

HOW DO I USE CHANGEFORM.WCM?

Click on the blue links to move through the Q&A's

For WordPerfect 8.0, 9.0 or 10.0 users, the OBA FLS 2002 Practice Manual includes a WordPerfect macro, ChangeForm.wcm, which you may find convenient to use to change various "format" elements in the Forms included on the Practice Manual CD. **Form "A30" in the Practice Manual** gives some information, but this file gives more detail about using the macro in a Q & A structure.

1. I am a Microsoft Word user (any version), or I am a Corel WordPerfect 6.1 or 7.0 user. Can I use the ChangeForm macro?

No. ChangeForm.wcm only works in Corel WordPerfect 8.0 or later.

2. Can I use ChangeForm.wcm from the Practice Manual CD?

No. The CD is a "read only" disk and WordPerfect Macros cannot run if they are "read only". To use ChangeForm.wcm, you must install the Practice Manual to your hard disk drive.

3. I've installed the Practice Manual to my hard disk. Where do I find ChangeForm.wcm?

ChangeForm.wcm is located in the "**FormFiles**" directory of wherever you installed the Practice Manual to on your hard disk. The "default" installation directory is C:\Program Files\FLS2002PM, so, if you accepted that default, you will find ChangeForm.wcm in **C:\Program Files\FLS2002PM\FormFiles**. If you installed the Practice Manual elsewhere, it will be in the [drive]:\[main directory]\[FormFiles] directory you installed to, e.g., D:\FLS2002PM**FormFiles**. If you've forgotten, see ¶5, below.

4. I've looked in the FormFiles directory but I don't find a file named "ChangeForm.wcm" – only a file named "ChangeForm" with an audio cassette by it. Where is the file?

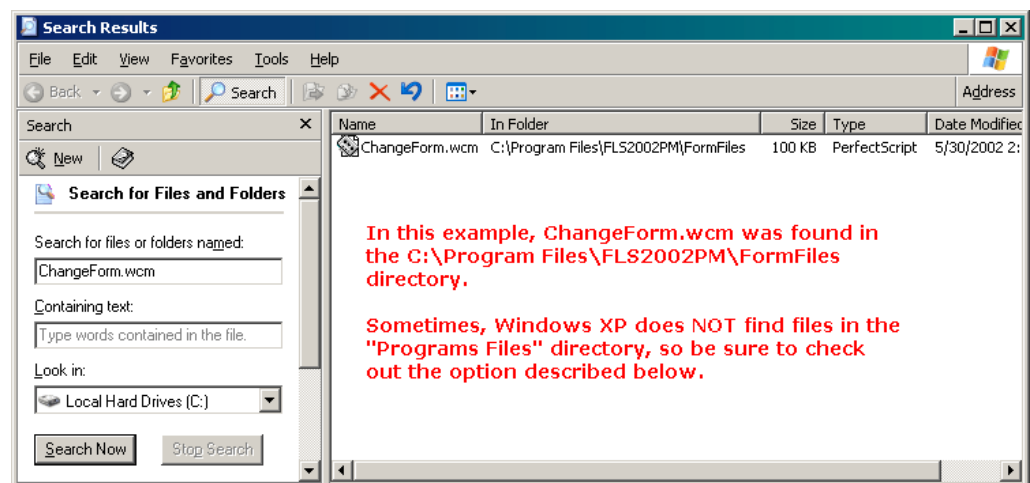
That's it. Unless you've changed your Windows defaults, "registered" file extensions are not "visible" when looking through directories. So, "ChangeForm" with a slanted audio cassette icon beside it IS the file. Though you don't see it, the ".wcm" file extension is really there.

5. I've forgotten where I installed the Practice Manual to on my hard disk. How do I find out where I installed it to?

I'll show 2 ways, use of Start | Search and use of Start | Programs. Use the one that works most easily for you. Both methods begin by clicking Windows' "Start" button.

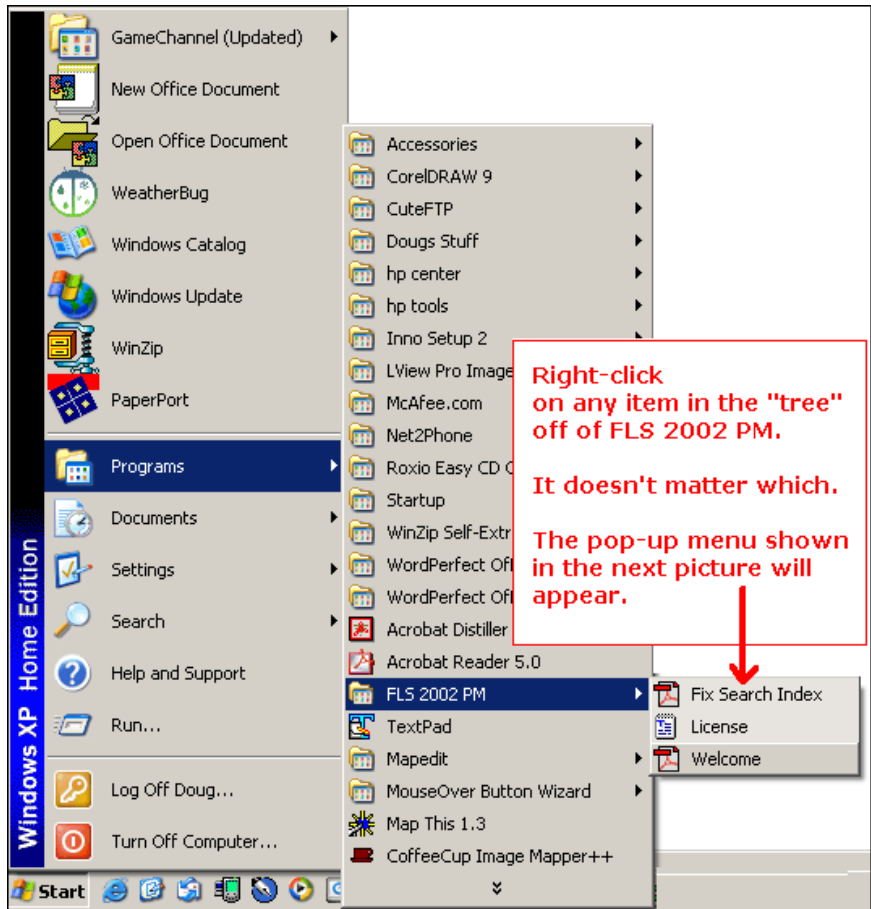
Start | Search. In the "Search for files..." box, type "ChangeForm.wcm" and click the "Search Now" button. In Windows XP, if a file is in the C:\Programs Files directory, it is not always found.

For that reason, the next method might be better.



Start | Programs. This may be more reliable in Windows XP than **Start | Search**. When you installed the Practice Manual to your hard disk, a Program Group was created in the Windows Start | Programs list. The Program Directory is named "FLS 2002 PM". As is true with ALL items in your Start/Programs list, all items are "shortcuts" to someplace else. In this case, click Start | Programs and find and select "FLS 2002 PM" and the items in that group will appear as is shown here.

RIGHT-CLICK on any of the 3 items in the group.



Right-click on any item in the "tree" off of FLS 2002 PM. It doesn't matter which. The pop-up menu shown in the next picture will appear.

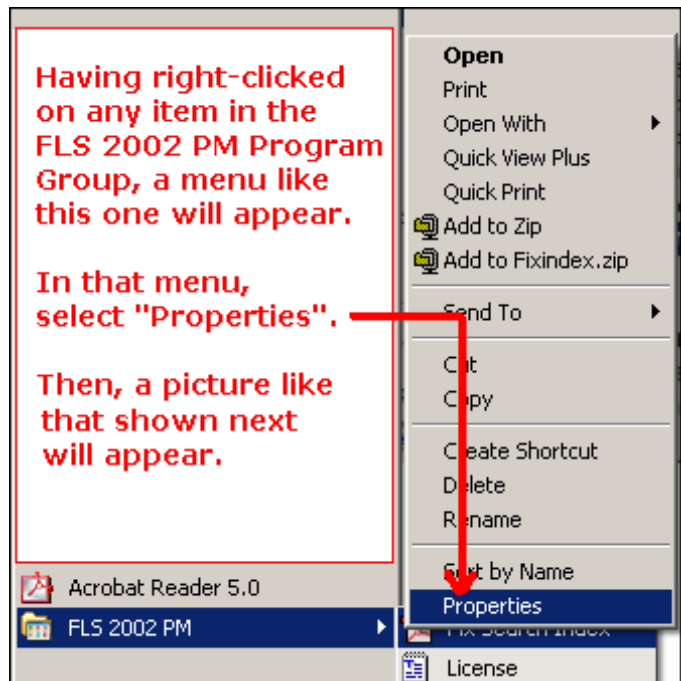
Doing so brings up a pop-up menu, like that shown below.

Your pop-up menu won't likely look exactly like that shown here ... the contents of such a menu depend on what other software you've installed on your computer.

But, one item in the list will ALWAYS be "Properties".

Click the "Properties" item.

When you do, a window like the one shown next will appear - the shortcut's Properties dialog.



Having right-clicked on any item in the FLS 2002 PM Program Group, a menu like this one will appear. In that menu, select "Properties". Then, a picture like that shown next will appear.

In this instance, the item selected in the FLS 2002 PM Program Group was "Welcome", which is a shortcut to the Welcome.pdf file which starts the Practice Manual.

Notice that in the "Shortcut" Tab properties description that the "Target" is identified as "C:\Program Files\FLS2002PM\Welcome.pdf".

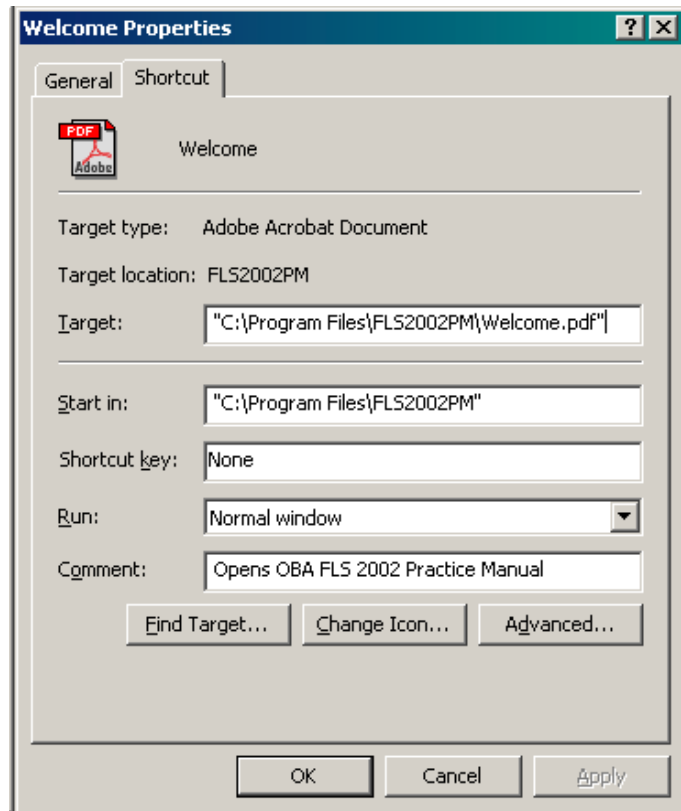
And, note that the "Start in" item is shown to be "C:\Program Files\FLS2002PM".

ChangeForm.wcm is ALWAYS in the FormFiles subdirectory of the "Start in" directory.

So, in this example, the full path-name of ChangeForm.wcm is:

C:\Program Files\FLS2002PM\FormFiles\ChangeForm.wcm. "Case" is not important.

Whatever the full pathname is, **WRITE IT DOWN** (unless your memory is flawless) because you will need it when you want to run the ChangeForm.wcm macro.



6. I want to use ChangeMacro.wcm on my hard disk files to permanently modify one, more, or all of the forms so that when I open a Form in the Practice Manual the formatting will be as I want it to be. How do I make that happen?

A few steps are necessary. Here they are:

- (a) *First, understand that all "Forms" are intentionally "read-only" to avoid unintentional change to each form when you use it again later. So, if you want to "permanently" change the formatting of one/some/all of the Practice Manual's forms, **your 1st step is to change the "read-only" attribute of each such form you want to modify.** The "read-only" attribute preserves the original form so that you don't inadvertently save it as the "permanent" form file even though you are only working on "Doe v. Doe". When a file is "read-only", you can save that file to a different name, as for a particular client, without affecting the integrity of the original generic form file.*

In the following, it is assumed that if you want to change the "formatting" of one form, you will want to change them all. If not, use your noggin and understand that you can affect less-than-all such forms by not electing to modify them all. This isn't a treatise on how to do Windows stuff, but you can use this explanation as a model for what to do.

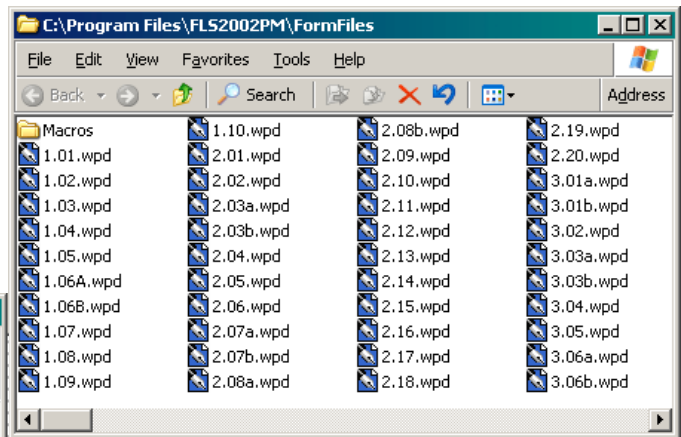
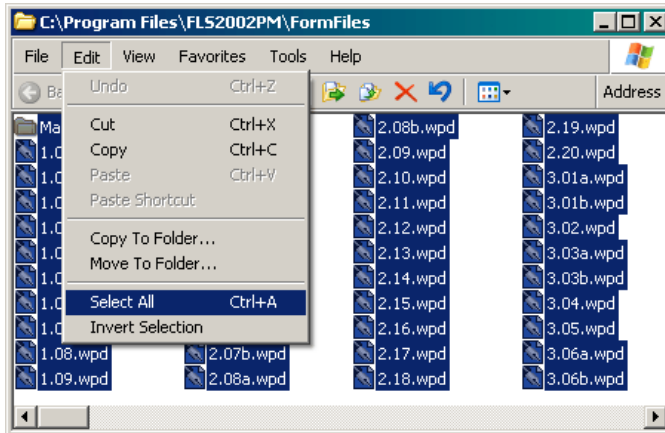
- (b) To change the "read-only" attribute of one/some/all forms, do this:

First, "open" the "FormFiles" directory using the "My Computer" icon on your Windows Desktop. If you don't know where that directory is located, [see ¶5, above](#). When the FormFiles directory is open, it should look something like the following picture, except that more files will be shown than are displayed here. That doesn't matter.

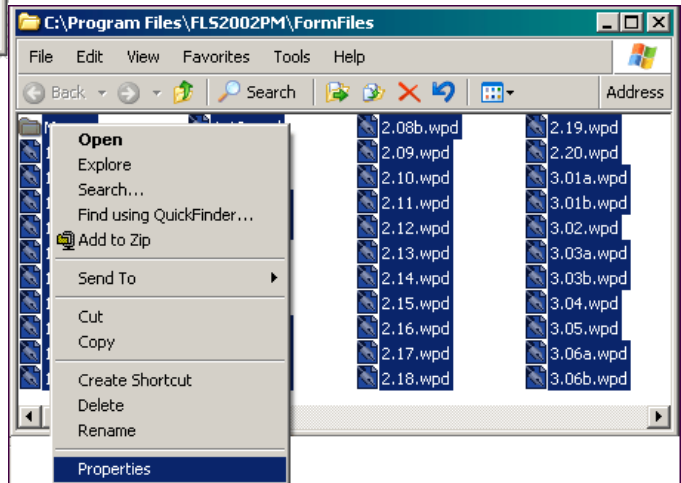
The FormFiles directory contains ALL WordPerfect Form Files in the Practice Manual.

(c) If you want to change the "read-only" file of ALL Form Files, select Edit | Select All.

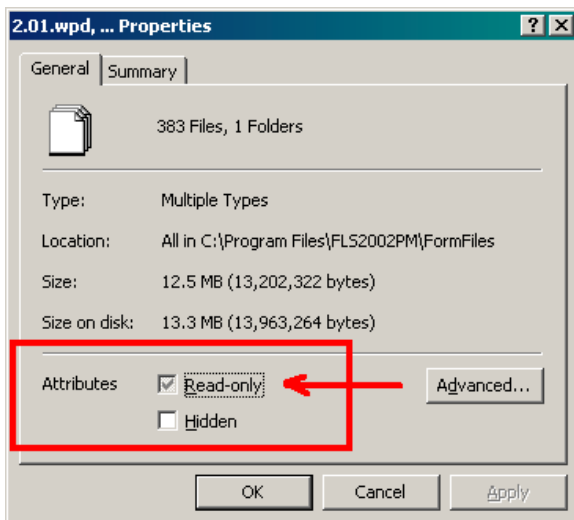
All files in the directory will then be selected, as is shown in the picture below.



(d) Then, with all of the items in the directory selected (or one or some if you elect not to change the read-only attribute of all files in the directory), with your mouse pointed on any selected file, **RIGHT-CLICK** and select **"Properties"** from the pop-up list which will appear:



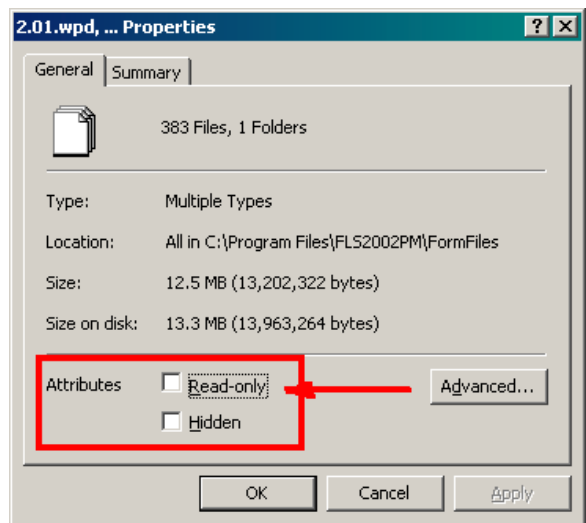
(e) Then, the Properties dialog appears. Note that the "Read only" attribute box is NOT clear and has a dimmed "check mark" in it:



(f) Click your mouse in the "Read-only" check box so that it becomes totally

"clear", as is shown in the picture at the right. And, then, click the OK button.

Now, no files in the directory are "Read-only", and all files are "editable" as is. **After you have made changes to files, if you want them to be "permanently changed" (so to speak), you may want to repeat this process, but this time check the "Read-only" box— BUT — THE CHANGEFORM.WCM FILE MUST NOT BE "READ-ONLY" — so be sure that it is NOT marked "Read-only". ChangeForm.wcm will NOT run if it is "read-only".**



7. I know where the ChangeForm.wcm macro is located. How do I “run” the macro?

If you’ve not [created an icon on your icon toolbar](#) or haven’t made a [keyboard keystroke combination](#) to run the macro, you must run the macro “manually.” First, open a Practice Manual “form file” – all such files are located in the FormFiles subdirectory at the hard disk location [at which you installed the Practice Manual](#), e.g., C:\Program Files\FLS2002PM\FormFiles. Note that if you want to make a “permanent” change to a “form file”, you must change its “read-only” attribute, [as explained in ¶6, above](#). If you only want to make a temporary change to a particular document you have opened in when “running” the Practice Manual, you don’t need to change the “read-only” attribute when running ChangeForm.wcm.

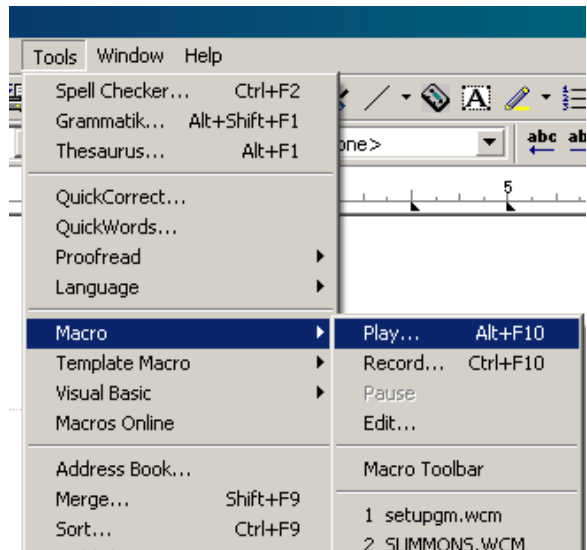
With a “form file” open, “run” the ChangeForm.wcm macro. Unless you’ve added the macro to your icon toolbar or your WordPerfect menu, you must run the macro manually by opening the “Play Macro” dialog and then enter the full pathname of the macro. Here are 2 ways to do that:

The “quick” way to do so is to press (simultaneously) Alt+F10.

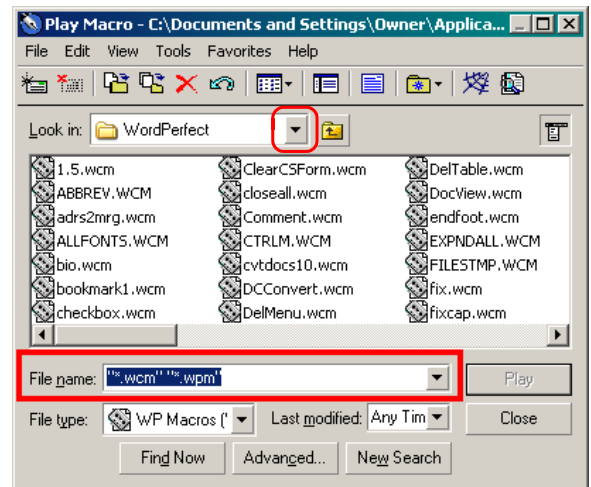
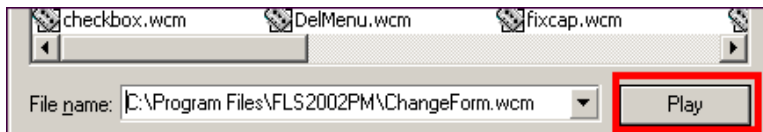
A slower way is to use WordPerfect’s Tools menu as shown here: **Tools | Macro | Play...**

Note that the “Play” menu item tells you that Alt+F10 does the same thing.

Either way, the “Play Macro” dialog then opens which is shown in the next picture.



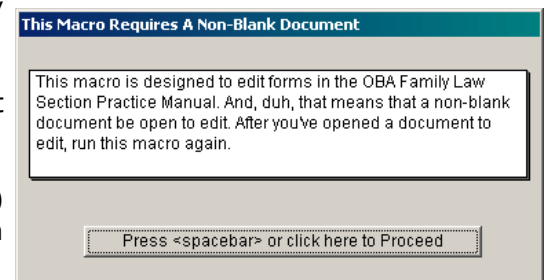
While you could use the ▼ triangle in the “Look in” box to fish to the directory into which you installed the Practice Manual, and in that directory select ChangeForm.wcm and then click the Play button, it’s a lot quicker if you just type the full pathname of the macro into the “File name” box in this dialog, highlighted in the picture, like this:



When typing in the name, “case” is not important. But use of the structure shown above is: **[Drive letter]:\[Directory name\[Filename]**. “Slashes” must be “backslashes” (they lean to the left). If there is more than one subdirectory, as is true in this example, type in the name of each, separated by backslashes. When done, click the “Play” button.

If you try to run the macro in a blank document, you get this dialog, telling you to open a form file first.

But, if you have ANY non-blank file (form file or other) open, the “real” opening dialog appears, as is shown in the next picture.



If you don't understand a particular list-box "Yes No" item, click the "?" button beside it and a small help screen will open, not shown here. And, information about a particular item will also appear in the box at the right side as you select a "Yes" or "No" item.

These explanations aren't discussed here since you can find out about them while running the ChangeForm.wcm macro – **just click any of the 14 "?" buttons** if you don't understand what a particular "Yes No" list item means.

If you've run the macro by mistake, click the Cancel button. Or, click one of the 2 other buttons – "Auto Delete All" or "Do Selected Items". "Auto Delete All" ignores all "Yes No" selections and does "the works", so to speak.

8. I've just run ChangeForm.wcm and I don't like what it did. How do I get my "old" form back?

In the first place, even though ChangeForm.wcm makes changes to an open form file, changes are not saved until you "save" the file as you normally would. In the second place, right after you've run ChangeForm.wcm, you can immediately "undo" what's been changed by clicking your "undo" icon in your icon toolbar. You will be told that each time after ChangeForm.wcm has been run in a dialog like the one shown here.

9. How do I "permanently" save the modified form?

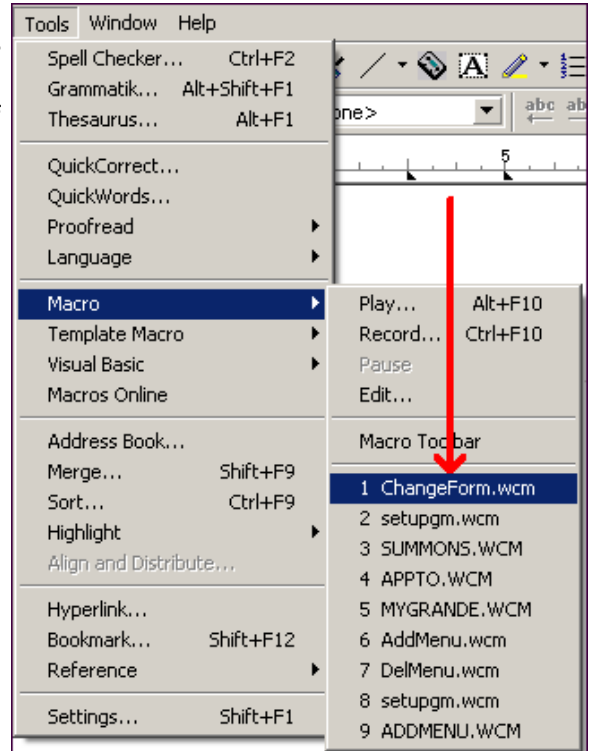
Save the file as you ordinarily would, replacing the existing file in the FormFiles directory. To protect the integrity of the file from accidental change, see the [end of Q & A 6, above](#).

10. Is there a way to run ChangeForm.wcm without going through the "Run Macro" routines discussed in ¶7?

Yes. Two ways are described here: Editing your icon tool bar and/or mapping your keyboard to a macro, and/or using your Recent Macro list. See [Q&A 7](#) to find and run macros manually.

Toolbar and/or keyboard mapping: Any WordPerfect macro can be set to run from your icon toolbar and/or by keystroke combinations from your keyboard. This paper doesn't explain how to do that, but detailed graphical instructions about adding a macro to your icon tool bar or mapping a macro to your keyboard are located at <http://www.dougloudenback.com/wp.htm>. In the web page that opens, click on **Wp Tips** at the top of that web page.

Recent Macro List: Even if you haven't modified your icon toolbar and/or mapped the macro to your keyboard, AFTER you have run ChangeForm.wcm the first time, the macro should then be in your list of your recently run macros, in the Tools | Macro tree, as is shown here. If it is, to run the macro, just select it and it will run.



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