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.

(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 1: Tracking all instances of an inserted string such as a code

The macro runs through the document:
(1) Looks for the first instance of the string
(2) Performs the action
(3) Repeats until no more instances are found

EXAMPLE 2: Applying outline levels to multiple elements

The macro contains multiple loops, one for each elements 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 1: **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.

EXAMPLE 2: **Changing a hyphen to an en dash**

The macro finds the next hyphen in text and silently replaces it with an en dash.

BONUS TIP: Save keystrokes by letting the macro navigate to what you’re replacing. Other uses: space to hyphen (hyphenated adjectives), hyphen to space, single quotes to double (no apostrophes between!), serial comma (and, or)

### (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 1: **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.

EXAMPLE 2: **Navigating to bookmarks in style sheet**

Within dialog box; each choice activates a macro that navigates to that bookmark. Usefult for long style sheets or proprietary client style sheet forms where sections are in different locations. Faster than looking/mousing.

### 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*