

The Graphic On Disk Macro WordPerfect Magazine

Graphics eat up a lot of disk space. When you insert a graphic into a document, the graphic becomes part of the file. For example, if you have a 3,042KB document and you insert a 7,207KB graphic, the document grows to 10,708KB. And, you still have the original graphic file somewhere on your computer, for a total of 17,915KB. All these bytes start to add up when you work with a large number of graphics.

You can cure this by using WordPerfect's Graphic on Disk feature to reduce those file sizes. This feature works by "pointing" to the graphic, instead of including the graphic in your document. When the document is retrieved or printed, WordPerfect goes to the path and filename of the graphic. If the graphic is found, WordPerfect points to the graphic and tells the computer to use the file but not to make the graphic part of the document.

If you're like me, you already have a lot of files with graphics in them. To avoid the tedious business of changing every graphic manually, users can use the included GRPHDISK.WPM macro to change any figure or user box containing a graphic to a graphic on disk.

Simply run the macro by typing (Alt-F10) and then "grphdisk." The macro will then go through all of the figure boxes and user boxes to make the changes. That's all there is to it!

Note: Because the Graphic on Disk feature doesn't make the graphic a part of the document, if you copy the document to a disk or send it as an attachment with e-mail, you also need to copy or send the graphic images for that document as well.