

# The LinkNotes Macro (v1.02)

For WordPerfect 8 and later versions.

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## A macro that adds “round-trip” hyperlinking between an endnote or footnote *number* and the note’s text. . . . .

This macro creates an easy way to quickly jump between a particular endnote or footnote *number* in the document’s body text area (e.g., the superscripted number at the end of this paragraph) to the endnote or footnote *itself* (e.g., the notes at the end of this document), and vice versa, with a mouse click. [1](#)

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The document you are reading has a few sample endnotes (such as the one at the end of the paragraph above) that were processed with LinkNotes to produce special hyperlinks. Click on a note’s number to see how LinkNotes works.

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While it is useful to navigate a WPD document during editing, it is especially useful to move around in a long document that has been converted to a **.PDF** file with *File, Publish To, PDF*.

LinkNotes does this by creating **two hypertext links** (also known as “**hyperlinks**”) —one from the note number in the body text area into the footnote or endnote, and one from the footnote or endnote (via a hyperlinked “**return indicator**” character or symbol) back to the note’s number in the body text area. The menu that appears lets you choose either Endnotes or Footnotes, but you can always play the macro again if you use both endnotes and footnotes in the same document.

This macro is based on the ideas and code in Jump2Txt.wcm, in the author’s [Library](#). However, Jump2Txt simply moves the cursor from the note’s text to the note’s number in the body text area, and vice versa, each time Jump2Txt is played. LinkNotes can jump between *any* note number that you can click on screen and the corresponding note, and vice versa.

Since LinkNotes creates actual links between the note numbers and their notes, the macro is no longer needed after the links have been created unless you revise the document to add, delete, or move notes, in which case you should play the macro again.

Linked return indicators can be placed either at the beginning or at the end of the notes’ text. The former might be more useful if you convert the document to a PDF file since you probably want to transport the viewer to the beginning of the note, not the end of the note. The latter might be more useful during preliminary document editing if your notes are fairly long; in these cases you might prefer to be transported to the end of the note so that you can immediately add material to the note.

### Practical considerations

In general, hyperlinking footnotes probably is not as useful as hyperlinking endnotes since footnotes are usually placed on the same page as the note number. It all depends, of course, on your preferences.

Moreover, creating a *hyperlinked PDF file* from a document with only footnotes (compared to a document with only endnotes) might cause a slight amount of confusion when a user clicks a footnote number in the PDF file: If the PDF viewer program (Acrobat Reader, Foxit Reader, etc.) is set to display "continuous pages," the current view will be shifted so that the footnote itself appears at the very top of the screen—giving the impression that the overall view has changed to the next page. Similarly, if the PDF viewer program is set to display "single pages" (or similar), clicking a note number might leave the view unchanged if both the note number and the note are visible on the same screen.

## How it works. ....

1. LinkNotes first determines the total number of endnotes (or footnotes, depending on your initial menu choice) and stores this information in variables. <sup>2</sup>

[Note: Before creating any new hyperlinks, the macro scans the document to remove any existing LinkNotes bookmarks, hypertext links, and return indicator characters or symbols (e.g., ; see *Notes and caveats* below for more about this indicator and how to change it).

This automatic process lets you play the macro more than once on the same document without getting duplicate hyperlinks, bookmarks, or return indicators. If any return indicators should remain in the notes—perhaps because you accidentally deleted one or more adjacent bookmark codes—they can be deleted manually.]

2. Next, it searches for the first note's number in the body text area and adds a hypertext link around it (e.g., <sup>1</sup>) that “points” to the corresponding bookmark in the note itself (which has yet to be created). This is the *first* of two hyperlinks for that particular endnote (or footnote).
3. It then creates a separate, single bookmark at the number's location to mark the “return” position for the hyperlinks.
4. The macro then goes to (edits) the note itself, determines the user's preference for the location of the “return indicator” (i.e., either the beginning or the end of the note's text), then inserts the return indicator, selects it, and applies any desired formatting.
5. Since the return indicator is still selected, the macro creates a *paired* bookmark around it—the bookmark that the hyperlink created in step #2 above points to. This is the *second* of two hyperlinks for that particular note, which completes the hyperlink circuit.

[Note: A paired bookmark, in contrast to a single bookmark, allows the macro to find and easily select the character or symbol—i.e., to select whatever is between the paired bookmark codes—in one step, so that the macro can add a hypertext link (“hyperlink”) around the selected item (or to delete the item, as required).]

6. LinkNotes then exits from the note, finds the next note number in the body text, and repeats the process for each of the remaining notes.

## How to use it. ....

1. Make a backup of the document before playing this macro. Alternatively, you can save it under a different name immediately after playing the macro. (A message will appear to remind you of this.)
2. Put the macro in your Default or Supplemental macros folder as shown in *Tools, Settings, Files, Merge/Macro* so that WordPerfect can find it.
3. Play the macro. It will create two-way links between all endnote (or footnote) numbers in the document and their corresponding notes. (If no notes are found, it will tell you.)
4. If you need to *insert* or *delete* one or more footnotes or endnotes, you should play the macro again since the special LinkNotes items will not be automatically added when you add a new note, and they will be missing from the document if you delete a note. When you play the macro again and choose the appropriate note type on the menu, the macro will re-sequence the links to and from those notes.
5. If you need to *move* a note (generally by cutting the note's number to the clipboard and pasting it into a new location), it is better to play the macro *first* and choose the *Remove...* option to remove all LinkNotes items—especially the bookmarks and hyperlinks. After the note has been moved you can play LinkNotes again and choose the appropriate note type on the menu to re-establish all hyperlinks.
6. If you want to change the return indicators in the notes, you can do so with a simple edit of the macro's code (see the *Notes...* section below) and then play the macro again on the document to replace the old return indicators with the new ones.
7. If you want to remove all the LinkNotes items—i.e., special single and paired bookmarks, paired hyperlink codes, and return indicator characters or symbols—play the macro and choose *Remove...* from the menu. Or, simply load your pre-LinkNotes backup file. (You *did* make a backup, didn't you?)

## Notes and caveats.....

1. This macro automatically *activates* hyperlinks for the *current* document when it creates the two-way links. (This is similar to using *Tools, Settings, Environment, “Activate Hyperlinks”* to set this option for all documents.) <sup>3</sup>
2. If you edit the areas with the LinkNotes single [Bookmark] codes in the body text area, or in the notes where the paired [Bookmark][Hyperlink] . . . [Hyperlink][Bookmark] codes are located, you might accidentally disable (“cut”) the hyperlinks between the notes and their numbers. Use Reveal Codes when you edit these areas. Try playing the macro again on that document to “refresh” the bookmarks and links.

You can always use the macro to remove all LinkNotes items in one operation, and try again (see “How to use it” above).

3. The character(s) inserted as a “**return [to note number] indicator**” in the footnote or endnote itself can be changed with a simple edit in the redlined User Modification Area of the macro’s code.
  - a. You can use a single character or symbol (with *Insert, Symbol* or by pressing <Ctrl+W>) or a short string of characters or symbols. The macro will then underline these by using a *pair* of hypertext codes (i.e., HyperlinkOn and HyperlinkOff codes), which is a WordPerfect style (see *Format, Styles* in any document that contains them).
  - b. In the User Modification Area you can also have the macro position the return indicator at either the beginning or the end of footnote or endnote text. Some might prefer the end of the notes if some notes are long and spill over to another page. The idea behind this macro is to make it easy to navigate notes, so place the return indicator where it is most useful in this respect.
  - c. You might have to click *inside* the note in a WordPerfect document (but usually not in a PDF file) to be able to accurately click on the return indicator to use its hyperlink feature.
  - d. Anything you add between the paired bookmarks in the note will be removed by the macro if you play it again on the same document. [See Note #2 above.]
  - e. If you convert the document to HTML (*File, Publish To, HTML*), WordPerfect symbols—such as the default  symbol used by the macro—might not be converted (i.e., they will be omitted), but text characters should work. Always test the converted document. You can always make copies of the macro with different names and different return indicators for various tasks.

4. *Related information (“FYI”)*: All [Bookmark] codes created with this macro use incrementing *numbers* internally even if your actual footnotes or endnotes use *letters* or other characters. You can view the list of bookmarks in Tools, Bookmark. (Initial “z” characters were used in the names so that these special bookmarks sort to the bottom of the Bookmark list, and numbers are appended to the actual bookmarks—e.g., “zLinkNotes12#” and “zLinkNotes12Text”—that correspond to your notes.)
  - a. Do not rename or delete these bookmarks from WordPerfect’s *Bookmark* dialog. Use the macro’s *Remove* option to remove LinkNotes bookmarks.
  - b. If you have notes that use letters or other characters (e.g., <sup>b</sup>) instead of numbers—see the Advanced Options accessible via the Footnote/Endnote dialog—the macro will still work but it will produce *numbered bookmark codes* in Reveal Codes (and in WordPerfect’s Bookmark dialog) and which will show up in any “tool tips” when you pass your mouse over a Hyperlink.

## Tips. ....

1. **Customize your note numbers:** You can adjust the appearance of the note's number in the *body text area* (e.g., [\[3\]](#)), and/or the appearance of the corresponding number at the beginning of the *note itself*. This is done separately from this macro by modifying the note's *style*. (Hence, it can be done in any document with footnotes and/or endnotes.) **This might help if you are having trouble clicking the link in a WordPerfect document because the linked number is so small.** Test the result in PDF files, too.
  - a. For example, you can click *Insert, Footnote/Endnote*, and click on the radio button for the type of note (Footnote or Endnote); then click *Options, Advanced*. The Advanced Footnote (or Endnote) Options dialog pops up, which allows you to make changes to the note's style with the "In Text" and "In Note" options.

Using the "In Text" option, for example, brings up the Styles Editor and lets you modify . . .

    - i. the relative size of the note number in the body text area, and/or
    - ii. add more spacing around the number itself to make it easier to click the links when they are created by this macro, and/or
    - iii. enclose the number in brackets, etc. [Tip: Simply *selecting* the Footnote (or Endnote) *number display code* in the Styles Editor and applying a large relative size and the bold attribute might be enough to make the note numbers more visible.]
2. **Customize your return indicator in the note:** See paragraph #3 in "Notes and caveats" above. Also, some fonts include character symbols that might be useful in your own document as a return indicator. The User Modification Area includes an option to choose the font for just the return indicator.
3. **Customize your note text:** For this and several other footnote/endnote tips see <http://wptoolbox.com/tips/FNEN.html>.
4. **Customize the link (i.e., Hypertext style):** The normal default for all Hypertext items is blue color with a blue underline. This style is used in all hypertext links, and also in other reference tools (e.g., Table of Contents, Cross references). In any document with such items you will see the Hypertext style in *Format, Styles*. It can be edited there—for example, to remove the blue underlines.

**5. Alternative removal methods of all LinkNotes items (if you don't have access to the LinkNotes macro):**

- a. You can always *manually* remove [Hyperlink] *paired codes* (and their blue underlines) from any document by using Find and Replace: The *Match, Codes* option on the F&R menu can be used in the Find field to insert “Hyperlink Begin”; then when you “Replace with <Nothing>” *both* of the paired codes will be removed automatically in the same Replace operation. (Removing one code of a code *pair* removes both codes.)
  - i. You can then remove the return indicator characters in a separate F&R operation.
  - ii. Bookmarks should be removed from the *Tools, Bookmark* menu. This helps prevent removing other (non-LinkNotes) bookmarks.
- b. *Related tip*: There is a radio button option on the macro's menu that lets you remove all items that LinkNotes inserted when it was previously played. It does this by locating the specific bookmarks by their special name, then deleting the bookmarks along with their related hyperlink codes and return indicators.
  - i. This procedure is also automatically used by the macro before it inserts new hyperlinks, so the radio button exists merely as a way to remove existing LinkNotes items if they should no longer be desirable. It might be simpler to make a backup of the final draft before playing the macro, so that you have a document free of the LinkNotes items.
  - ii. However, this radio button option might also be useful in some circumstances to completely “clean up” a document that was previously processed by LinkNotes before playing LinkNotes again on that document.
- c. *Related tip*: If you accidentally or deliberately remove any LinkNotes *paired* bookmarks (see Note #2 above), *then the macro will not be able to remove the existing return indicators*. It needs to find these special bookmarks first (one by one), before it can remove return indicators. Always use Reveal Codes when editing the document in these areas to be sure you do not delete these items. (No real harm is done, you will just have extraneous return indicator characters or symbols in the note areas.)
  - i. Also, anything you place *inside* the paired bookmarks in the notes themselves will be removed whenever you play the macro (which simply selects and deletes these paired bookmarks—and everything between them). ■

## Endnotes. ....

1.  This is the first sample endnote. **To return to the body text area above, click the return indicator symbol (which is customizable in the macro) at the beginning of this paragraph.**
2.  This is the second sample endnote.
3.  This is the third sample endnote.