

These macros are for WordPerfect 5.1 only

Altz.wpm is a macro which creates the form definition for the booklet. It uses a label form to create the two columns with page numbers under each column. You will be prompted for standard or legal paper, whether or not your printer supports duplex (double-sided) printing, and whether you want the form to be manually fed. Bin numbers must be added manually after running the macro. Start the macro by pressing Alt-z.

Alts.wpm is a macro which places the paper size and type code and page numbering code (for bottom center page numbering) in document initial codes. **Use this macro to set up your document.** You will be prompted for standard or legal paper. In order for this macro to work, you must have previously used the Alt-z macro and defined the appropriate form. Start this macro by pressing Alt-s.

AltX.wpm is the macro which actually sets up the document in booklet form. Before running this macro, you must have the document completed. (This includes any Table of Contents and/or Index generation. The paper size and type and page numbering codes must be in Document Initial Codes (the Alt-s macro automatically does this, or you can do it manually). The base font for the document should be selected in Document Initial Base Font if it is not the default base font. If your document contains font changes that span a page break, you will need to place a font code at the top of each following page. The macro rearranges the pages, and you could end up with strange results if you don't do this.

You may start the macro from either document screen. **Be sure the other document screen is empty before you run this macro.** You may also want to save the document before running this macro.

Start this macro by pressing Alt-x. When the macro is finished, the cursor will be at the top of the compiled booklet. The macro inserts blank pages as needed to make the total number of pages a multiple of 4. If the compiled document has two leading blank pages, you may add a title, graphic, or whatever will fit on the second blank page. If there is no leading page, it will be simpler to create the cover page as a separate document. I recommend saving the compiled document with a different name than the original document's if you wish to save it.

If you have a printer capable of duplex printing, simply print the full document. If your printer only handles one sided printing, print odd pages first, then even pages (**this requires the 03-30-90 or later release**). It will be helpful if you have the printer output the odd pages in reverse order if you want to use the paper tray. First page goes in first for both printings. Make sure to put the paper in the printer in the right direction or the whole job will be ruined. You may want to create a small test document to see how it works.

The macro begins by replacing soft page breaks with hard page breaks. This preserves the document's integrity when blank pages are needed, but makes the last line of each page so it won't right justify. This will not replace a [HRt-SPg] code (created when the last line on a page ends with a hard return). This shouldn't be a problem except when the length of the document requires blank pages to bring the number of pages to a multiple of 4.

I've set the macro up with the display turned off. The macro may appear to be hung because of this, but give it time to work. If you want to watch the macro as it runs, go into the macro editor and delete the {Display Off} code.

You may rename these macros as you see fit. If you have any suggestions for their improvement, let me know.

09-04-90 Update - I've updated the Alt-X macro to allow the user to restart page numbering at any point in the document. The 1 - ^B numbering method (to get section numbers plus page numbers) will not work. The macro rearranges the order of the pages, so footers, roman numerals, headers, etc., will not come out correctly in the finished document. The solution, although tedious, is to hard code the feature at the top of each page.

If you include any blank pages within your document, be sure to put a page number suppress code on the blank page, or that page will print with a page number.

If you don't want any page numbering, go into Document Initial Codes and delete the Page Numbering code.

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