

# Bookmaking for beginners

Tim Nott shows you how to make five come alive as he presents a solution to the perennial problem of producing A5 booklets in Word. Plus, coloured margins and the right accent.

The vexed question of A5 booklets has bubbled away in these pages for some time. Mike Samuelson asks if anyone has come up with a simple way of doing this in Word. For those of you who weren't in at the start, the problem is this. You want to print two pages side-by-side on a sheet of A4 paper, and fold the sheet (or several sheets) in half to make a booklet. In the simplest, four-page case, pages four and one are on one side of the paper, pages two and three on the other. With eight pages, it goes 8-1, 2-7 on the first sheet, 6-3, 4-5 on the second. And so on, with a sixteen-page booklet going 16-1, 2-15, 14-3, 4-13 etc.

If you want a simple way, then here goes. For argument's sake, let's say this is an eight-page booklet called "Cooking With Carrots" by B. Bunny. Go to Page Setup, under Page Size choose A4 and under Orientation choose Landscape. From

Layout select Different Odd and Even and choose Different First Page in the Headers and Footers panel. Make sure Apply to: is set to Whole Document. Go to Margins and tick the Mirror Margins box. You'll notice the Left and Right change to Inside and Outside. Set Inside to 17.5cm, Outside to 2.5cm. You can fine-tune this further, but the principle is that the inner margin should have 14.85cm (half the sheet) added to it. Close the Page Setup dialog and go to View/Headers and Footers. On the first page you probably won't want either, so go to page two. Click in the header panel and type "Cooking With Carrots". In the footer, insert Page Number. On page three, put the author's name in the header and right-align it. Insert the page number in the footer, as before, and right align that. The remaining headers and footers will be filled in automatically.

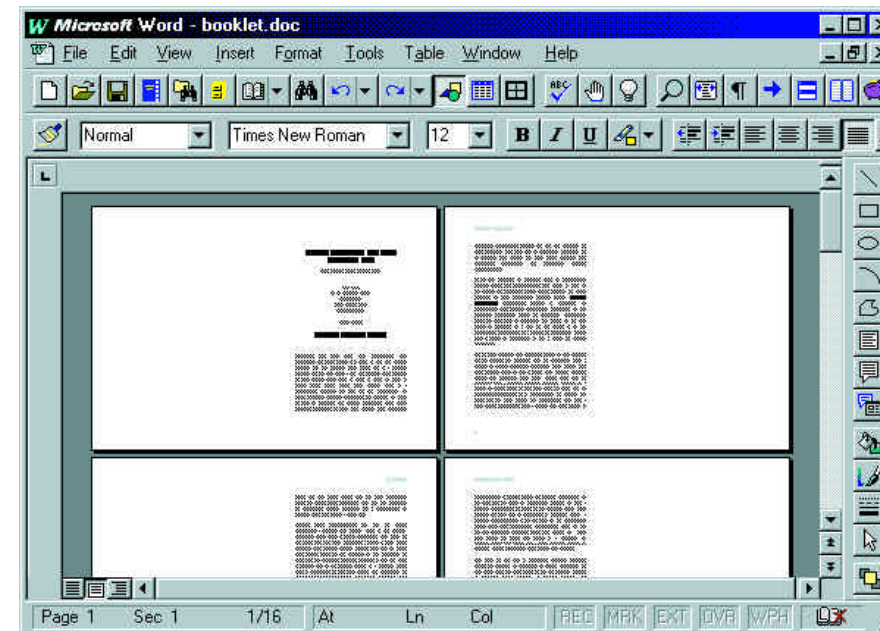
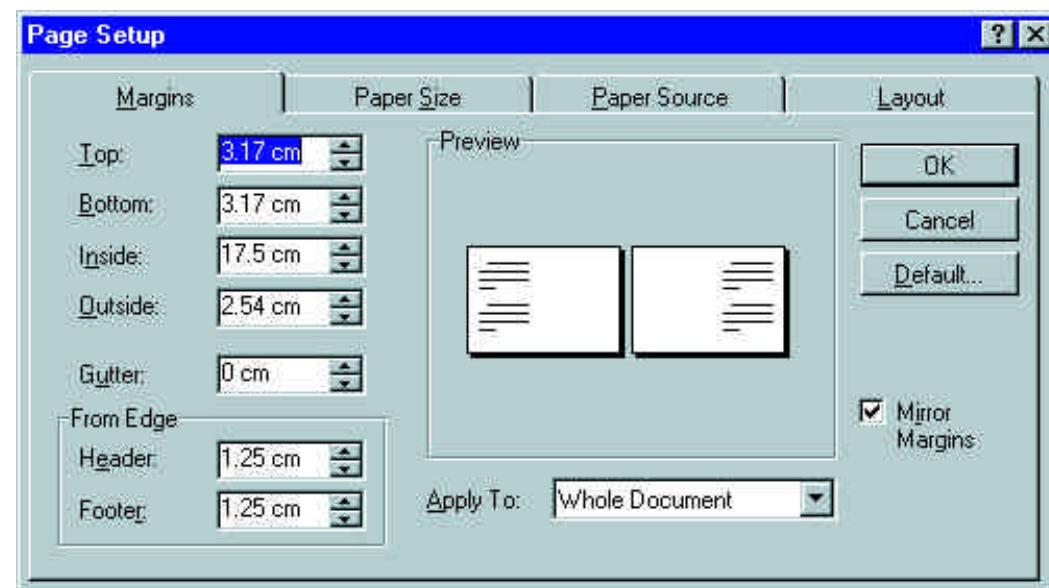
You're now ready to print. Set your

printer to single-sheet mode, and from the Print dialog Page Range panel, select Pages and type in "8,1,2,7,6,3,4,5". When the first page is printed, put the paper through again, the same way up. Then turn the paper over, top to bottom and again put it through twice. Repeat with the second sheet. And that's it. You can experiment further, for instance centring the headers and footers or adding a rule with the border tools. The only tricky bit is feeding the paper in the right way around.

In hope of a more hi-tech approach, I searched various online sources of Word wisdom and finally came across a set of macros on the Microsoft web site, dating from November 1994. This included the FormatFoldOverBooklet macro, which "allows you to print multiple pages on a single printed page. The macro copies your document text to a new document window, changes the formatting to two columns, and switches the orientation to landscape. The appropriate page numbers are added below each column."

This sounds just the job except that first, there's a syntax error in the macro that has lain uncorrected all this time, although a further "application note" describes how to rectify this. Having duly mended the macro, it then ground to a halt with a message saying the settings I'd chosen for the margins,

Setting up the page for an A5 booklet



The booklet ready for printing

column spacing or paragraph indents were too large for the page. It did this with a variety of settings in a variety of documents in both Word 6 and Word 7. At this point I did the sensible thing and gave up. Should you, however, have more time to waste than I do, the text of the macro is on this month's CD-ROM in BOOKLET.TXT.

## A commanding view

Moving on from a long Word macro that doesn't work, here's a short one that does.

```
Sub MAIN
ListCommands
End Sub
```

This produces a new document consisting of a table showing all the Word menu and keystroke commands together with their menu location and/or keyboard shortcuts, including any keystroke combinations you have assigned. However, there's a rather more elegant variant. Since ListCommands is itself a Word command, you can add it to a menu. Go to Tools/Customise/Menus. From Categories choose All Commands; from Commands choose ListCommands; from Change What Menu pick the menu in which you want to park it. Mine's under "Help" but "Tools" would be equally appropriate. Change the menu position and name if you want to, then click on Add. Running the command from a menu in this way gives you the further option of listing all the Word commands including those which don't have a menu or keystrokes assigned, like those commands used only within macros.

## Turning the tables

Last month we took a hard look at Word's inadequacies in the table department. Since then, I've got hold of a copy of the final build of Office 97 and must admit there's been an improvement. You can now align text top, bottom or centre of a cell and rotate it through 90 degrees without recourse to WordArt. This should solve the problem, mentioned last month, of the user who wanted to include a landscape full-page table in a document while keeping the headers and footers in their default portrait position. You can split and combine cells either from a dialog box or by drawing and erasing lines straight onto the table.

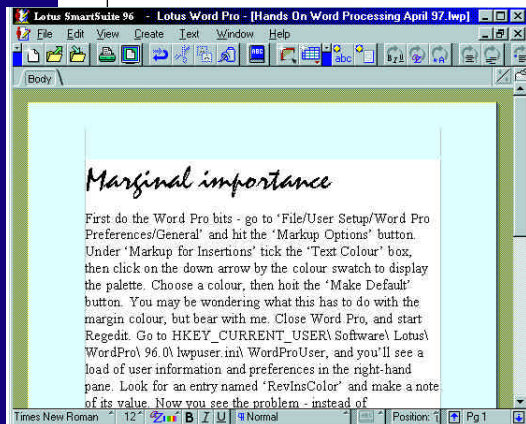
Despite the addition of an Autosum button, the mathematical features are pretty much unchanged and have a long way to go to catch up with WordPro or WordPerfect. I really had hoped that at least the formulae would instantly update, as in a spreadsheet, but no — you still have to highlight the field and update it with F9 (or the right-click menu) or wait until you print the document when all fields should be updated automatically. Make sure Update Fields is ticked in Tools/Options/Print.

## From the top...

My other disappointment is with the unlovely File/Open... dialog, which remains virtually unchanged. I like being able to specify a search string from the top level of the dialog. It's especially useful when I know I've covered a topic somewhere in a PCW article, but can't remember which of

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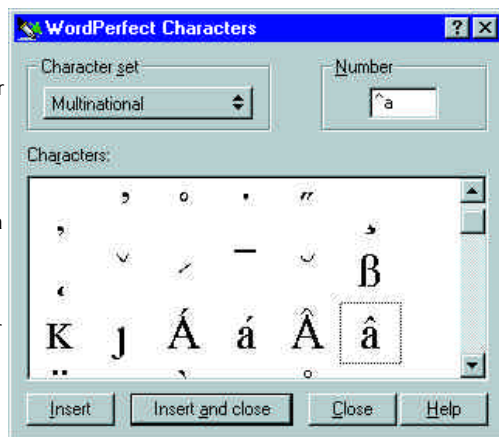
## Department of obscure tips...



This one's for Word Pro running under Windows 95. As you may have discovered, in layout view, you can set the margins to appear in a contrasting colour to the rest of the page with View/Set View Preferences/Show margins in colour. What's rather more difficult is to choose a colour other than the default grey — but it can be done. It involves adding a key to the Windows 95 Registry, so the usual caveats apply — back up USER.DAT and SYSTEM.DAT first.

First do the Word Pro bits. Go to File/User Setup/Word Pro Preferences/General and hit the Markup Options button. Under Markup for Insertions, tick the Text Colour box, then click on the down arrow by the colour swatch to display the palette. Choose a colour, then hit the Make Default button. You may be wondering what this has to do with the margin colour, but bear with me. Close Word Pro and start Regedit. Go to HKEY\_CURRENT\_USER\Software\Lotus\WordPro\96.0\lpuser.ini\WordProUser, and you'll see a load of user information and preferences in the right-hand pane. Look for an entry named "RevInsColor" and make a note of its value. Now you see the problem.

Instead of user-friendly names like Arctic Blue, colour options are stored in the Registry as a number. Create a new String Value by right-clicking in the right-hand pane, and call it MarginsColor. Double-click on this new entry and give it the same number (including any minus sign) as RevInsColor. I must confess I haven't tried this with the Windows 3.1 version, but I would imagine something similar exists in LWPUSER.INI. Close the Registry Editor and restart Word Pro: your margins will now be in the chosen colour, and you can re-set the Markup colour to its previous value. If someone can tell me how to change the background colour, the area "off the page", to something other than the dismal default khaki, I'd be grateful.



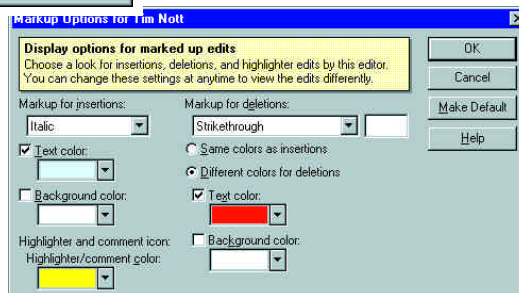
**Top left** Margins in any colour you like — with a bit of Registry tweaking

**Above** Beyond the keyboard in WordPerfect

**Right** The secret of finding out the colour code

And here's one for WordPerfect 7 fans. If you want to insert accented characters, or those such as fractions, not normally accessible from the keyboard, then Insert/Character pops up a scrolling box of accented and other exotic characters. You also get the option to choose from other character sets, such as mathematical symbols or Japanese characters. This is a little long-winded if all you want are commonly-used symbols such as °, Ω or the basic accented letters. The keyboard shortcut Ctrl+W also launches the character box, but you can follow this with further keystroke shortcuts like 'e<return> produces an e-acute (é). These are the more common symbols:

- 'a = á (also works with e, i, o, u, y in both upper and lower case)
- 'a = à (also works with e, i, o, u, y in both upper and lower case)
- ^a = â (also works with e, i, o, u in both upper and lower case)
- @a = ã (also in upper case)
- ~a = ä (also n, o in upper and lower case)
- "a = å (also e, i, o, u, y in both upper and lower case)
- ,c = ç (also upper case)
- oc = ©
- or = ®
- ae = æ (also upper case)
- ss = ß



the 200-odd DOC files it might be in. So why do we have to dig down into the Advanced settings (or click the obscure Commands and Settings button) to search subfolders? Surely this checkbox should be at the top level?

Unless you specifically save the search, the results are lost when you close the dialog. Word 6's Find File... command at least had the decency to re-open the last set of results, so you could pick and choose without having to repeat the search, or open all the files at once.

### To boldly go...

John Carrick was rather puzzled that Word had suddenly started displaying

everything in bold type when a new, blank document was created. Stuart Melville wanted to know how to force Word to start with other than 10-point Times New Roman as the default font. "I have a rather elegant Garamond, but it's a drag having to set this manually for every new document." The answer to both queries is in the Format/Font... dialog box.

If you change the font, style, size or other options here, and hit the Default button, this font and options will become the default for new documents. You do get a confirmation dialog, but it's easy to miss if you're in the habit of closing dialogs with the enter key rather than the mouse. This is probably what has happened to John, by accident.

To rectify this, or to choose a new default, choose the settings you want from the dialog box and hit Default again. Don't forget to click Yes when asked to save the template changes. For those of you who have made the upgrade to Word 97, note there's also a Shadow font style as well as Outline, Embossed and Engraved. This looks rather like bold at normal font size, and it doesn't have a button on the toolbar.

### PCW Contact

You can contact **Tim Nott** by post c/o the PCW office at the usual address or via email at [wp@pcw.vnu.co.uk](mailto:wp@pcw.vnu.co.uk)