

Create a Numbered List with a Macro
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Tips

WordPerfect's Variables feature lets you increment a single variable. For example, numbered lists can be created automatically if the number is a variable that increases by a set amount each time it's used. You can accomplish this by creating a macro that adds the incremental value (n) to the variable's previous value. The included LIST.WPM macro does just that.

To use the macro, place your cursor where you want the number. Press (Alt-F10), type "list" and press (Enter). The macro will insert the number, a period and two spaces.

If you want to restart numbering at "1," go into the Macro Editor – press (Ctrl-F10), type "list" and press 2 – then press Macro Commands (Ctrl-Pg Up), type "1" at the "Variable:" prompt and press (Enter). Type "0" and press (Enter). Press F7 to save the macro.

Note: Changing the name of the macro to an Alt-letter key combination will save time if you intend to use the macro often.

– William J. Wolfe, Champaign, IL