

Combining Spreadsheets with WordPerfect
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Want to skip directly to the macro? Go to the last two pages.

Word processors process words; spreadsheet programs crunch and process numbers. WordPerfect lets you take advantage of the best of both types of programs by linking the two together.

A new feature in version 5.1 can connect or link a spreadsheet file to a WordPerfect file. A linked WP file can be updated automatically each time it's retrieved. It's also easy to import data from a spreadsheet file without creating a link.

The imported spreadsheet will automatically format to look as it did in the spreadsheet program, whether you bring it into WordPerfect as a table or as regular text.

Currently, WP can link spreadsheets from PlanPerfect versions 3.0 through 5.1, Lotus 1-2-3 versions 1.A through 2.2 and Microsoft Excel versions 2.x. Lotus 1-2-3 version 3.0 files can be imported provided they're saved in .WK1 format rather than .WK3 format.

Most other major spreadsheets, such as Quattro, Quattro Pro, Symphony and Lotus clones such as VP Planner are also supported. If you attempt to link a spreadsheet file that isn't in a supported format, the message "Error: Incompatible File Format" will appear on your screen.

Importing vs linking

Linking and importing work equally well, depending upon the application. If you've yet to create or finish your spreadsheet, or if you plan to make continual changes to it, linking would be the best choice. With this option, WordPerfect can import the latest version of your spreadsheet automatically each time you retrieve your WordPerfect document. Also, if you have more than one spreadsheet link in your WordPerfect document, WP will update each of them upon retrieving the file or when you select the option in the Link Options menu to (3) Update All Links.

Prior to linking or importing

Prior to linking or importing a spreadsheet, note its size and adjust your document accordingly. For instance, if your spreadsheet won't fit within the margins you've set on a regular 8.5" x 11" page, WordPerfect will cut whatever doesn't fit.

One way to create more room for your spreadsheet is decreasing margin sizes in the document you're linking or importing into. You could also select a smaller font before the spreadsheet file is brought in. This will decrease the width of the tabular or table columns – again allowing more room for the spreadsheet.

If your spreadsheet still needs more room and your printer will accommodate it, you could select a landscape paper size (11" x 8 1/2") in WP for the specific page you want the spreadsheet to appear on. Landscape paper gives you more room from left to right, but decreases page height.

If you prefer to set your table up a particular way rather than let WordPerfect set it up automatically, create a blank table to your own specifications (with the desired number of rows and columns) prior to linking or importing. Then, place your cursor in cell A1 of the table and proceed with the link or import. This will preserve the formatting previously done to the table.

A macro for linking or importing

The included LINK.WPM macro will automate the process of linking or importing a spreadsheet. Invoke the macro by pressing Macro (Alt-F10), typing "link" and pressing (Enter). The macro will ask if you wish to (1) Import the spreadsheet information or (2) Define a link. If you press anything besides 1 or 2, the macro will ask again. Next, you'll tell the macro if the spreadsheet should be imported or linked as a table or as text. Again pressing anything other than 1 or 2 will cause the macro to repeat the question.

The Import or Create Link menu will appear (see figures below). You'll be prompted for the filename of the spreadsheet you wish to use. Type in the complete pathname of the spreadsheet, including the extension, such as .PLN, .WK1, .EXL and press (Enter).

If this isn't the first time you've invoked the macro or performed the steps manually, the name of the spreadsheet last used will be displayed as the default. To accept it, press (Enter).

Finally, the macro will prompt you for the range of cells to import or link. Type in a valid range of cells or a range name and press (Enter). At this point, you could also press List (F5) for a list of range names from your spreadsheet as explained above. The macro will complete the import or link for you.

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Spreadsheet: Import
  1 - Filename
  2 - Range
  3 - Type           Table
  4 - Perform Import

Enter filename:
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Spreadsheet: Create Link

1 - Filename

2 - Range

3 - Type Table

4 - Perform Link

Enter filename: