

Smart Quotes Made Easier  
WordPerfect Magazine  
Tips

The easiest way I've discovered to insert smart quotes in WP 5.1 is to combine a style with a macro. The style is included as QUOTES.STY, and the macro is included as ALTQ.WPM.

#### How to use the files

Copy the style file to the WordPerfect directory that holds your styles. Likewise, copy the macro file to the WordPerfect directory that holds your macros.

To insert smart quotes, place your cursor where you want the smart quotes and press (Alt-Q). When you're done typing the text, press (Enter) to place the cursor outside of the quotes. This can be used as many times as you need it in one document.

Note: The smart quotes will display in the document screen as blocks. To see the quotes, press (Shift-F7), then 6. When finished view the document in its graphic form, press F7 to return to the document screen.

#### Customization

If you decide to name your style something other than "quotes," you'll need to use the macro editor to replace that name on Lines 2 and 3 of the macro. Line 2 tells WordPerfect what style file to retrieve, and Line 3 tells WordPerfect what style to look for in the Styles list.

To make the changes, press (Ctrl-F10), type "altq" and press 2 Edit. When you're done, press Exit (F7) to exit and save the macro.

You can, of course, change the name of the macro as well. From the macro directory, simply copy the macro with a new name and then delete the original. You can use another Alt-letter combination or a name of your choice, such as QUOTES.WPM.

-- *Cathy Gilstrap, Paeonian Springs, VA*