Making Booklets with a Macro
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WordPerfect Magazine

It's not always easy to get things in the right order. Have you ever tried to create a small booklet where each sheet of paper is folded and stapled in the middle to form two pages? If so, you know what a hassle it can be trying to figure out the right order to print the pages. This article shows you how to create a macro that makes creating and printing booklets a snap!

Creating the Macro

The macro is included as BOOKLET.WPM. Be sure to place it in the directory that contains your macros.

Using the Macro

You can use the booklet macro on any printer that can print landscape text. Most dot-matrix printers are unable to print in landscape mode. If you have a printer that can print double-sided pages, the macro will take advantage of those printing capabilities.

The booklet macro uses a landscape paper size (11" x 8.5") and the Labels feature to print pages in the correct order. You don't even have to worry about setting up the paper size-the macro takes care of that for you. The paper size is set up for a page of 2 x 1 labels (2 columnsand 1 row), with a 0.5" margin all the way around the page. Labels are used so that the pages can be "mixed up" and printed out of chronological order. Using labels also allows each page to include page numbering, if desired.

The number of pages in the booklet must be a multiple of four. If the total number of pages in your document (after it's formatted for a booklet) is not a multiple of four, up to three blank pages will be added to the end of your booklet to allow correct placement of the other pages.

When you're ready to print your document as a booklet, make sure it's in the current screen and save any changes before you run the macro. Otherwise, the macro will quit, and you'll be told to save the document and run the macro again. You don't generally need to have the paper size selected (or created) before using the macro.

The very first time you use the macro, a booklet paper size is created. However, if you're using features such as graphics, tables or columns, you'll need to select the paper size first to make sure your graphics and tables fit on the smaller pages. If you'd like to select the paper size before printing the booklet to see the format of the smaller-sized pages, see the "Some Things to Consider" section below.

Note: Make sure you don't have any other paper-size codes in your document, or the booklet won't be formatted correctly.

With the document on-screen, press Macro (Alt-F10), type "booklet" and press (Enter). You'll see the prompt Print (1) First Side; (2) Second Side; (3) Both Sides (duplex printer). If you're using a duplex printer (capable of printing double-sided), choose option (3) Both Sides; otherwise, choose (1) First Side to print the first side. The macro sends the appropriate pages to the printer.

When the first side has finished printing, the macro beeps and prompts you to turn the pages over and run the macro again. Note: In duplex printing this message won't appear, since all the pages will be printed the first time through the printer.

Making sure the pages get back in the printer correctly can be a little tricky. Each printer is a little different, so it might take a few trial runs for you to learn the procedure for your printer. Be sure that the last page printed is the first page inserted for printing the second side.

Note: When you print on a laser printer, the toner is fused to the paper with intense heat that can cause the paper to curl slightly. If the same sheet of paper is sent through the printer a second time, the curvature of the paper can cause it to wrinkle and create paper jams. Before putting the paper back in the paper tray, take the stack of paper in your hand and roll it in the opposite direction of the curl to help flatten the paper.

When the pages are turned over and ready to be printed again, run the macro a second time (with your document still on the screen), but this time choose (2) Second Side. The remaining pages will be sent to your printer, and you'll be left with your original document on-screen. You can now fold and staple your pages in the middle, and they'll all be in the right order!

Some Things to Consider

You should take a few things into account when using the booklet macro:

Paper Size Formatting. The macro doesn't save your document with the booklet formatting (paper size). Therefore, if you want to see how many pages your document will have as a booklet or make sure the formatting is correct for the smaller pages, you'll need to select thepaper size manually before running the macro. If you've already used the macro for the current printer, the paper size should be created and available for you to select. Just press Format (Shift-F8), (3) Document, (2) Initial Codes. Then press Format (Shift-F8), (2) Page, (7) Paper Size. Highlight Booklet and press (1) Select. Press Exit (F7) three times to return to the document.

If you haven't used the booklet macro yet, you'll need to run it once from a blank screen so the paper size is created. Make sure you're at a blank screen, then press Macro (Alt-F10), type booklet and press (Enter). Choose (1) First Side. You'll hear a beep and see the prompt Turn pages over, then run macro again at the bottom of the screen. A single blank page might be printed. You can now select the booklet paper size as described above.

If you select the booklet paper size before running the macro, you don't need to worry about deleting it when you actually run the booklet macro.

Page Numbering. The booklet macro doesn't automatically number your pages. If you want the booklet pages numbered, you'll need to turn page numbering on in your original document before running the macro. To do this, press (Home), (Home), (Home), (Up Arrow) to move to the top of the document. Press Format (Shift-F8), (2) Page, (6) Page Numbering, (4) Page Number Position. Choose the desired option, such as (8) Bottom Alternating, then press Exit (F7). Be sure to save the document with the page-number code. If there are any blank pages placed at the end of the booklet, they won't be numbered.

Using Graphics, Tables or Columns. If your document uses columns, large tables or graphics (wider than 5.5" or taller than 8.5"), you'll encounter problems when printing it as a booklet. In this case, you'll need to select the paper size first as described above (under "Paper Size Formatting") and format your columns, tables and graphics so they fit on the smaller pages. Then you can run the booklet macro to print the document as a booklet.

The next time you need to create a booklet, don't bother trying to figure out which page goes where. Just use the booklet macro, and your booklet will be finished in no time-with the pages printed in the right order.

Understanding the Macro

The macro begins on lines 2-5 by making sure the document has been saved. Lines 6-7 determine whether you're printing the first side, second side or both sides. Line 9 selects the booklet paper size. If this paper size doesn't exist, line 8 makes the macro jump down to lines 53-58, where it creates the paper size and returns to line 10.

Line 12 assigns the current path and filename of the document to a variable, so it can be retrieved later. Lines 13-14 turn columns and page numbering off and also discontinue any headers and footers at the bottom of the document.

Lines 15-22 determine if the total number of pages in the document is a multiple of four (line 16) and, if not, insert the appropriate number of blank pages at the end of the document (lines 20-22). Lines 23-31 perform several calculations related to the order of the pages. Trust me-it works.

Line 32 starts the page numbering over at one, and line 33 retrieves a second copy of the original document.

Normally when you're printing selected pages, WordPerfect won't let you specify a higher page number first. For example, your booklet might have page 6 on the left and page 3 on the right. By retrieving a second copy of the document, you can correctly print the first occurrence of page 6 and the second occurrence of page 3.

Lines 35-46 contain a {FOR} loop where the actual printing occurs. If a duplex printer was selected, four pages at a time are sent to the printer (lines 39-40); otherwise only two are sent (line 42). Line 47 clears the screen and retrieves the original document as it was last saved before the macro was run. Once the first side has been printed, lines 49-50 prompt you to turn the pages over and run the macro again. Line 52 ends the macro.