

Simple Ways to Align Your Documents
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By Lu McHardy

Note: Much of this article has been deleted in order to concentrate on three macros that assist with alignment issues.

Change the decimal/align character

If you frequently change your decimal align character, the included ALIGN.WPM macro makes this job a breeze.

To invoke the macro press Macro (Alt-F10), type "align" and press (Enter). The macro pauses while you type in the desired character. Do so, then press (Enter). The macro returns you to the document screen, and the decimal/align character is changed until you clear the screen.

Convert normal tabs to decimal aligned tabs

Using the Tab Align feature to temporarily turn a normal tab setting into a decimal tab is easy, but if you have several columns of numbers to type, setting decimal tabs is easier.

A simple solution is the included DECTAB.WPM macro that automatically changes the default tabs to decimal tabs. Just invoke the macro and all yours tabs are changed.

Convert decimal aligned tabs to normal (left) tabs

The included LEFTAB.WPM does the same thing as DECTAB.WPM, only in reverse.