

ALTMARG.WCM - A WordPerfect 7/8/9 macro to alternately change the outside (left/right) page margins on odd/even pages in a document (**like this one**) to a wider setting, similar to the appearance of many nonfiction books that have large amounts of "white space" outside the main text area, along the outer edge of each page. (You can set wider *inside* margins to reverse the effect.) Unlike setting a wider page binding, setting wider page margins allows you to place text boxes or graphics in the wider margin area.

Print this document using Two-Sided Printing to see the effects.

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*... Create pull
quotes, sidebars,
or other text or
graphic effects
in the wider
margin.*

This macro works by placing ***new left and right page margin delay codes on every page of an existing document***. It does not "set up" or prepare a new, empty document the way you can set up, for example, odd and even page placement for headers/footers before you actually begin typing the document's body text.

In any case, setting up a new document in advance with alternating L/R page margins does not seem to be possible with any built-in feature in WordPerfect, which is why this macro was created. Play it on an existing document (or a copy of one) -- one that you have finished and is ready to print.

Delay codes are used because ordinary left/right page margin codes that are added on subsequent pages sometimes spontaneously move or shift to the middle of a previous page, especially in long or complex documents. (This seems to be a minor bug in WordPerfect.) However, delay codes point to exact pages, so this seems to be a more reliable method of inserting odd/even page margin codes on each page.

New L/R page margins are inserted in existing Delay Codes (e.g., those you may have set up to delay page numbering or header/footer display), or are created in new Delay Codes if none exist on the page. In the former case, your existing settings should not be impacted unless, of course, they are page margin settings, in which case the old will be replaced by the new.

If you add more text to a document after this macro has been played, and the new text increases the document total page count, you should play it again to refresh the delay codes.

If you need to adjust L/R margins for certain blocks of text (e.g., to indent several paragraphs in the middle of a chapter), you probably are better off selecting the block(s) and then using paragraph Margin Adjustments (in the Paragraph Format dialog). This macro replaces page margins at the top of each page, so previously set L/R page margins to that point are overwritten (but some mid-page L/R page margin changes may remain on the page after the macro is played). Therefore, since left/right Paragraph Margin

Adjustments are not affected by the macro, you should use them for temporary margin adjustments. Just block-select the affected text and apply the appropriate Paragraph Margin Adjustment to the selected block.

Footnote and endnote margins may require manual adjustment after playing this macro. For footnotes, an easy way to do this is to drag the footnote margins with your mouse to match the new L/R page margins set by this macro. For endnotes, open the Reveal Codes window, click in the endnote area itself, double-click the [Open Style Endnote] code in Reveal Codes. In the Styles Editor dialog that pops up, insert a new page margin (Format|Margins) for the endnotes to match the current page's margins.

This macro does not check for existing settings. There are many settings you may have enabled in the document of which the macro is unaware. Most will probably not be affected -- or can be eliminated with different L/R margins -- but you probably should play this macro on a *copy* of your final document. You also can undo changes immediately with Edit|Undo. Always examine the document after playing the macro to see if any additional manual adjustments are needed.

**Here's how to
create
alternating
Headers and
Footers**

= TIP = Two headers are provided with WP -- Header A and Header B. You can use them to create alternating page identification (**such as demonstrated in this document**). For example, the top of odd-numbered pages could have this identifier on it in the upper right: "Chapter 1 - The Early Years / **3**". Here's how:

Go to the top of your doc, and create Header A with Insert|Header/Footer (you can use Header A for the right-hand page, which we assume will always be an odd number). Right justify the header's text, add a " / " as a spacer, then insert a page number code with Format||Page|Insert page number. Be sure to set Header A's Placement with the toolbar button to Odd pages. Click outside the header to get back to the body text.

Next, create Header B. Set the Placement to Even pages. Left justify the line, then insert the page number code, " / ", and header text. (I.e., just the opposite order from Header A.) (Header B is left justified for use on left-hand pages.) Click outside the header. Done! Q