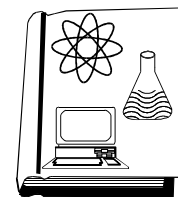




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## Sharing a PC

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As seen in WordPerfect Magazine, October 1994

Applies to: WordPerfect/DOS, versions 5.1 to 6.2

In our office, Amy is the Macro Master. She has configured WordPerfect 5.1 on the shared office computer to perform nearly magical feats of keyboard prestidigitation. She only has to press two or three keys, and WordPerfect will retrieve her latest editorial triumph. She has reset nearly every option in the Setup menu to match her own personal likes and dislikes. She's driving Bob and Cindy crazy.

Bob is more of an "old school" WordPerfect user. He uses some of the macros that ship with WordPerfect, but he doesn't write any of his own, and all he asks is that every time he runs WordPerfect, it looks the same as it did the last time he used it. Bob likes the optional top menu bar turned on and left on all the time, but Amy always turns it off whenever she uses the computer. (Amy thinks Bob is boring.)

But it's Cindy who does most of the production work here, and it's a slow afternoon for her to pound out fifteen letters, two reports, and half a dozen memos. And all her files are making it tough for Amy and Bob to find their own work.

Amy, Bob, and Cindy really should have their own computers and their own copies of WordPerfect, but until the hardware budget catches up with the workload, they need to find some way of making that one computer and one copy of WordPerfect act like three different computers, each with its own personality, a personality configured just for Amy or Bob or Cindy.

There is a way to keep these three users from driving each other out of the office. First, each of them needs their own directory of files. Cindy might need several directories to keep her reports separated from the memos and letters. Each user needs their own setup file, or WP{WP}.SET file, to store all their choices for where to find those directories, and what screen colors to use, and whether to leave the top menu bar turned on. And Amy should have her own directory for macros, so she can automate all she wants without bothering Bob and Cindy.

How? The answer is a startup option, /ps=path, that tells WordPerfect 5.1 to look for its configuration file, WP{WP}.SET, in the directory typed after the "=" symbol. This option is usually used with networked copies of WordPerfect, but it will work just fine on single computers with multiple users.

When we use the /ps startup command, each user will be able to start WordPerfect by typing their names, and pressing (Enter). There are several steps in setting up this peace keeping system, so let's get started.

First, WordPerfect must be installed normally. All options that will affect all the users, like hardware selections for monitors, mice, and printers, must be set normally. This combination of setup choices will be the starting point for each user, and they will be able to make their own changes later on, without affecting anyone else. (For help configuring WordPerfect, look at the Setup section in the WordPerfect manual.)

Second, make a document directory for each user. In the steps below, change the name Amy to match your set of users, and if your directories will be on another drive than C:, make that change as well. Press List (F5), (Enter), (7) Other Directory, and type c:\amy, and press (Enter). The prompt, "Create C:\AMY?" will appear. Choose (Y) Yes. For each user, press (7) Other Directory again, and create a directory using their name.

Next, and still from the List Files screen, find WordPerfect's configuration file. On most computers, that file will be in the directory C:\WP51, but your system may be installed differently, so look in the same directory in which WordPerfect's program files has been installed for a file named WP{WP}.SET. Position the highlight bar on that file, and press (8) Copy. The prompt "Copy this file to:" will appear. Type c:\amy and press (Enter). Copy the file again to each of the directories you made earlier. Press Exit (F7) when you have finished, to return to the document screen.

From the document screen, type these lines. Each line must be ended by pressing (Enter).

```
@echo Loading Amy's version of WordPerfect 5.1...
```

```
wp /ps=c:\amy
```

Save the text as a DOS batch file by pressing Text In/Out (Ctrl-F5), (1) DOS Text, (1) Save, "Document to be saved (DOS Text):", and typing c:\wp51\amy.bat and pressing (Enter). Change the path if needed to match where WordPerfect's program files are stored on your computer.

For each other user, change the name AMY wherever it appears, and save the text under the new name, again as a DOS batch file, so that there would be files named c:\wp51\bob.bat and c:\wp51\cindy.bat for our office.

Exit WordPerfect normally, without saving, by pressing Exit (F7), (N) No, (Y) Yes. If you use a menu program to start WordPerfect, exit it as well; if you are using the WordPerfect Shell program, shipped with WP Office or WP Works, quit by pressing Exit (F7). From the DOS prompt, change to the WordPerfect program directory by typing cd \wp51 and pressing (Enter).

Type amy and press (Enter) to start Amy's WordPerfect. From the document screen, press Setup (Shift-F1), choose (6) Location of Files, (7) Documents, type c:\amy and press (Enter). After changing the directories for Amy, press Exit (F7) once to leave setup, and then exit WordPerfect normally. Run each user's batch file in the same way, and change the document directory in Setup for each user.

If any other personal directories will be created, they must also be entered at the Location of files screen. For example, Cindy uses WordPerfect Presentations and has her own directory of charts that she has created. When Cindy's batch file to start WordPerfect is run for the first time, the entry under (6) Graphic Files should be changed to her directory of charts.

If your office uses a menu program, add the batch files to the menu, and replace the old menu entry for WordPerfect. In WordPerfect Shell, press (4) Setup, press the letter of the entry that you need to change, and press (5) Move, press the letter next to the menu position that you would like to use for the new user, and choose (2) Copy. Copy the entry again for each user, and then, for each menu entry you've created, press (1) Edit, and change the menu letter to match the user's first initial, or any other available letter; change the menu description to read "Amy's WordPerfect" and change the Menu Item Type to read Dos/Batch. Press Exit (F7) once to exit each menu entry, and once again to leave the Setup mode.

O.K., now the last step can be done with one of Cindy's memos. Write a set of instructions to all the users, telling them how to start their very own personal copies of WordPerfect. If the office gang has been using WordPerfect for a while, show each user how to move their personal files from the old shared directory to their new personal area.

Now Amy can change the screen colors on her copy of WordPerfect, and Bob won't even notice. Cindy can write all the memos she wants, and Amy will never notice--her desk isn't as organized as her macro collection, and her "IN" box is, as usual, full.

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