

Cross That Reference with Macros
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You've just typed a report for publication. But as you print the "final" copy of the manuscript, you discover an important bibliographic reference is missing.

"No problem," you say to yourself, "I've used WordPerfect endnotes. I'll just insert the new reference. WordPerfect will automatically renumber all the other endnotes."

Then you realize you've made several cross-references to each of the endnotes. While WordPerfect will properly renumber all the endnotes, it won't renumber your cross-references. Many of these will now be wrong.

The key to avoiding this problem is the Cross-References feature. While writing a report, each time you refer to a page, outline number, footnote, endnote, or graphics box, use a cross-reference rather than directly typing a page number, footnote number, or whatever.

Using Cross-References

Here's how to use cross-references (later you'll see how to automate the process with macros). The following is only an example. You'll have to adapt the procedure to your own documents and cross-references.

- Step 1. From a blank document screen, type the main text of the document shown in Figure 1 below. Don't type the footnotes at this point.
- Step 2. Move the cursor to the position of the first superscript (just after the phrase "automatic reference"), press Footnote (Ctrl-F7), (1) Footnote, and (1) Create. Type "WordPerfect Users Manual, pages 45-50" and press Exit (F7) to return to the document screen.
- Step 3. Now move the cursor to the end of the first sentence (after the phrase "or graphics box"). Press Footnote (Ctrl-F7), (1) (Footnote), and (1) Create. Type "A graphics box can include a figure, table, text box, user-defined box, or an equation," and press Exit (F7) to return to the document screen. You have now created the two footnotes.
- Step 4. Move the cursor to the "2" in the phrase "see footnote 2" in the next to the last line of the main text, then delete the 2. Typing this cross-reference to footnote 2 is a mistake since the number will be wrong if you later change the order of the footnotes. Instead, use cross-references.
- Step 5. Press Mark Text (Alt-F5) and (1) Cross-Ref.
- Step 6. Press (3) Mark Both Reference and Target. This allows you to select the type of reference to which the current cross-reference is tied.
- Step 7. Press (3) Footnote Number. WordPerfect displays the document screen and instructs you to "Move to footnote; press (Enter)."

- Step 8. Move the cursor to the right of footnote 2 (the superscript 2 on the third line) and press (Enter). Don't place the cursor directly on the position of the footnote, since WordPerfect looks to the left of the cursor for the target reference.
- Step 9. At the prompt "Target name:," type "graphbox" or some other short, easy-to-remember name and press (Enter). WordPerfect marks both the cross-reference and the target with the target name, which ties the two references together.

In long documents with many cross-references, you should keep a written list of all the target names. Then, whenever you want to insert a cross-reference, you only have to press Mark Text (Alt-F5), (1) Cross-Ref, (1) Mark Reference, then type the target name.

Regenerating the Cross-References

To renumber the cross-references in a document, press Mark Text (Alt-F5), (6) Generate, (G) Generate Tables, Indexes, Cross-References, etc., and (Y) Yes. The cross-reference now says "see footnote 1."

You can apply the same technique to insert cross-references to any page, outline number, footnote, endnote or graphics box.

Automating the Process

You can create macros to automate the process of creating references and cross-references. I'm going to describe here the system I use for creating references and endnotes in scientific research papers for publication in professional journals. You can adapt the system to the reference style you require.

The cross-reference system includes two macros:

- NR: creates a new reference. It displays prompts on the status line for the author(s), journal abbreviation, year, volume and page number(s). The macro uses this information to create the endnote in the desired reference style.
- ER: creates a cross-reference to an existing reference.

Creating the Two Macros

The macros are included as NR.WPM and ER.WPM. Be sure to place them in the directory that contains your macros.

Using the Macros

To use the macros, follow these guidelines:

When you want to insert a new reference into your manuscript, execute the NR macro by pressing Macro (Alt-F10), typing "NR" and pressing (Enter). Then follow the prompts to insert information about the references and to define a target code name.

Make sure you write down the target code and the reference to which it belongs for later cross-referencing.

When you want to insert the number of an existing reference (that is, to create a cross-reference), execute the ER macro by pressing Macro (Alt-F10), typing "ER," and pressing (Enter) . Then type the name of the target code of the original reference.

After you've typed your manuscript, generate the correct cross-reference numbers by pressing Mark Text (Alt-F5), (6) Generate, (G) Generate Tables, etc., and (Y) Yes.

By combining the Cross-Reference feature with macro programming, you can create a powerful system for producing references and cross-references in your technical manuscripts.

