

Automate Common Document-Handling Tasks with Macros

By Superior Information Services

The included SAVEXIT.WPM macro was developed in order to automate common procedures, including:

- choosing a folder
- naming a document
- running spell check
- stamping a file name
- printing a document
- saving a document
- exiting (closing) a document

When you play the SAVEXIT macro, the **Save and Exit Document** dialog box displays:

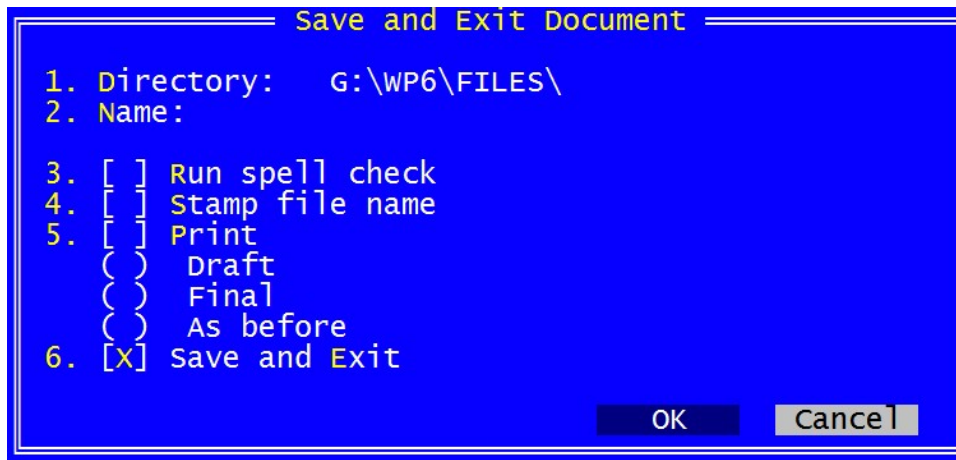


Figure 1

If the current document already has a name, its path will be displayed to the right of **1. Directory:** and its name will be displayed to the right of **2. Name:**. If it has no name, the Name edit box will be blank, and the directory displayed will be the last directory used to save a file. (When SAVEXIT is run for the first time after starting WordPerfect, the default directory choice is G:\WP6\FILES. This default can be changed at line 59 of the macro.¹ See also Footnote 2.)

Press 1 or D to display the **Select a directory** dialog box (see Figure 2 below).

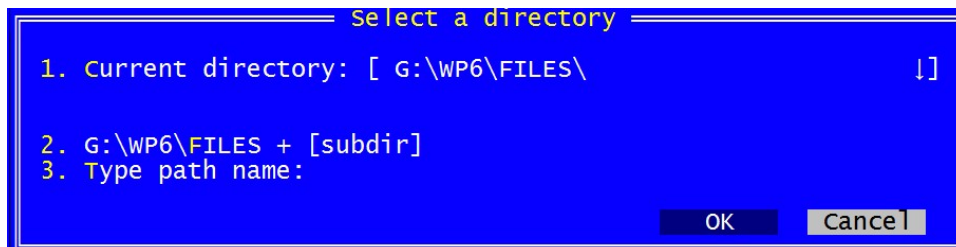


Figure 2

¹ To display the macro's line numbers (but only in Preview mode), press (CTRL-F10), type "savexit," then press E. In the macro editor, press (Shift-F8), 4, 1, 7, OK. After you make changes, remove line numbering by pressing (Shift-F8), 4, 1, OK, then save the macro (F7, Yes).

Press 1 or C to display the menu containing your favorite directories (see Figure 3 below). Navigate to your desired directory and press (Enter).²

If a directory is in the menu but you want to save a document to one of its subdirectories, make sure you have chosen the desired directory, then press 2 or F. Type the subdirectory name and press (Enter).

Note: The name can be for a new or existing subdirectory.

If the directory you want to use is not in the list, press 3 or T to type your desired directory path.

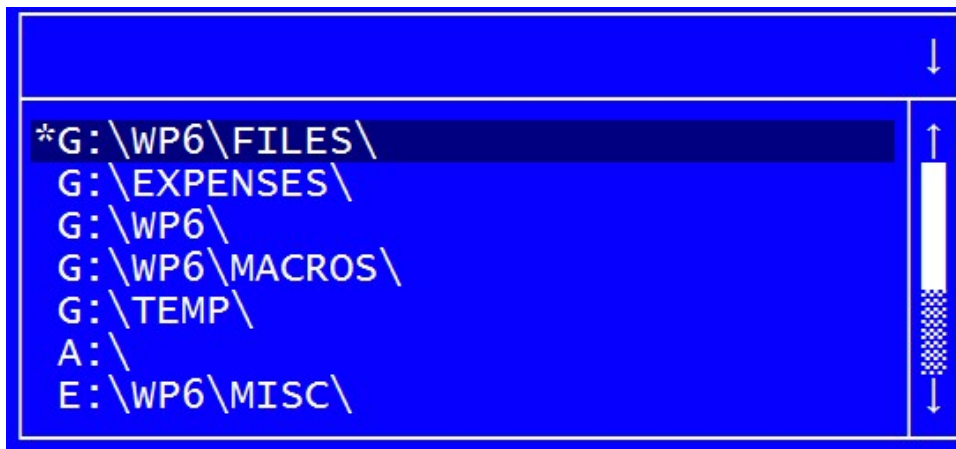


Figure 3

Back in the **Select a directory** dialog box, press 2 or F to type in the name of the file.

If a file by that name already exists, a dialog box displays and asks whether to replace it. If you answer "no," you will be returned to the **Save and Exit Document** dialog box (see Figure 1 above) to type another name.

Still in the **Save and Exit Document** dialog box, if you press 4 or S, or 5 or P, and the Name edit box is blank, an error message displays and you will be returned to the **Save and Exit Document** dialog box. This message will display before any other activity is carried out.

If you press 3 or R, your document is spell checked. A Prompt box appears in the lower left of the screen and remains while the spell check operation continues. After the **Spell Check** dialog box is closed, press (Enter) to exit the prompt and continue with the next chosen operation. For reasons unknown, this prompt is necessary. Without it, the Spell Check will start but the macro will continue while the Spell Check is running.

If you press 4 or S, the macro places the filename code (with path) at the end of the document in Fine typeface. Use of the filename code means that the stamp is automatically modified if the file name is changed or moved to another directory. The sequence first saves the document under the specified name, then adds two hard returns and the path and file name. The macro then pauses to allow editing

² **Important:** Edit the included CHPATH.WPM macro that contains the list of your favorite directories. This will populate the favorites menu. If you choose to rename this macro, you must change SAVEXIT.WPM at line 35.

(if, for example, the hard returns push the file name stamp onto a new page). A Prompt box appears in the upper left corner of the screen while the macro is paused. You may edit the text of the document while this Prompt box is displayed. Press OK to dismiss it.

Press 5 or P to print the full document. If you prefer to customize the Print command before printing in order to change the number of pages printed, the number of copies printed, etc., edit the macro at lines 120 through 130 to change PrintFullDoc() to PrintDlg().

The “Draft” and “Final” buttons on the **Save and Exit Document** dialog box give the user the option of choosing from one of two paper bins. The names for those two choices may be edited at lines 46 and 47.

The names of the current paper bins are “rough draft” and “bond,” which comport with “Draft” and “Final,” respectively. These are definitions which we created, so they certainly will have to be adapted for your own use at lines 121 through 127.

When creating or editing a document, the choice of paper tray is not made in the **Print** dialog box. Rather, it is made using WordPerfect’s printer definition and paper size settings. See the user manual for more information on these topics.

The Save and Exit choice is selected by default. Press S or E to prevent saving the document. (Press S or E again to restore the default.)