

Save Documents in WP 5.1 Format  
WordPerfect Magazine  
Tips

I share documents with several people in my company and not all of them have upgraded to WordPerfect 6.x. If I store the shared documents in 6.x format, I have to retrieve and convert them all to 5.1 whenever they're needed. To save time, I save the shared documents in 5.1 format whenever I use or update them so they're always ready to copy.

The included SAVEAS51.WPM that automatically saves my documents in 5.1/5.2 format for me.

Run the macro by pressing Play Macro (Alt+F10), typing "saveas51" and pressing (Enter). If your document has been saved, the macro saves the document in 5.1/5.2 format. If the document hasn't been saved, the macro displays a dialog box, prompting you for the filename.

Now, the next time you want to retrieve the document in WordPerfect 5.1, it'll be easy, because it's already been saved in the correct format.

*Note: Remember that WP 6.x includes many new features that aren't available in 5.1. If you save a document in 5.1/5.2 format, many formatting elements available only in 6.x – such as borders, bookmarks and watermarks – will be removed from your document. These items are not restored when you retrieve the file back into 6.x.*

– Ellen Landolf, Portland, OR