

MARGINS.WPM

A Visual Margin Setting Macro for WordPerfect 5.1

WordPerfect requires you go through more than a half dozen steps to change margins. Unlike line spacing however, where there are only a small number of possible choices, there are an almost unlimited selection of margins you can apply to a WordPerfect document. And you can set margins in inches, WordPerfect 4.2 units, points, centimeters, even as fine as 1/1,200 of an inch increments.

MARGINS.WPM, which appears in WordPerfect 5.1 Macros and Templates (upcoming from Bantam Computer Books), provides an on-screen template of the margins as they will appear on an 8 1/2- by 11-inch piece of paper. The macro helps you to visualize how the text will look on the page. You use the cursor keys to adjust the margin settings in 1/2-inch increments.

To use the MARGINS macro:

1. Start the macro in the usual fashion.
2. The menu in the upper-left corner always appears. You have the following choices:
 - . To move all margins on the page (and keep the same relative printable area), press **M**. You can also press **1** or **[Enter]**. Use the up, down, left, and right cursor keys to move the margins. When you're finished, press the **[Enter]** key to accept the changes.
 - . To move the top, bottom, right, or left margins, press the respective keys as shown in the menu (for instance, press **T** to move the top margin, then adjust the margin with the up and down cursor keys). When you're finished moving a margin, press the **[Enter]** key to accept the changes. (Note: Be sure to press **[Enter]** to accept the new margins; you can't adjust other margins until you do.)
 - . To quickly set all margins to zero, press **Z** (or **6**).
 - . To quickly reset all margins back to their 1-inch defaults, press **S** (or **7**).
3. Pressing the Exit key (**[F7]**) at any point sets the margins you've currently set and exits the macro. You can cancel the macro at any time by pressing the Cancel key.

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