

Dates in Legal Documents
WordPerfect Magazine
Tips

I work in a law office, and every document I type must have the date inserted somewhere. I was delighted to discover WordPerfect's Date Text option. However, many of the documents I type must be formatted like this: "Dated this the 15th day of August, 1993." Typing the date in this format can be very time-consuming if I have to do it often.

I've found a simple macro that automatically inserts the date in this format, included here as DATE.WPM.

To run the macro, move your cursor to the place where you want to insert the date, press Macro (Alt-F10), type "date" and press (Enter). The macro automatically inserts today's date in the prescribed format.

You may want to assign the macro to an (Alt-letter) combination to make it even faster.

– Melea M. Lovetto, Ashville, AL