

Great Ways to Give your Tables a Makeover  
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The included TABLEFMT.WPM macro lets you choose from 25 ready-made table formats. You simply place your cursor in the table you want formatted, run the macro, select the desired format and in a moment your table is instantly transformed.

To use the macro, first create a table. (You can do this by pressing Columns/Table (Alt+F7), (2) Tables, (1) Create, entering the number of columns and rows and choosing OK. Press Exit (F7) to exit Table Edit mode.)

Add any desired text to your table. When you're ready to run the macro, place your cursor somewhere in the table. Press Play Macro (Alt+F10), type *tablefmt* and press (Enter). Choose any of the formats in the Table Formatter dialog box (see Figure 1 below) and press either (V) Apply and View or (A) Apply and Close. Apply and View will apply the selected format to your table and take you into Print Preview so you can view the formatted table. Apply and Close simply applies the selected format and ends the macro. Figure 2 below is a sample table with one of the column gradient formats.

If you choose Apply and View, you may wish to change how the sample views in the Print Preview screen. Pressing (F) Full displays the full page on the right side of the screen; however the image is quite small. Pressing (1) 100% displays a sample that's easier to view but is partially covered by the Table Formatter dialog box. Pressing (2) 200% displays a sample that's very large and easy to view the color gradations but displays only a small portion of the entire page.

You can also press (H) Help at any time from the Table Formatter dialog box to display the following tips on using the macro:

- Don't join or split cells before running the macro.
- Save your file before using the macro.
- Add your data to the table before running the macro so you can see what the completed table will look like.
- Determine if your data should be read in rows or columns, then select an appropriate format from the list.
- Feel free to modify the formatting after you run the macro.
- You can select the color options even if you do not have a color printer, but some of the options will look better than others when printed in black and white.

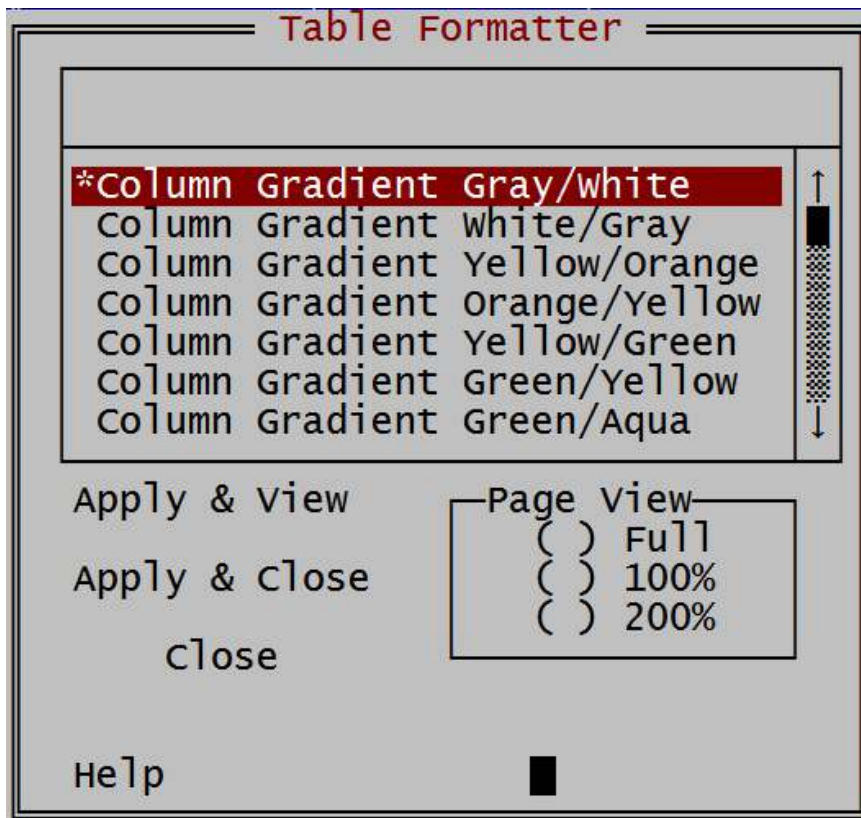


Figure 1

1	2	3	4	5
a	b	c	d	e
f	g	h	i	j
k	l	m	n	o
p	q	r	s	t
u	v	w	x	y

Figure 2