BLACKLINE DOCUMENTATION

Law firms used to print legal documents on red lined paper that had two thin vertical lines printed or engraved on the right edge of the left margin and one vertical line on the left edge of the right margin. By framing the document in this way, it looked more official. Often the lawyer would put his name and address in the left margin for advertising. With the advent of laser printers, lawyers save money by printing the lines (black on a non-color printer) as a header. To see an example, just view this document.

The easiest way to do this is to create a graphic box [Alt F9] and put the box into a header. It is then easy to center the text in the Box and make it look nice. The Blkline header that comes with the macro set does it a different way - using Advance commands to place each line and sometimes, each letter. That gives you a better product, but is much more time consuming to do.

If you want to make your own blackline headers, here is how:

- Copy this document and call it BLKLINE.DC to replace the old header document
- To change the text box, edit the header ([Ctrl E])
- Then edit the box ([Ctrl E])
- When you have it just the way you want it, delete all of the text so only the header is left and save the document.

Note the following:
- The type faces and type sizes are printer dependent. If you do not have scalable type faces, buy MoreFonts or a similar package.
- If you have several printer types, the more reason to get a common scalable font package or cartridge for all of them. Otherwise, you must find and use the lowest common type faces.
- Try to keep inside of one type face family - it looks better.
- Set the location of the box as far to the left as possible. WordPerfect will set it there if you specify 0".
- Set the vertical lines as close to the top (0" again) and as long (12") as possible. How far left you can put them, depends on the width of your box. You can overlap the box and the lines.
- Try to keep 6.5" (the standard WP work area) between the lines. This is equal to the standard one inch margin on each side. This will allow moving back and forth between blackline and plain paper without changing pagination.
- Expect to do all this by trial and error.
- Reset the margins in the Macro, if necessary.
- You can have multiple black line address documents by putting each onto a seperate document with a different extension. The sample is called .DC since for our main office is in DC while we use another called .VA for our Virginia office. You will have to edit the macro BLKLINE.WPM to add the additional choices to the prompt and and the {CASE}

statement. Look in the macro for instructions.

- This document was set to print on a HPIIIsi with scalable fonts.