

## Find Your Favorite Files Fast WordPerfect Magazine

The included FAVES.WPM macro allows you to run a keyboard merge, play a macro, or retrieve a file from a single menu in WordPerfect 6.x. As written, there are placeholder names for the menu. (One of the menu items, BULLET, already works properly.)

### Customization

To customize the macro, retrieve it to a blank document screen. Print the macro out in hard copy for easy reference. Use Courier 10cpi so the line numbers will match with this reference.

Line 7 defines the array that contains the names of the merges, macros or files you want to work with. To modify the names, simply overwrite the existing names. Make sure the name is surrounded by quotes, followed by a semicolon.

Lines 16-29 contain the CASE OF commands that define the instructions. The names in quotes in this section need to match the names in quotes on line 7. Follow the pattern of examples given to complete your task. Save the macro and clear the screen.

### Usage

To use the macro, press Play Macro (Alt+F10), type "faves" and press (Enter). The menu appears with your customized list. Use the (Up Arrow) and (Down Arrow) keys to highlight the item you wish to use and press (Enter). That's all there is to it!

For even quicker access, rename the macro to an Alt+Letter macro. Do this by pressing File Manager (F5), typing the full path to your macros directory, like c:\wp62\macros, and pressing (Enter). Highlight FAVES.WPM and press (5) Move/Rename. Delete FAVES.WPM at the New Name: prompt and type "altx.wpm," where x is your chosen letter. Press (Enter) and Exit (F7) to return to the document screen.