

Place the Date in the Left Margin
WordPerfect Magazine
Tips

I've created the included SIDEDATE.WPM macro that places the rotated date in the left margin of the document using a graphics box (see figure below). It's helpful to have the date in the margin for easy readability when the documents are filed.

To play the macro, start from anywhere in your document, press Macro (Alt+F10), type "sidedate" and press (Enter). The date is automatically inserted and rotated in the left margin. To view it, press Print/Fax (Shift+F7), (7) Print Preview. Press Exit (F7) when you're done.

The default font for this macro is Roman-WP (Type 1), size 8pt. If you want to change these, edit the macro at lines 5 and/or 6.

Note: If the document has a left margin less than one inch, the box may cause text to the right of it to shift slightly.

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