

Getting the Most from Multiple Document Screens  
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By Jennifer Carling

In a multitasking world, you want a word processor that lets you work on as many documents as you want. In this regard, WordPerfect fits the bill perfectly. Here are some handy tricks to use while toggling between all the document screens (aka windows) available to you in WordPerfect.

#### What Is a Window?

A window is another name for your document screen where you edit and save your files. You have up to nine document screens or windows.

#### The Macros

The macros included are:

- ALTA.WPM: maximizes the current window.
- ALTC.WPM: cascades all open windows.
- ALTI.WPM: minimizes the current window.
- ALTT.WPM: tiles all open windows.

To play any of the macros, place your cursor in any document window and press the desired Alt-letter combination.

Once you experiment with these macros, you'll likely have some ideas on how to best use them in your workflows.