

## **Macros included with WordPerfect**

• WordPerfect Office Suite

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Macro	Description
checkbox.wcm	Inserts a check box in the document that you can click to add or remove a check mark.
closeall.wcm	Closes all open documents and prompts you to save the modified ones.
ctrlm.wcm	Activates the macro command browser.
cvtdocs.wcm	Lets you convert multiple documents from another document type to WordPerfect format.
dcconvert.wcm	Converts "whole word" drop caps to "number of characters" drop caps for conversion to Microsoft Word.
endfoot.wcm	Converts endnotes to footnotes in the document or selected text. To run this macro, your cursor must be outside of the footnote or endnote box (that is, your cursor must be in the main body of the page).
expndall.wcm	Expands all QuickWords in the document.
filestmp.wcm	Places the filename and path of the current document in a header or footer.
flipenv.wcm	Creates an envelope rotated 180 degrees (text is upside down). On printers with a large trailing margin, this lets you print the return address 0.25" from the edge.
footend.wcm	Converts footnotes to endnotes in the document or in selected text.
parabrk.wcm	Inserts symbols or small graphics as paragraph breaks. The graphics are centered on the blank line between paragraphs.
pleading.wcm	Creates lines and numbers for pleading documents.
prompts.wcm	Helps you create prompts for automated templates.
reverse.wcm	Creates white text on black background (or uses other color combinations) in selected text or table cells.
saveall.wcm	Prompts you to save open documents.
wp_org.wcm	Creates an organization chart in WordPerfect.
wp_pr.wcm	Sends a WordPerfect outline to Presentations.