

**Q**

Albert Galpin, European Union Division (REU)

How can I create a macro in WordPerfect 5.2 to generate a line which would include: *Name / Filename / Date and Time*. This would be particularly useful when using the shared I:\ drive to track versions of a document.<sup>1</sup>

Here are the steps to follow to create the macro that would look like this:  
SXC/Lynn Clouthier h:\doc\macro November 28, 1996, 12:32 or  
REU/Albert Galpin/996-8771 h:\doc\macro November 28, 1996 (12:32)

**A**

1. Include the current *hour: minute* in the date format. Use File/Preferences/Date Format to modify the default setting.
2. Using Macro/Record, create a macro called *name.wcm* and key in your *div/name/phone*. Leave a few spaces after your name. Select Macro/Stop. Close but do not save the document.
3. Using Macro/Record, create a second macro called *date.wcm*; key in a few spaces and then insert the *date/time* using the Tools/Date/Code command. Select Macro/Stop. Close but do not save the document.
4. Open C:\SIGAPPS\WPWIN\MACROS\FILENAME.WCM
5. Place the cursor after the line: Application (WP;WPWP;Default;"WPWPUS.WCD")
6. Select File/Retrieve and click twice on the macro called *name.wcm* that you have just created. At the *Insert file .....* prompt, click on Yes.
7. Delete the line Application (WP;WPWP;Default;"WPWPUS.WCD") since it now appears twice.
8. Place the cursor after the line:  

```
                //Bring up a message if document has not been saved
```

Endif
9. Select File/Retrieve and click twice on the macro called *date.wcm* that you have just created. At the *Insert file .....* prompt, click on Yes.
10. Delete the line Application(WP;WPWP;Default;"WPWPUS.WCD").
11. Save under the filename of your choice ensuring the .wcm extension is retained. Close the document.
12. The document in which you try this macro must have a filename. Play the macro using Macro/Play.

**Optional:** You can add the macro to your Button Bar for convenience. Click on the Button Bar with the right mouse button. Select Edit/Assign Macro to Button. Find your macro and click Assign/OK.

Lynn Clouthier  
Informatics Learning Centre (SXCL)

<sup>1</sup> This question was asked at a recent Learning Lab. The Labs are held every Monday and Wednesday from 9:00 a.m. to 3:30 p.m. (see attached Workshop Schedule). If you have a query about a problem document(s) or about any software-related tasks, bring your questions to the Lab. Instructors from the Informatics Learning Centre (SXCL) are on hand and would be pleased to assist you. SXCL is located inside the SERV Centre on D1 at HQ.