

# MACROS DEFINED

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Click on any blue, underlined text to go to its linked reference.<sup>1</sup>



These are some of the macros that I have and use in WordPerfect.

➤ **ABBREV.WCM**

This macro comes with WordPerfect. It allows users to manipulate multiple abbreviations in QuickWord.

➤ **Adrs2mrg.wcm**

This macro comes with WordPerfect. It copies the address book into a merge data file.

➤ **Allfonts.wcm**

This macro comes with WordPerfect. It creates a list of all font faces available. It does this by loading a list of all the fonts, that can be printed, and displaying them in a document — in the default size for that document. The user can then save and/or print the document.

➤ **Checkbox.wcm**

This macro comes with WordPerfect. It creates a check-box at the cursor's location that can be changed by clicking on it. It usually is placed at the beginning of an item as I have done in this example. Initially, the box looks like:  ; but, if one clicks on it, it changes to

➤ **Closeall.wcm**

This macro comes with WordPerfect. Closes all open files after presenting a dialog to select which files to save.

➤ **Concord.wcm**

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This macro comes with WordPerfect. Create a concordance file.

➤ Convert WP11 Macros to WPX3.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 8 February 1985; UPDATED: 24 September 2006. This macro converts the file locations in WP 11 macros to the default file locations in WP X3.

➤ Ctrlm.wcm

This macro comes with WordPerfect. Activates the macro command inserter. It's used to edit macros by using commands rather than recording macros in a normal document.

➤ Cvtdocs13.wcm

This macro comes with WordPerfect. **This is a very dangerous macro to run unless you follow the directions.**

The macro will convert a single file, a complete directory, or a directory including sub-directories. This macro will re-compile and run in WPWin6.1, WPWin7.0 (16-bit), WPWin7.0 (32-bit), and WPWin8.0. For compiling in WP7, see notes on line #45 and line #56.

Special Note: As a safety precaution always create a directory for the output/converted files. Do not try to convert to the same directory (or directory structure). **ALWAYS BACK UP YOUR FILES.**

Conversion import types will depend on the user's current version/date of WordPerfect. MSOffice 97 files (.doc and .rtf) will not convert.

**WARNING:** The macro may give sporadic results when using 'LONG' directory names.

➤ Dcconvert.wcm

This macro comes with WordPerfect. Converts "first whole word" drop caps to "number of characters" drop caps for conversion to Word.

► DDE Menu X-files.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. Using this macro, one can open selected reference documents where I store tips, tricks and facts about the subject of the document.

Choices are:

- A — Adobe Acrobat
- B — Darry D
- C — Correct It Menu
- D — Dictionary PC Terms
- E — AOL
- F — FrontPage
- G — Gardening
- H — Hoaxes
- I — Internet Explorer
- J — Juno
- K —
- L — NLP
- M — MS Office
- N — Netscape
- O — Outlook Express
- P — Photoshop
- Q — Quicken
- R — Presentations
- S — PowerPoint
- T — Windows 95/98
- U — WordPerfect
- V — Vista
- W — Windows ME
- X — Windows XP
- Y — Web (Internet)
- Z — Darry D's Menu

► Endfoot.wcm

This macro comes with WordPerfect. Converts endnotes to footnotes. Will convert the entire document or a selected section.

➤ Evans Header.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro creates the header — suppressed on the current page — for the *BayBytes*. After using it, if you use Ctrl+Enter, it not only moves your cursor to the second page and shows the Header.

➤ Expndall.wcm

Expand all QuickWords in the document that are defined in the current, default and supplemental templates.

➤ Filestmp.wcm

Inserts the document's filename in the position and format specified.

➤ Flipenv.wcm

Create an envelope rotated 180°. Some printers have a large trailing margin. This macro will allow the return address to print at 0.25"

➤ Font Cleanup.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro converts all font faces and sizes to the default font and size for the document.

➤ Fontdn.wcm

Decreases the font size by two points. This affects either selected text, or all text following the current insertion point.

➤ Fontup.wcm

Increase the font size by two points. This affects either selected text or all text after the current insertion point.

➤ Footend.wcm

Converts *footnotes* to *endnotes*. Will convert the entire document or a selected section.

➤ Graphic as Is Para Center.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro centers the selected graphic on the side margins without changing the graphic's size.

➤ Graphic as Is Para Left.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the left margin without changing the graphic's size.

➤ Graphic as Is Para Right.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the right margin without changing the graphic's size.

➤ Graphic Character Align.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic aligned to a number or character where the cursor is positioned.

➤ Graphic Full Width & Height.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro expands the selected graphic to full size both width and height.

➤ Graphic Para Left 2in.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the left margin and changes the size to 2 inches wide. NOTE: A graphic must be selected *before* using this macro.

➤ Graphic Para Left 3in.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the left margin

and changes the size to 3 inches wide. NOTE: A graphic must be selected *before* using this macro.

➤ Graphic Para Rite 2in.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the right margin and changes the size to 2 inches wide. NOTE: A graphic must be selected *before* using this macro.

➤ Graphic Para Rite 3in.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro positions the selected graphic on the right margin and changes the size to 3 inches wide. NOTE: A graphic must be selected *before* using this macro.

➤ GTBPCUG Baybytes Layout.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 10 February 2005; UPDATED: 24 September 2006. This macro inserts the *BayBytes* logo, adds the date, inserts a header (with *BayBytes*, page number, and month + date) and suppresses the header on the first page.

➤ HRt to Space.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 February 1985; UPDATED: 24 September 2006. This macro converts hard returns (HRt) to spaces in the selected areas. Area must be selected *before* this macro is activated.

➤ Longname.wcm

Converts the name of selected documents from DOS (8.3) filenames to long filenames using the description from the Document Summary.

➤ Menu Correct It.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), Feb 1995; Updated September 24, 2006 — This menu permits one to quickly activate specified macro. The choices are:

A — Insert Arrow (Selected Text)

B — Insert Box (Selected Text)  
C — Insert a Check  
D — \* > Check (Selected Text)  
E — Ender Inserted  
F — File ID in Footer  
G — Green Highlight (Selected Text)  
H — 2 HRt > 1 HRt + Tab (Selected Text)  
I — 1 HRt > 1 HRt + Tab (Selected Text)  
J — 1 HRt > 2 HRt (Selected Text)  
K — 2 HRt > 1 HRt (Selected Text)  
L — Landscape Page Divided (for Card/Photo)  
M — Portrait Page Divided (for Card/Photo)  
N — Numbers to Special Characters  
O — Header Inserted  
P — Paragraph Title Format  
Q — Hypertext Links Removed  
R — Hard Page > 2 HRt (Selected Text)  
S — Insert Star (Selected Text)  
T — Title for Articles  
U — NUA Survey Fix  
V — HRt > Space (Selected Text)  
W — WP > Email Format  
X — Art Out — Remove Graphics  
Y — Remove Highlights  
Z — File List Fix

➤ Menu Graphics.wcm

© Darry D Eggleston, [DarryD@darryd.com](mailto:DarryD@darryd.com), 18 May 1999; UPDATED: 24 September 2006. Once graphic is placed on a page — but still selected — macros, selected from this menu, automatically place it on the page or paragraph.

A — Graphic 9-to-Page, Top-Left  
B — Graphic 9-to-Page, Top-Center  
C — Graphic 9-to-Page, Top-Right  
D — Graphic 9-to-Page, Center-Left  
E — Graphic 9-to-Page, Center-Center

- F — Graphic 9-to-Page, Center, Right
- G — Graphic 9-to-Page, Bottom, Left
- H — Graphic 9-to-Page, Bottom, Center
- I — Graphic 9-to-Page, Bottom, Right
- J — Setup: 2 LANDSCAPES per page
- K — 1 Graphic Full Page Wide
- L — Graphic Paragraph-linked Left 2in
- M — Graphic Paragraph-linked Right 2in
- N — Graphic Landscape Page, Top-left
- O — Graphic Landscape Page, Top-right
- P — Setup: 4 LANDSCAPES per page
- Q — Graphic Landscape Page, Bottom-left
- R — Graphic Landscape Page, Bottom-right
- S — Setup: 2 PORTRAITS per page
- T — Character-linked Graphic Placement
- U — Graphic Portrait Page, Top-left, 3.5in
- V — Graphic Portrait Page, Top-right, 3.5in
- W — Setup: 4 PORTRAITS per page
- X — Graphic Portrait Page, Bottom-left
- Y — Graphic Portrait Page, Bottom-right
- Z — Remove ALL graphics from document

➤ **Nomacro.wcm**

Selects hypertext that is linked to a missing macro.

➤ **Parabrkwcm**

Puts a choice of paragraph breaks at the end of the paragraph in which the insertion point is located. If you position the insertion point at a blank line the break will be positioned on that line. NOTE: Either the Default or the Supplemental macro folder must be set to the WordPerfect install's Macros\WPWin directory.

➤ **Pleading.wcm**

Creates/modifies legal pleading paper.



➤ Prompts.wcm

Creates and edits the prompts inside of an automated template. Use when editing or creating an automated template.

➤ Reverse.wcm

Applies colors and fill style to selected text or table cells.

➤ Saveall.wcm

Saves all open documents.

➤ Savetoa.wcm

Save the current document and make a copy on drive A:.

➤ Scan-Fix.wcm — This macro converts imported data by removing all varied formatting. These include:

- Copied and pasted from the Web, MS Word or email
- Documents scanned using optical character reader (OCR) software
- Files from other programs opened by WordPerfect

Among other changes:

- ❶ => becomes ➤
- ❷ Replaces 3 hard returns with one (removing blank lines)
- ❸ Replaces 2 hard returns with one (removing spare blank lines)
- ❹ Changes 2 ASCII dashes to an “en dash” ( – )
- ❺ Changes 3 ASCII dashes to an “em dash” ( — )
- ❻ Deletes repetitious > (used to denote forwarded messages)
- ❼ Replaces ASCII quotes (") with publisher's quotes (“ or ”)
- ❽ Replaces ASCII apostrophe (') with publisher's apostrophe (')

➤ Tconvert.wcm

Converts templates that were created for use with WordPerfect 6.0a or 6.1.

➤ UaWP13en.wcm

Used by *PerfectExpert* (a program component of WordPerfect).

**WARNING:** DO NOT delete this file!

➤ WP to ASCII.wcm

© Darry D Eggleston, 813-677-2871, [DarryD@darryd.com](mailto:DarryD@darryd.com), 23 Mar 98; updated: 24 September 2006. Converts WordPerfect document to ASCII.

➤ WP\_org.wcm

Create an organizational chart in WordPerfect.

➤ WP\_pr.wcm

Send your WordPerfect outline to Presentations.