

Circle Marks the Spot
WordPerfect Magazine
Tips

I was recently asked to place a number in a circle to emphasize specific points in a memorandum. I asked other administrative assistants if anyone knew how to accomplish this task – and no one did.

I discovered an easy way you can do this using the Overstrike feature and a macro. However, this process can only be used for the numbers 0-9. The macro is included as CIRCLE.WPM.

To use the macro, press Macro (Alt-F10), type "circle" and press (Enter). Type a number from 0-9 and the number appears on your screen. You won't see the circle until you print it. See sample below.

– Linda J. Booth, Tucson, AZ

Notes:

- *If you use View Document, the circle may not appear large enough, but it does print correctly.*
- *The appearance of the circle character is dependent on the selected font.*



*Sample number
inside circle*