

Q&A the Easy Way  
WordPerfect Magazine  
Tips

I have a very simple but useful macro for anyone in the legal or insurance profession who transcribes statements or depositions. I found it very tedious to type the Q and A to begin the questions and answers, then indent the text. The included QA.WPM macro does all this for you and makes the flow of typing much smoother.

To run the macro, move your cursor to the place where you want to begin the Q&A section and press Macro (Alt-F10), then enter QA. A "Q.:" followed by an indent appears on your screen and pauses for you to type the text for the question. When you're done with the question, press (Enter) and a blank line is inserted, followed by an "A.:"

After typing the answer, press (Enter) to move to the next Q and continue pressing (Enter) after each entry until you're ready to quit. To end the macro, simply press Cancel (F1).

– Noel M. Stockfleth, Metairie, LA