

January 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 “• Collate” from the right list box and then click **Copy**.
Do the same for “• Insert Symbol” and “Frequent Filer”.
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 “• Collate” from the right list box and then click **Copy**.
Do the same for “• Insert Symbol” and “Frequent Filer”.
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.

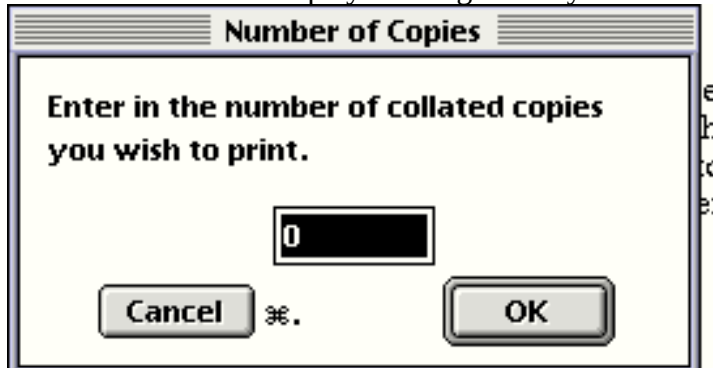
How to Use.

Collate

by **WordPerfect**

This macro prints multiple collated copies of a document or specific pages of a document. This macro actually ships with WordPerfect 3.5 in the "Sample Macros Read Me" file inside the Documentation folder, but many fail to take advantage of it. You can indicate the number of copies you want and whether to print the whole document or part of the document.

The macro will first display a dialog where you enter how many copies you wish to print.



In the next dialog you can choose to print the entire document or certain pages. If you choose pages you are asked to enter the page to start with and the page to end with. That's all there is too it. When you go to the printer you will find your copies sitting there all collated and ready to staple. Does anyone know of a printer that can staple?

Insert Symbol

by **Ken Freeman**

If you often use characters from the Symbol typeface you will appreciate this next macro. The Insert Symbol macro changes the font to Symbol for a single character, after which it changes back to the previously selected font. Assign the macro to a keystroke, then it will only take two easy keystrokes to insert symbols into your documents.

As you are typing along and then need to insert one of the Greek characters in the typeface Symbol run this macro, then type the character you need. (I suggest you assign it a keystroke first, see "Key Commands" in the online help, electronic manual or paper manual). This is much easier than changing to the Symbol typeface, bringing up the symbols chart from the Insert menu, selecting a symbol and then changing your font back to what you had selected. It helps if you memorize a few of the key equivalents to the symbol fonts (Like β "Beta", is the letter b).

Frequent Filer

by **John Rethorst**

A quick and easy way to access your most frequently opened files, no matter where they are on your disks. Put a folder named "Frequent Filer Folder" in your WordPerfect application folder and put files or aliases of your most frequently accessed documents in it. When you call this macro, a menu appears listing up to the first 26 files or aliases, alphabetically, in that folder. Click on any one, and that document opens.

Some of you might be thinking "Why use this macro when the File menu already has an "Open Latest" item, that can list as many recently opened documents as I want?" Well, what about those files that you don't open up so often so they end up getting bumped off your "Open Latest" list! Use this macro for those forms, letters, templates, and other regularly used files and you will always have an easy way to get to them.