic, "doc"=WP text file, "lst"=list file, "wpk"=keyboard, and "ctrl"=Ctrl-key.
ASSIGN(docpath; "c:\wp60\automacs") //Assign location of merge, template, form, boiler, graphic, document, or list files.
ASSIGN(defpath; "") //Assign default directory for saving files.

ASSIGN(subtitle; "Application: ")
ASSIGN(asub; "")
ASSIGN(bsub; "")
ASSIGN(csub; "")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")
ASSIGN(gsub; "")
ASSIGN(hsub; "")
ASSIGN(isub; "")
ASSIGN(subprompt; " ESC to Cancel")

ASSIGN(asubmac; "")
ASSIGN(bsubmac; "")
ASSIGN(csubmac; "")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
ASSIGN(gsubmac; "")
ASSIGN(hsubmac; "")
ASSIGN(isubmac; "")

USE("main-lib.wpm")
subopts()

//Name: OPT-BLR2.WPM
//Description: Boilerplate menu macro for creating a 2-column, 26-option submenu.
//©Copyright 1994 Steven E. Callihan

ASSIGN(runtype; "") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, "blr"=boiler, "wpb"=button bar, "wpg"=WP
    graphic, "doc"=WP text file, "lst"=list file, "wpk"=keyboard, and "ctrl"=Ctrl-key.
ASSIGN(docpath; "c:\wp60\automacs") //Specifies location of merge, template, form, boiler, graphic, document, or list files.
ASSIGN(defpath; "") //Assigns default directory for saving files.

ASSIGN(subtitle; "Application: ")
ASSIGN(asub; "")
ASSIGN(bsub; "")
ASSIGN(csub; "")
ASSIGN(dsub; "")
ASSIGN(esub; "")
ASSIGN(fsub; "")

ASSIGN(asubmac; "")
ASSIGN(bsubmac; "")
ASSIGN(csubmac; "")
ASSIGN(dsubmac; "")
ASSIGN(esubmac; "")
ASSIGN(fsubmac; "")
```

ASSIGN(gsub; "")	ASSIGN(gsubmac; "")
ASSIGN(hsub; "")	ASSIGN(hsubmac; "")
ASSIGN(isub; "")	ASSIGN(isubmac; "")
ASSIGN(jsub; "")	ASSIGN(jsubmac; "")
ASSIGN(ksub; "")	ASSIGN(ksubmac; "")
ASSIGN(lsub; "")	ASSIGN(lsubmac; "")
ASSIGN(msub; "")	ASSIGN(msubmac; "")

ASSIGN(nsub; "")	ASSIGN(nsubmac; "")
ASSIGN(osub; "")	ASSIGN(osubmac; "")
ASSIGN(psub; "")	ASSIGN(psubmac; "")
ASSIGN(qsub; "")	ASSIGN(qsubmac; "")
ASSIGN(rsub; "")	ASSIGN(rsubmac; "")
ASSIGN(ssub; "")	ASSIGN(ssubmac; "")
ASSIGN(tsub; "")	ASSIGN(tsubmac; "")
ASSIGN(usub; "")	ASSIGN(usubmac; "")
ASSIGN(vsub; "")	ASSIGN(vsubmac; "")
ASSIGN(wsub; "")	ASSIGN(wsubmac; "")
ASSIGN(xsub; "")	ASSIGN(xsubmac; "")
ASSIGN(ysub; "")	ASSIGN(ysubmac; "")
ASSIGN(zsub; "")	ASSIGN(zsubmac; "")

ASSIGN(subprompt; " ESC to Cancel")

USE("main-lib.wpm")
wideopts()

//Name: OPT-BLR3.WPM
//Description: 36-option submenu boilerplate macro.
//©Copyright 1994 Steven E. Callihan

ASSIGN(runtime; "") //Assigns type of file to be run from menu: "wpm"=macro, "mrg"=merge, "tem"=template, "frm"=form, "blr"=boiler, "wpb"=button bar, "wpg"=WP graphic, "doc"=WP text file, "lst"=list file, "wpk"=keyboard, and "ctrl"=Ctrl-key.

ASSIGN(docpath; "c:\wp60\automacs") //Specifies location of merge, template, form, boiler, graphic, document, or list files.

ASSIGN(defpath; "") //Assigns default directory for saving files.

ASSIGN(mnutype; "super") //Specifies a 36-option submenu.

ASSIGN(subtitle; "Application: ")

ASSIGN(suba; "")	ASSIGN(submaca; "")
ASSIGN(subb; "")	ASSIGN(submacb; "")
ASSIGN(subc; "")	ASSIGN(submacc; "")
ASSIGN(subd; "")	ASSIGN(submacd; "")
ASSIGN(sube; "")	ASSIGN(submace; "")
ASSIGN(subf; "")	ASSIGN(submacf; "")
ASSIGN(subg; "")	ASSIGN(submacg; "")
ASSIGN(subh; "")	ASSIGN(submach; "")
ASSIGN(subi; "")	ASSIGN(submaci; "")
ASSIGN(subj; "")	ASSIGN(submacj; "")
ASSIGN(subk; "")	ASSIGN(submack; "")
ASSIGN(subl; "")	ASSIGN(submac1; "")
ASSIGN(subm; "")	ASSIGN(submacm; "")
ASSIGN(subn; "")	ASSIGN(submacn; "")
ASSIGN(subo; "")	ASSIGN(submaco; "")
ASSIGN(subp; "")	ASSIGN(submacp; "")
ASSIGN(subq; "")	ASSIGN(submacq; "")
ASSIGN(subr; "")	ASSIGN(submacr; "")
ASSIGN(subs; "")	ASSIGN(submacs; "")

ASSIGN(subt; "")	ASSIGN(submact; "")
ASSIGN(subu; "")	ASSIGN(submacu; "")
ASSIGN(subv; "")	ASSIGN(submacv; "")
ASSIGN(subw; "")	ASSIGN(submacw; "")
ASSIGN(subx; "")	ASSIGN(submacx; "")
ASSIGN(suby; "")	ASSIGN(submacy; "")
ASSIGN(subz; "")	ASSIGN(submacz; "")
ASSIGN(sub1; "")	ASSIGN(submac1; "")
ASSIGN(sub2; "")	ASSIGN(submac2; "")
ASSIGN(sub3; "")	ASSIGN(submac3; "")
ASSIGN(sub4; "")	ASSIGN(submac4; "")
ASSIGN(sub5; "")	ASSIGN(submac5; "")
ASSIGN(sub6; "")	ASSIGN(submac6; "")
ASSIGN(sub7; "")	ASSIGN(submac7; "")
ASSIGN(sub8; "")	ASSIGN(submac8; "")

```

ASSIGN(sub9; "")
ASSIGN(sub0; "")
ASSIGN(subprompt; " ESC to Cancel")

```

```

ASSIGN(submac9; "")
ASSIGN(submac0; "")

```

```

USE("main-lib.wpm")
supopts()

```

4. The *runtype* variable specifies the file type to be run from the menu. You can assign the following file types: macros ("wpm"), merge files ("mrg"), templates ("tem"), forms ("frm"), boilers ("blr"), WP button bars ("wpb"), WP graphics ("wpg"), keyboards ("wpk"), documents ("doc"), lists ("lst"), and Ctrl-keys ("ctrl"). For more information on installing the different file types, see "Installing Different File Types on the Submenus" below.
5. The *docpath* variable assigns the path where merge, template, form, boiler, graphic, document, and list files are located. If you want to use a directory other than C:\WP60\AUTOMACS to store any of these files, edit this line, substituting the directory path you wish to use.
6. The *defpath* variable assigns the path where files will be saved. This variable can then be used by a save routine within your macros, for instance, to specify where files are to be saved. By default, this variable is not assigned.
7. The *mnutype* variable has "super" assigned only in 36-option submenu macro files.. This is necessary because this menu includes number as well as letter options, and variable names cannot begin with a number (thus, *suba* rather than *asub*, etc., is used here).
8. The *subtitle* variable allows you to specify the submenu title.
9. The following lines allow you to assign the variables for 1) the menu options (*asub*, *bsub*, *csub*, etc.) and 2) the files to be run (*asubmac*, *bsubmac*, *csubmac*, etc.). (The 36-option submenu, OPT-BLR3.WPM has the variable names reversed, *suba* rather than *asub*, for instance. This is because this submenu also uses numbered options and variables cannot begin with a number.) When assigning the filenames of the files to be run, exclude the file extension (it is already assigned by the *runtype* variable). Assign button bar file names only to the option text variables, leaving the file-run variables unassigned. For examples of submenu macros running different file types, see OPT-WP.WPM (macros), OPT-CON.WPM (boilers), OPT-FORM.WPM (forms), OPT-INV.WPM (merge files), OPT-TEM.WPM (templates), OPT-WPB.WPM (button bars), and OPT-CTL.WPM (Ctrl-keys). Note that OPT-TEM.WPM is available only as part of the Document Template Bonus Pack.
10. Once you have completed editing the submenu macro boilerplate, save the file under its new name. If, for instance, you are creating a submenu for accessing list files, you could save the submenu macro file as OPT-LST.WPM.
11. Edit the Main Menu macro, ALTM.WPM, and install your new submenu on the Main Menu. See "Editing the Main Menu Options" in "The Main Menu" section above for instructions on how to do this.

Installing Different File Types on the Submenus

A variety of different file types can be easily installed on any of the three different submenus (9-option, 26-option, or 36-option). These include macro ("wpm"), merge ("mrg"), template ("tem"), form ("frm"), boiler ("blr"), buttonbar ("wpb"), WP graphic ("wpg"), document ("doc"), and list ("lst") files. For examples, see OPT-CON.WPM for boiler files, OPT-INV.WPM for merge files, OPT-FORM.WPM for form files, OPT-F10.WPM for macro files, and OPT-WPB.WPM for button bar files. If you have registered the software and received the bonus packs, see OPT-TEM for template files.

Three file types for which examples are not provided are WP graphic, document, and list files (a list file is simply a document file containing a list, such as a to-do, shopping, or gift list, for instance). These files are installed on the submenus the same

way as the other file types. Assign the *filetype* variable ("wpg" for WP graphic files, "doc" for document files, or "lst" for list files). Assign the *docpath* variable to specify where the files are located ("c:\wp60\graphics" for WP graphic files, for instance). There is no need to assign the *defpath* variable, in that this variable is only used with files that are "merged" rather than "retrieved."

Inserting Mouse Traps

The Main Menu and submenus have been "mousified" through the use of routines included in the MAIN-LIB.WPM procedure and function library macro file. This means that you can point and click to run any option on the Main Menu or any submenu running off of the Main Menu. However, one of the problems associated with this is that, for some reason, if you use the mouse to select an option, the mouse click does not actually get executed, but is carried over to the following application. In most cases this does not have any effect, but if the application macro begins with a CHAR command, for instance, it is quite another matter. In that case, the CHAR command reads the mouse click as tantamount to striking a key, and executes, rather than pausing and waiting for the user to strike a key. To overcome this problem in application macros you create, you will need to do the following:

1. Insert the following lines of code at the head of your macro (before any CHAR command, for instance):

```
IF(VAR1=NTOC(-768))
    mouseclick=1
ELSE
    mouseclick=0
ENDIF
```

This checks to see if the left button of the mouse has been clicked, then, if it has, assigns a value of "1" to the *mouseclick* variable. If the left button of the mouse has not been clicked, it assigns a value of "0" to the variable.

2. Precede the CHAR command with a "dummy" CHAR command within an IF/ENDIF routine that executes only if the *mouseclick* variable equals "1". For instance:

```
IF(mouseclick=1)
    CHAR(VAR1) ASSIGN(VAR1; NTOC(VAR1))
ENDIF
CHAR(VAR1) ASSIGN(VAR1; NTOC(VAR1))
```

Note: You may need also to create "mouse traps" in macros which begin with LOOK or SWITCH commands, i.e., with any command which pauses for the user to strike a key..

Returning to the Submenu upon Macro Completion

You can easily set up your application macros to return to and redisplay its originating menu (Main Menu or its own submenu) with its option highlighted. This is a helpful feature especially where users may want to execute more than one option at a submenu. Thus, instead of returning to the document screen on completion of the executed macro, the macro returns to and redisplay the menu so that another option may be conveniently selected.

To set up your application macros to return to their originating menu, place the following lines so that they will automatically executed at the end of your macro:

```
PERSIST(gosub)
ASSIGN(gosub; "cancel")
RETURN
```