

Make Duplicate Labels with a Macro

WordPerfect Magazine

By Lynne Torgersen

One way to make duplicate labels is with a macro. The included MAKLABEL.WPM macro takes the text that's on the screen and prompts you for the number of labels to create. Then, it prompts you to select the paper size of the labels and creates a primary file called LABEL.TMP. Finally, the macro merges LABEL.TMP to create the page of labels that you can print.

Setting up

Before you use this macro, you'll need to create an appropriate paper size to fit your labels.

First, you'll need to create a labels paper size that is specific to Avery 5160 3x10 labels. This code will be inserted into Document Initial Codes. At a blank document screen, press Format (Shift-F8), (3) Document, (2) Initial Codes. Press (Home), (Home), (Home), (Left Arrow) to place the cursor before any codes, then press Format (Shift-F8), (2) Page, (7) Paper Size and (2) Add (Create). To give the paper size a name, press (9) Other, type Avery 5160 and press (Enter). At the Format: Edit Paper Definition menu, press (8) Labels and (Y) Yes. Since no changes need to be made on the Format: Labels menu, press Exit (F7) twice to return to the Format: Paper Size/Type menu. Press (1) Select to select the paper size you just created.

Press Exit (F7) twice to return to the Format: Document menu, and press (3) Initial Base Font and select a font that you want for your labels. The size of the font you use should depend on how many lines you need to fit on each label. A 10-point font was used in Figure 1 below, and with this font you'll be able to get five lines of text per label. Once the font is selected, press Exit (F7) to return to the document screen.

Using the macro

To use the MAKLABEL macro, at a blank document screen type the text you want on the label. Then press Macro (Alt-F10), type "maklabel" and press (Enter). The macro prompts you for the total number of labels you want to create.

After you enter this number, the macro prompts you to select the paper size you want to use for your labels. Highlight the Avery 5160 paper size that you created above and press (Enter). When the macro is finished, the duplicated labels are left on your document screen.

Be sure to load the Avery 5160 labels into your printer before printing the labels.

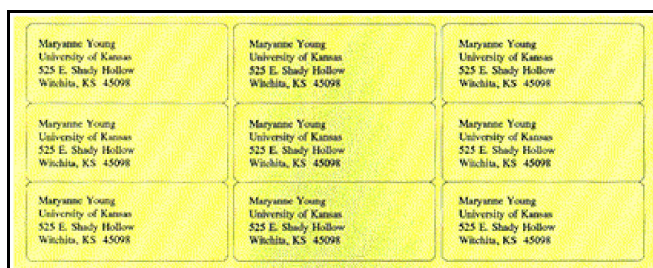


Figure 1