

Insert Multiple Files into a Document
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When working in WP, I frequently need more than two document screens available. For example, I might be working on one document and need to copy information from various other files. To avoid spending time opening and closing several documents, I created the included FILEINS.WPM.

This macro lets me select as many files as I want from the List Files screen, then opens them into one document screen. It is also handy for combining multiple files into one without having to retrieve them individually.

To use the macro, from a blank document screen press, Macro (Alt-F10), type *fileins* and press (Enter). At the prompt, type the path where the files you want to retrieve are located and press (Enter).

The macro displays the List Files screen of the directory you specified and prompts you to select the files you want to insert. Highlight the first file you want to retrieve and press the (Space Bar) or asterisk (*) to select it. The file is marked with an asterisk (*) to help you remember that it's been selected already. Repeat this for each file you want to retrieve, remembering that the macro inserts them in the same order you select them.

Note: If you select a file twice, the asterisk is removed. But instead of not including the file in the document, it'll be included twice. If you accidentally mark a file that you don't want to retrieve, it's better to cancel the macro by pressing Cancel (F1), then pressing Exit (F7) to return to the document screen and running the macro again.

When you finish marking the files to insert, press Exit (F7). You'll be asked if you want the path and filename inserted before each document. This helps you remember which original files you're looking at, as well as see where each file begins and ends. Next, you'll be asked if you want to insert a page break after each document. This also helps to distinguish the beginning of each new file. After you've answered the prompts, WP inserts all the files you selected – in the order you chose them – into the current document.

To insert files from multiple directories, run the macro on the first directory, place the cursor at the end of the resulting document and run the macro again, using the next directory from which you want to insert files.