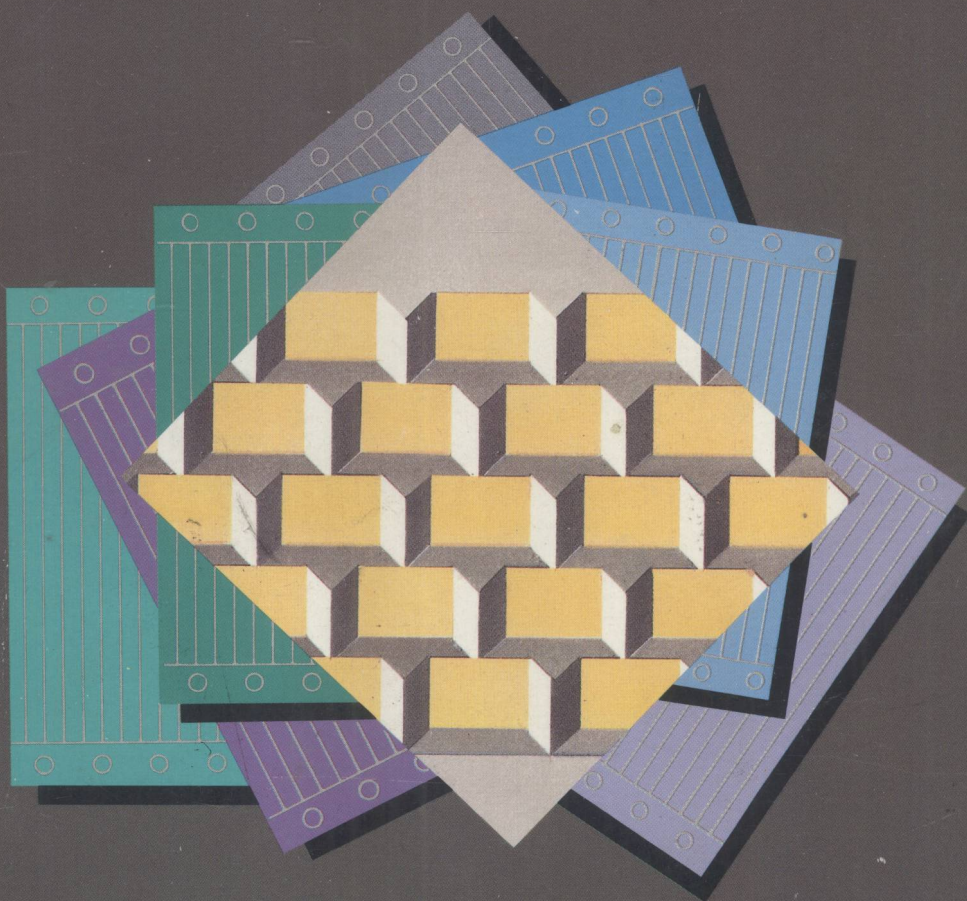


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A D V A N C E D

Word Perfect[®]

FEATURES AND TECHNIQUES



ERIC ALDERMAN AND LAWRENCE J. MAGID

ADVANCED
WordPerfect®:
FEATURES & TECHNIQUES

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and
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ADVANCED
WordPerfect®:
FEATURES & TECHNIQUES

To Rachelle, my love and inspiration
—*E.A.*

To Patti & Katherine, for their love and patience
—*L.M.*

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Eric Alderman
Berkeley, California

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And finally, to Andrew Fluegelman (1943-1985), my friend and collaborator, who helped teach me the meaning of excellence.

Lawrence J. Magid
San Francisco, California

INTRODUCTION

This book is meant primarily for the WordPerfect user who, after using the program's basic functions for some period of time, has decided to explore some of its more advanced ones. While the book's main emphasis is on WordPerfect's macro programming ability and merge facility, the book discusses each of the program's "high-powered" functions.

If you have just purchased WordPerfect, the first thing you should read is Appendix A, "Installation." In fact, even if you are already using the program, you might still read through this appendix to learn the best way to install the program to meet your own needs. If a salesperson or consultant initially installed WordPerfect for you, chances are good that, although perhaps knowledgeable about general computer applications, he or she was not particularly familiar with WordPerfect. If you installed the program yourself, you also might not have had sufficient experience with the program to know the correct procedures. While the description in Appendix A does not, of course, represent the *only* way to install WordPerfect, it at least provides a solid basis from which you can improve and expand your system.

After you have properly installed WordPerfect for your system, you should consider going through the tutorial provided in the manual that comes with WordPerfect. New users often avoid this task and consequently ask many questions that would have been answered in the tutorial. This book is intended for those who have used WordPerfect for some period of time or who are already somewhat computer literate. The tutorial, on the other hand, is especially helpful for those new to computers in general.

Another source of information is available with WordPerfect's Help key (F3), which leads you to the program's Help screens. If you need more help with a particular subject, refer to the appropriate section in Chapter 1, "Basics Refresher." While this chapter does not cover all of WordPerfect's basic functions, it does give a detailed description of the most important ones. It also provides some general rules and guidelines that every WordPerfect user should follow.

At the end of the book is a chapter entitled "Macro Library." This chapter contains over 20 complete, documented macro applications in such areas as document translation and office automation. There should be something for everyone in this chapter. Probably the most important thing it will teach you, however, is how a complete macro application is constructed—for example, how several macros can be used in conjunction to form a macro routine.

Before you use the applications found in "Macro Library," you should understand the general process of naming, defining, and invoking a macro. If you need help, refer to Chapter 2, "Macros." The advanced concepts described there (such as the Pause for Input function, looping, and branching) are put into practice in the "Macro Library."

If you plan to use macros with even moderate frequency, consider purchasing the WordPerfect Library, from the makers of WordPerfect. This package contains, among many other useful programs, a macro editing program called M-Edit. Without this program, creating long macros can be tedious, and editing (changing) them *in any way* is simply impossible. For short, simple macros, this limitation does not normally cause a problem since you could quickly reenter the steps of the macro that you wanted to modify. However, for creating and editing more complex macros like the ones listed in "Macro Library," M-Edit is invaluable.

WordPerfect has been a unique product in that it has attracted both beginners and advanced users. While not overwhelming for the first-time user, it has provided an ever-increasing number of professional features. These features remain in the background until needed—this book will help you lure them into the open.

NOTATIONAL CONVENTIONS

The following conventions are used throughout this book:

Example

User input is shown in **boldface**

Type **letter.mac**

WordPerfect keys (which are identified on the keyboard template) are enclosed in <angle brackets>

Press the <Bold> key

Standard PC keys are shown in SMALL UPPERCASE LETTERS

TAB

Keys that are struck together (you hold down the first and then press the second) are separated by a plus sign

CTRL+ENTER

Keys that are pressed in succession are separated by a comma

HOME, HOME, UP ARROW

WordPerfect keys are followed by the keys you actually press the first time they are mentioned in a section

Press the <Center> key
(SHIFT+F6)

The SHIFT key is indicated by SHFT, the CONTROL key by CTRL, and the ALT key by ALT.

WORDPERFECT RELEASES

WordPerfect Corporation (formerly Satellite Software International) releases updates to WordPerfect once every few months. These updates fix problems with previous releases and sometimes add minor features. Because of this, there are actually many different releases of WordPerfect Version 4.1, so you may notice some differences between your program's operation and the descriptions in this book.

Each release is identified by the date it was first shipped from SSI. To determine the release date of your copy of WordPerfect, start the program and then press the <Help> key (F3). In the upper right-hand corner of the screen will be the release date.

This book is as accurate as possible through the 5/29/86 release of Version 4.1.

ORDERING A DISK

To receive a disk containing all of the macro routines found in Chapter 10, "Macro Library," several merge examples, an example of the macro menu system described in Chapter 3, "Merge," the Automatic Document Reload procedure described in Appendix C, and other useful WordPerfect tidbits, send a check for \$19.95 to

Alderman/ Magid
48 Shattuck Square, Suite 13
Berkeley, CA 94704-1140

You can also use the order form on the opposite page.

Disk Order Form

You can order a disk that contains all of the macros, procedures, and BASIC programs found in this book. The disk contains:

- 1. All macros listed in Chapter 10, "Macro Library"**
Each of these macros can be used immediately as-is, or customized using M-Edit, Satellite Software's macro editing program. The "Making WordPerfect Like WordStar" key macros are also included for both ProKey and DesqView.
- 2. The macro menu system in Chapter 3, "Merge"**
An example of a macro menu system (like the one shown in Chapter 3), along with on-disk documentation.
- 3. The Automatic Document Reload procedure in Appendix C**
Both the BASIC program WPRUN.BAS and the required batch file WPRUN.BAT.
- 4. Primary Merge document examples**
A variety of Merge document examples for letters, labels, and reports.
- 5. The Line Feed Strip program in Chapter 8, "Integration With Other Products"**
The Line Feed Strip BASIC program listed in the "Dealing With ASCII Files" section of Chapter 8. This program removes line feeds from a Text file so that it can be edited on a system like the Apple Macintosh.

To receive the disk, complete this form, and send it with a check for \$19.95 to:

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48 Shattuck Square, Suite 13
Berkeley, CA 94704-1140

WordPerfect Disk Order Form

Name: _____
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State: _____ Zip: _____

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1 BASICS REFRESHER

This book is a guide to WordPerfect's advanced features, most notably macros and merging. However, Chapter 1 will provide a refresher for those familiar with the product and an accelerated tutorial for experienced computer users who are new to WordPerfect.

This chapter is not meant to replace the excellent basic tutorial that appears in the WordPerfect manual. If you are new to computers, work through that tutorial, which takes a basic, step-by-step approach to working with computers in general and WordPerfect in particular.

Throughout the remaining chapters of this book, we will assume that you have mastered the basic editing skills discussed in this chapter. If you are currently a WordPerfect user, you will also benefit from skimming the chapter, which includes references to Chapter 10, "Macro Library," where you can find out how macros can make many basic tasks simpler.

THE EVOLUTION

In the beginning there was the cursor. Soon there were columns and rows, letters and symbols. Then menus and prompts appeared, followed closely by hidden codes and keyboard templates. In the end, there were macros and merge, columns and math, indexes and tables of contents.

As the program has evolved, many of its features have been improved with added capability and increased speed. There have also been a dramatic number of features added to the program since its birth. Its most basic editing concepts, however, have remained the same—a tribute to their popularity.