

# 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.

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## **(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.

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### **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
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### **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.

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## **(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)

