

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.

(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
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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.

(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)

