

MACROS 201: The Shell Game

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First Rule of Macro Club:

PRACTICE ON A TEST FILE FIRST!

Second Rule of Macro Club:

Don't store macros you can't afford to lose in your Normal template.

Third Rule of Macro Club:

Open your template from INSIDE WORD to access macros.

Fourth Rule of Macro Club (Reminder):

Turn off tracking for wildcard replace.

(1) Running a Macro through an Entire Document

WHY: To repeat an action that is not a simple find and replace.

HOW: Use a loop command.

THE SHELL: **A_201_LoopShell**

BONUS TIP: Use comments: to explain what's happening OR
to temporarily remove a line of code OR
to show the assigned keyboard shortcut OR
to credit the author of borrowed code.
Begin line with a single quote mark.

EXAMPLE: **Applying outline levels to multiple elements (cookbook)**

The macro contains multiple loops, one for each element that needs an outline level applied.

Advantage: Copy and paste the loop code within the macro, changing input strings and outline level numbers within each iteration, and perform multiple operations with one macro.

(2) Automate Turning Off Tracking

WHY: To avoid forgetting to turn tracking back on for common tasks.

HOW: Use boolean variables.

THE SHELL: **A_201_AutoTrackingShell**
(Credit: Hilary Powers, Rich Adin)

EXAMPLE: **Cleaning up stray italic and bold**

Use pairs of macros (on a hot key) to apply or remove italic/bold/small caps/whatever without tracking.

BONUS TIP: Define character styles with background tints and a thin outline to make them more visible, especially around spaces and punctuation.

(3) Dialog Box That Offers You Choices

WHY: To provide a visual list of shortcut options.

HOW: Create a custom dialog box.

THE SHELL: **A_201_DialogBoxShell**

EXAMPLE: Applying codes/styles

Use one keystroke to activate a dialog box with multiple one-key options for inserting codes/applying styles. Modify the shell for each client; use the same shortcuts for the same types of elements, but the macros do different things based on what the client wants.

BONUS TIP: Be sure to **SELECT** text for character styles, but only **PLACE** cursor within text for paragraph styles.

RESOURCES

Jack Lyon (www.editorium.com):

Macro Cookbook for Microsoft Word
Wildcard Cookbook for Microsoft Word

Hilary Powers (www.the-efa.org): *Making Word 2010 Work for You*

Paul Beverley (www.archivepub.co.uk/macros.html): *Macros for Editors*