



WordPerfect Office: How do I associate a shortcut key with a macro?

- WordPerfect Office Suite

This document outlines exactly how to associate a shortcut key combination with a PerfectScript? macro.

To do this, follow the instructions listed below:

1. Open WordPerfect®
2. Go up to the Tools menu and select Settings.
3. Click on the Customize button.
4. Click on the Keyboards tab at the top of your screen.
5. Click on the Edit button.
6. In the Choose A Shortcut Key box select a key. Try and choose a key which is not already in use by another function.
7. Click on the Macros tab at the top of the screen and select the button Assign Macro To Key...
8. Select your desired macro and click on the Select button.
9. Click on yes to save macro with full path.
10. Click on Ok, click on Close then click on Close again.