

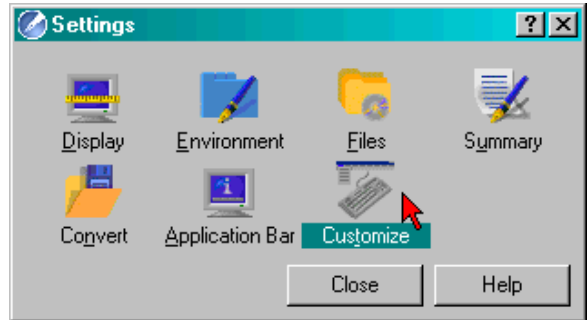
HOW TO EDIT YOUR KEYBOARD TO RUN MACROS

Click any "Step#" to move to the next step

Step 1

Step 1: Access WordPerfect's Settings dialog. Either Tools | Settings..., or Alt+F12 (CUA keyboard) or Shift+F1 (DOS keyboard) ought to get you there. The "Settings" dialog will appear.

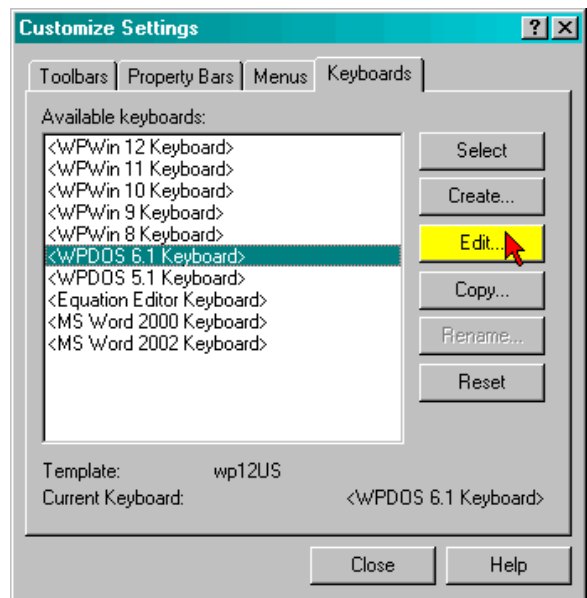
Click the Keyboard "Customize" icon. Doing so opens the "Customize Settings" dialog, shown in Step 2.



STEP 2: In the Customize Settings dialog, click the "Keyboards" tab at the top. The keyboard you are currently using will be selected (notice that I'm still using the WP 6.1 DOS keyboard).

If you want to edit a different keyboard, just select it (or create an entirely new keyboard if you're of a mind).

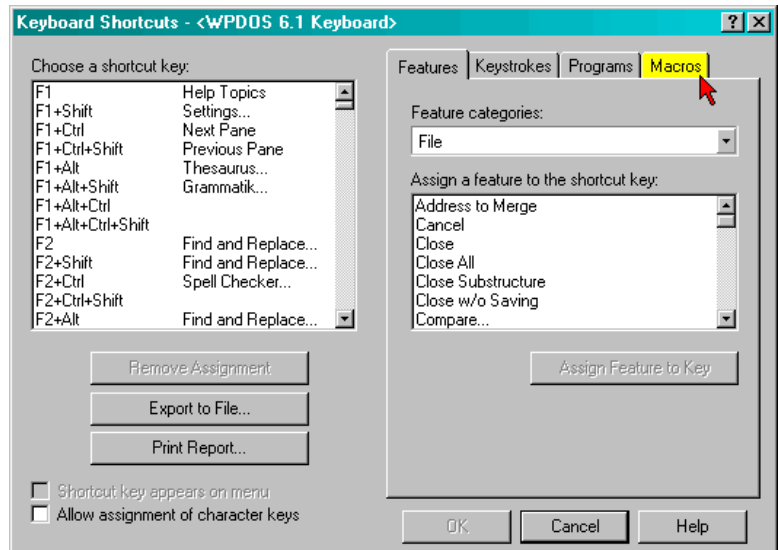
With the keyboard selected that you want to edit, click the "Edit..." button. That opens the "Keyboard Shortcuts" dialog, shown in Step 3.



STEP 3: In the Keyboard Shortcuts dialog, notice the tabs at the top-right.

Click the "Macros" tab. Doing so opens the Macros tab page, shown in Step 4.

By the way, notice that, since WordPerfect 10, you can also export existing keyboard assignments to a file, or simply print them, by using the appropriate lower-left buttons. Having access to a "file" containing keyboard assignments can come in handy if your memory is like mine. Of course, the keystrokes you use often will become more like riding a bicycle and you won't need a list for them!



STEP 4: In the Keyboard Shortcuts dialog, to move to an alphabetical letter, either scroll down the list or press Shift+[Letter] to move to the letter you're thinking of using.

"Mnemonic" assignments (letters that bring to mind what you'll be doing) are better to use for keyboard shortcuts.

Find the letter (and Alt and/or Shift and/or Ctrl) combination you want to use. If it's not already in use, select it. Here, I've chosen "M+Alt", i.e., Alt+M. If it is in use, you can remove the existing assignment, if you want.

With the combination selected, click the Assign Macro To Key... button. That opens the Select Macro dialog. Initially, the dialog shows the contents of your default WordPerfect macro directory. If the macro is not located there, find the directory you want, and then select the macro file you want to use.

In this example, I've opened C:\GrandeMacros and I selected grandemath.wcm as the macro to use.

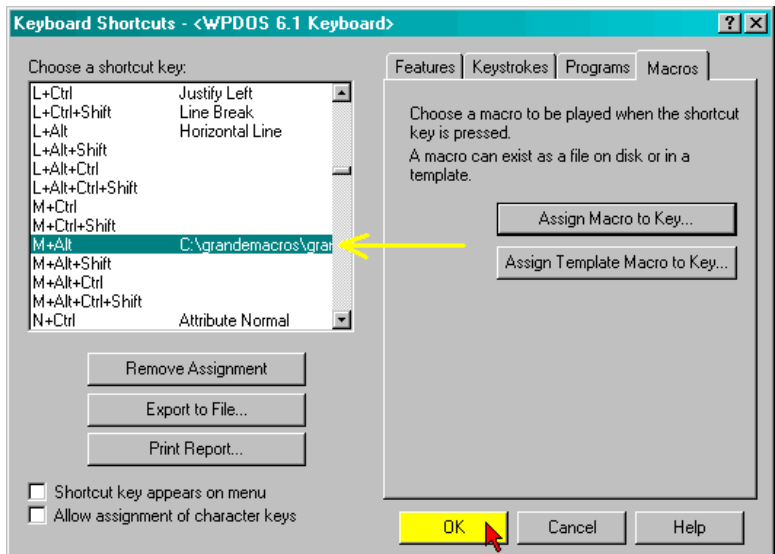
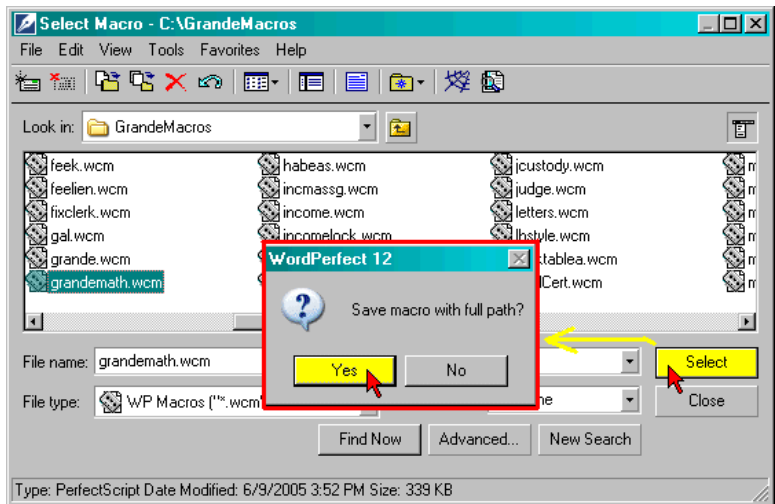
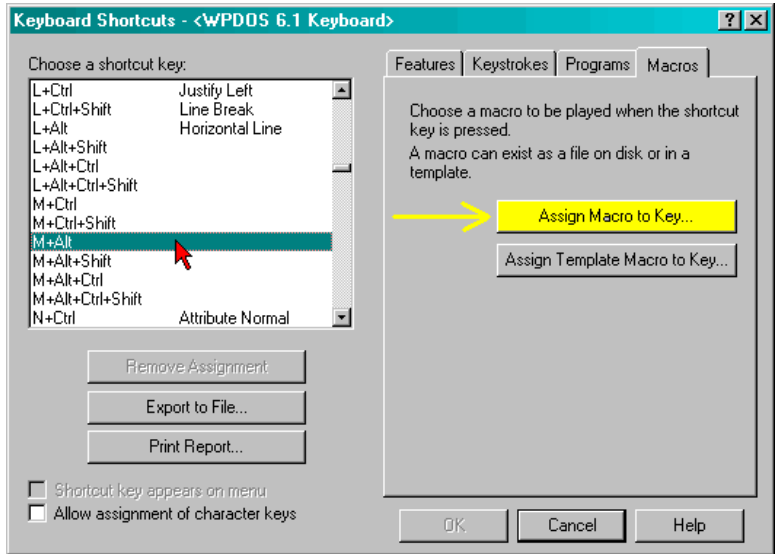
STEP 5: When you click the Select button, a small pop-up dialog appears, asking, "Save macro with full path?"

My recommendation is that you always answer, "Yes", to that question, and that you always click the "Yes" button. Do that, for sure, if the macro is not located in your default WordPerfect macros directory.

STEP 6: Notice that M+Alt now shows that when Alt+M is pressed that the identified macro will run when the identified keyboard shortcut combination keys are pressed.

To finish, click the "OK" button, and in the Customize Settings dialog which will reappear (shown in Step 2), click the "Close" button, and, lastly, click the Close button in the Settings dialog.

You're done. You have successfully edited your WordPerfect keyboard to run a macro. Now, anytime you press the identified combination keystrokes (in this example, Alt+M), the associated macro will run.



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6