

December Macros Read Me

This file contains the macros described in the WordPerfect Mac News.

How to Install.

For Versions 3.0 and 3.1

1. Open this file.
2. Choose **Preferences** from the Edit menu.
3. Choose the **Librarian** button.
4. Choose **Macros** from the Resource pop-up menu.
5. Select “• QuickFormat” from the right list box and then click **Copy**.
Do the same for “• Random Color”.
6. Click **Done** to close the Librarian.
7. Close the Preferences dialog.

For Version 2.1

1. Open this file.
2. Go to **Preferences** from the File menu, and then choose **Librarian**.
3. Choose **Macros** from the Resource pop-up menu.
4. Select “• QuickFormat” from the right list box and then click **Copy**.
Do the same for “• Random Color”.
5. Click **Done** to close the Librarian.

After installing these macros in the Library, they will show up in your macro list any time you are in WordPerfect.

How to Use.

Magic Square by **Daniel Midgley**

A Magic Square is a grid filled with the numbers 1 through whatever, arranged so that all rows, all columns, and both diagonals add up to the same number. The macro will ask you to enter a number of columns and rows for the square. WordPerfect will do the math and fill in all the numbers! Remove some of the numbers and use it as a math puzzle!

17	24	1	8	15
23	5	7	14	16
4	6	13	20	22
10	12	19	21	3
11	18	25	2	9

Cruising Cursor by **Ken Freeman**

Have you ever wanted to quickly jump to the beginning or end of a table row? WordPerfect has keystrokes for just about everything, except taking your cursor to the beginning or end of a table row. Well, these two macros will do just that. They can be assigned to the keystroke of your choice. I chose Control-Right Arrow to move to the end of the row and Control-Left Arrow to move to the beginning of the row.

Handy Macro by **Daniel Midgley**

Here's a handy macro:

Save
Close
New Document

Assign this to some easy-to-remember keystroke and then use it to put away documents and begin new ones. It saves you from having to choose Save, Close and New everytime.