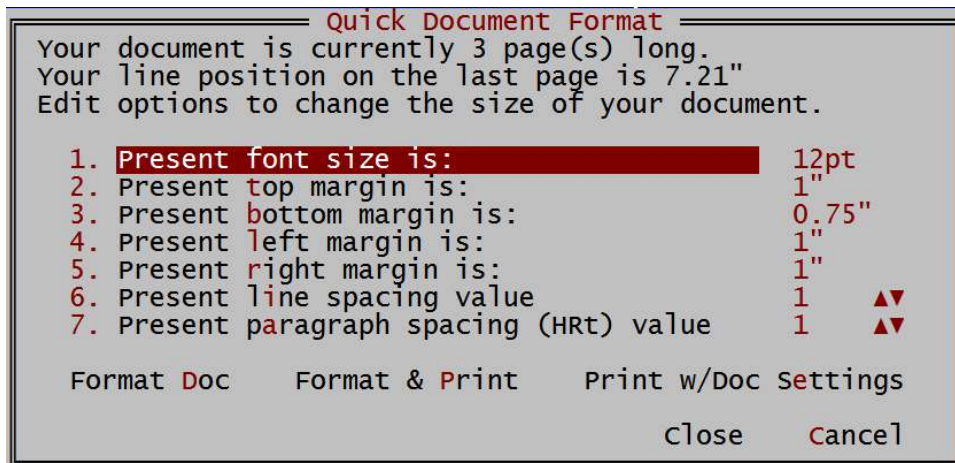


Quick Formatting with a Macro
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Of all the WordPerfect tasks you do each day, formatting documents probably takes the most time. For example, think of how often you change the margins, line spacing or fonts in your document. While these are all "no brainer" tasks, they take time and don't lend themselves to being highly productive – until now. The included QUICKFMT.WPM macro takes these simple tasks and automates them, making them a lot more efficient. The macro allows you to make changes to the font size, four margin codes, line spacing and paragraph spacing. It also gives you five push buttons that let you reformat, print and save changes, print with the current document settings and even cancel the macro without making any changes.

Using the Macro

The macro is played from the document screen and initially determines the current margin and font settings in the current document. It also determines the number of pages and where the last line is on the last page. The macro provides you with seven of the most common features used for formatting (see figure below). After making desired changes to any of the seven options, you can choose what you want to do with the modifications.



Following are descriptions of the five push buttons to choose from:

1. Format Doc performs the changes to the document and then redisplay the dialog box. The dialog box is updated to show the number of pages after the changes have been made. You can use this push button as many times as you want until your document is formatted to your liking.
2. Format & Print performs the specified changes to the document, then prints the document and quits the macro. If no formatting changes have been made, it simply prints the document and quits the macro.
3. Print w/Doc Settings prints the document with whatever changes are currently in the document itself, then quits the macro.
4. Close gives you the option of saving the document, then returns you to your document screen.

5. Cancel restores the settings present before you started the macro, allowing you to undo any changes, and quits the macro.

Understanding the Macro

Lines 1 and 2 position the cursor at the top of the document after any beginning codes. They also turn Auto Code Placement on, which ensures the format codes will be placed correctly in the document.

Lines 3-17 check the initial format settings and assign them to two different sets of variables. The first set will be used if you cancel out of the macro, and the second set are used to display and change the values in the dialog box.

Line 19 is the start of the subroutine for the macro dialog display. As a continuation of the initial settings, lines 20-22 position the cursor at the bottom of the document and determine the number of pages in the document. These lines also detect the position of the last line on the last page.

Lines 23-52 define the dialog box. Line 23 defines the size of the dialog box and uses two styles to prevent the normal OK and Cancel buttons from showing. This way, the macro can be dismissed by one of the five push buttons defined in lines 47-51. Lines 24-27 begin using the variables to display the first three lines of status information.

Lines 28-34 determine which one of two font controls will display. The If statement on line 28 compares the two font size variables assigned at the beginning of the macro – one from the top and one from the bottom of the document. If the two sizes are equal, it's assumed that no font size changes have been made in the document. Therefore, the control on lines 29-30 will display in the dialog box. Otherwise, the control on lines 32-33 will display. Notice the code, `StyGray!`, on line 33, which displays a grayed-out control, telling you that the document contains more than one font size. Since it's grayed out, you won't be able to enter a font size change.

Lines 35-46 finish displaying the current margins, line spacing and paragraph spacing. Lines 47-51 display the push buttons as described above, and line 52 signals the end of the dialog box contents.

Lines 53-55 check to see which push button is pressed. If the Print w/Doc Settings button is pressed, the document is printed and the macro quits. If the Close button is pressed, control is transferred to the Close subroutine on lines 71-78. The Close subroutine asks if you want to save the document. If the answer is yes, the macro opens the Save As dialog box and quits. If the answer is no, the macro simply returns you to your document.

Line 55 decides which variable set, from lines 3-17, to use when formatting. If the Cancel button is pressed, the macro uses the first variable set. If it isn't pressed, the second variable set is used. In either case, control moves to the Format subroutine starting on line 57.

Lines 58-64 format the document based on which variable set is to be used from the previous If statement.

Lines 65-68 determine if either of the Format buttons is pressed. If the Format Doc push button is pressed, control passes back up to the Dialog Display routine. If the Format & Print pushbutton is pressed, the dialog box changes are made and the document is printed. If the Cancel button is pressed, line 69 quits the macro and you are automatically returned to your document screen.