

❖ **MACROS 101: Work Smarter, Not Harder** ❖

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❖ **SESSION OVERVIEW**

What's a macro?

- A set of instructions
- A computer program
- Runs inside Word
- Can be simple or complex

Why should I use macros?

- Accuracy
- Consistency
- Efficiency
- Memory aid

Where can I use macros?

- Manuscripts: editing text, queries
- Style sheets: consistency, navigation
- Word window: set up your workspace

How do I obtain macros?

- Buy them
- Share them
- Record them in Word
- Revise/edit them in the VBA Editor

How do I run a macro?

- View tab OR Developer tab > Macros > select macro > Run
- Alt + F8 > select macro > Run
- Add icon to Quick Access Toolbar (or custom ribbon)
- Assign each macro a keyboard shortcut
 - When recording the macro
 - Customize Keyboard dialog

❖ THE RULES

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:

Turn off tracking for wildcard replace.

❖ Recording a Macro: EXAMPLE 1

- ❖ View tab OR Developer tab > Record Macro
- ❖ Record Macro icon on status bar

REMEMBER THAT YOU ARE RECORDING!

Don't start editing

Map out what you're going to do first

Think universally when recording

EXAMPLE: **SerialAnd**

Turn on recorder

Record actions:

Find "and" (whole words only, match case)

Close Find dialog

Move cursor back 2 characters

Type a comma

Move cursor forward 2 "words" (to after "and")

Turn recorder off

Macro is now in the VBE: Normal > Modules > NewMacros

Save in VBE

❖ Editing a Macro: VBA Editor (VBE)

- ❖ Developer tab > Visual Basic

WINDOWS: Alt + F11

MAC: Option + F11 (may need to add Fn key; laptop)

- ❖ Macros dialog box:

WINDOWS: Alt + F8

MAC: Option + F8 (may need to add Fn key; laptop)

Edit button takes you to the VBE

❖ Anatomy of a Macro

Sub Title(), End Sub: beginning and end of macro

Title: no spaces

Comment: preceded by single quote; green; inactive text; use for notes

Macro code (VBA commands)

EXAMPLE: **SerialOr**

Copy SerialAnd, change name

Change “and” to “or”

Save in VBE and template

❖ Recording a Macro: EXAMPLE 2

EXAMPLE: **LastNameFirst**

Start with cursor at beginning of Lastname

Turn on recorder

Record actions:

Backspace; select to end of line; back up 1 character (to grab Lastname)

Cut; move to beginning of line (Home); Paste

Type comma and space

Turn recorder off

❖ **PROTIP: Let Find do the work**

SerialAnd, SerialOr

LastNameFirst

SingleQuotesToDouble

SpaceToHyphen, HyphenToSpace

CommaToSemicolon

HyphenToEnDash

UK spelling: is > iz, ou > o, ll > l, which > that

DeleteNextPunctuation

❖ **Here be more macros!**

Queries (comment, inline)

Go to a bookmark

Highlight years

Open/close style area pane in Draft/Normal view

Replace (just cut and paste the same text; combines edits for easy reading)

IF TIME: Converter (to change any selected text that's in a list to something else)

❖ **Your turn ...**

What repetitive actions could YOU put in a macro? Put your ideas here.

❖ MACRO SOURCES

Buy: Editorium/Jack Lyon (www.editorium.com)

Template-based add-ins

Editor's ToolKit Plus 2018 (Mac/Windows)

Installs as a global Word template (always available)

Has its own ribbon tab

Includes FileCleaner

Freebies

Newsletter: Editorium Update

Books: *Macro Cookbook for Microsoft Word*

Wildcard Cookbook for Microsoft Word

Microsoft Word for Publishing Professionals

Share: Paul Beverley (www.archivepub.co.uk/macros.html)

Free e-book: *Macros for Editors*

600+ macros

FRedit

YouTube tutorials: Paul Beverley (channel)

Share: Allen Wyatt (wordribbon.tips.net)

Book: *Word VBA Guidebook*

Ebook: *WordTips: The Macros*

Newsletter: *WordTips*

Share: Fellow Word users

Facebook: EAE, Editors Who Talk Tech

Email: Copyediting-L, Word-PC

links: www.kokedit.com/ckb.php

Word_VBA, now Microsoft Access Forums:

www.msofficeforums.com/word-vba/

❖ OTHER RESOURCES

Geoff Hart (www.geoff-hart.com):

Effective Onscreen Editing (4/e, chap. 11)

Hilary Powers (www.the-efa.org):

Making Word 2010 Work for You

❖ THE MACROS ❖

Sub SerialAnd()

' Macro written 02/27/03 by Hilary Powers
' Inserts a comma before the next instance of "and" in the text
' Used on a "spot" basis while editing; does NOT run through and find missing serial commas
' You have to use your brain for that; this macro just makes it quicker to insert them
' Can also use insert comma between independent clauses separated by "and"
' As well as in dialogue tags such as "Go away," she said, and closed the door.
' Copy/edit to create SerialOr macro

' Ctrl + 7 (example keyboard shortcuts given throughout)

```
Selection.Find.ClearFormatting
With Selection.Find
    .Text = "and"
    .MatchCase = True
    .MatchWholeWord = True
End With
Selection.Find.Execute
Selection.MoveLeft Unit:=wdCharacter, Count:=2
Selection.TypeText Text:=", "
Selection.MoveRight Unit:=wdWord, Count:=2
```

End Sub

Sub LastNameFirst()

' Converts "Firstname Lastname" (on its own line) to "Lastname, Firstname"
' For example, after you have copied a name to your style sheet
' IMPORTANT: Must place cursor just before first character of Lastname

' Ctrl+Alt + ,

```
Selection.TypeBackspace
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
Selection.MoveLeft Unit:=wdCharacter, Count:=1, Extend:=wdExtend
Selection.Cut
Selection.HomeKey Unit:=wdLine
Selection.Paste
Selection.TypeText Text:=", "
ActiveDocument.Save
```

End Sub

Sub SingleQuotesToDouble()

' Finds next set of single quotes, changes them to double quotes
' Works only if there is no intervening apostrophe (possessive, contraction)
' Note that you must use the “curly” style of quote mark each time:
' Alt + 0145 (numpad) - open single
' Alt + 0146 (numpad) - close single
' Alt + 0147 (numpad) - open double
' Alt + 0148 (numpad) - close double

' Alt + F12

```
Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = ""
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
Selection.MoveLeft Unit:=wdCharacter, Count:=1
Selection.Delete Unit:=wdCharacter, Count:=1
Selection.TypeText Text:=ChrW(8220)
Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = ""
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
Selection.MoveLeft Unit:=wdCharacter, Count:=1
Selection.TypeText Text:=ChrW(8221)
Selection.Delete Unit:=wdCharacter, Count:=1
```

End Sub

Sub SpaceToHyphen()

' Finds the next space and changes it to a hyphen

' Copy/edit to create macros for hyphen > space, comma > semicolon

' Ctrl + Num0

```
Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
With Selection.Find
    .Text = " "
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
Selection.MoveLeft Unit:=wdCharacter, Count:=1
Selection.Delete Unit:=wdCharacter, Count:=1
Selection.TypeText Text:="-"
```

End Sub

Sub HyphenToEnDash()

' Finds the next hyphen and replaces it with an en dash

' Can copy/edit for en dash to em dash, etc.

' Ctrl + Num-

```
Selection.Find.ClearFormatting
With Selection.Find
    .Text = "-"
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = True
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
Selection.TypeText Text:="-"
```

End Sub

Sub UK_IsToIz()

' Finds the next instance of "is" and changes it to "iz" (replaces the whole word)

' Can copy/edit for ou > o, ll > l, which > that

' Ctrl + Shift + Z

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

With Selection.Find

.Text = "is"

.Replacement.Text = ""

.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute

Selection.MoveLeft Unit:=wdCharacter, Count:=1

Selection.MoveRight Unit:=wdCharacter, Count:=1

Selection.MoveRight Unit:=wdCharacter, Count:=1, Extend:=wdExtend

Selection.TypeText Text:="z"

Selection.MoveRight Unit:=wdWord, Count:=1

ActiveDocument.Save

End Sub

Sub DeleteNextPunctuation()

' Deletes next punctuation mark (any mark in the wildcard search string):

' ,<.>/?:;'"{}~!()-

' Ctrl + Num*

Selection.Find.ClearFormatting

With Selection.Find

.Text = "[,<.>/\?;:'\"{}~!()\-]"

.MatchWildcards = True

End With

Selection.Find.Execute

Selection.MoveLeft Unit:=wdCharacter, Count:=1

Selection.Delete Unit:=wdCharacter, Count:=1

End Sub

Sub QueryAUComment()

' Inserts author query as comment

' Copy/edit to create other types of queries: ED, COMP, FACT CHECKED

' Alt + Q, A

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:="AU: "

End Sub

Sub QueryAU_Inline()

' Inserts author query as tracked, inline, highlighted yellow

' Places cursor before closing bracket, ready for you to type/insert query text

ActiveDocument.TrackRevisions = True

Selection.TypeText Text:="{AU: }"

Selection.MoveLeft Unit:=wdCharacter, Count:=6, Extend:=wdExtend

ActiveDocument.TrackRevisions = False

Options.DefaultHighlightColorIndex = wdYellow

Selection.Range.HighlightColorIndex = wdYellow

ActiveDocument.TrackRevisions = True

Selection.MoveRight Unit:=wdCharacter, Count:=1

Selection.MoveLeft Unit:=wdCharacter, Count:=1

End Sub

Sub BKMKAbbrev()

' Takes you directly to a bookmark that is already defined/placed in the document

' In my style sheet, this macro takes you to the "Abbreviations" bookmark

' Try copying/editing it to create similar bookmark shortcuts

' Alt + .

Selection.GoTo What:=wdGoToBookmark, Name:="Abbreviations"

Selection.Find.ClearFormatting

With Selection.Find

.Text = ""

.Replacement.Text = ""

.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

End Sub

Sub HighlightYears()

' Highlights years for checking citations

' Sometimes hits false positives, but they are easy to remove as you go

Options.DefaultHighlightColorIndex = wdYellow

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

Selection.Find.Replacement.Highlight = True

With Selection.Find

.Text = "[0-9]{4}"

.Replacement.Text = ""

.Forward = True

.Wrap = wdFindContinue

.Format = True

.MatchCase = False

.MatchWholeWord = False

.MatchAllWordForms = False

.MatchSoundsLike = False

.MatchWildcards = True

End With

Selection.Find.Execute Replace:=wdReplaceAll

End Sub

Sub StyleAreaOn()

' Turns on the Style area in Draft/Normal view and sets it to 1 inch wide

' Copy/edit to create StyleAreaOff (set to 0)

' Alt + S, 1

ActiveWindow.StyleAreaWidth = InchesToPoints(1)

End Sub

Sub Replace()

' Created by Kristi Hein

' Simply cuts and pastes the selected text

' Puts deleted text together, followed by inserted text for easy reading

' Ctrl + R

Selection.Cut

Selection.PasteAndFormat (wdFormatOriginalFormatting)

End Sub

Sub ConverterShell()

' Based on a macro written by Hilary Powers, June 2000
' You must select text first; it must be in this list after "Case"
' Case sensitive (e.g., separate entries for "while" and "While")
' Replaces text only, with original formatting
' This is just barebones examples; use copy/paste to expand/insert sections
' No quotes needed in "Case" line if finding digits only

' Ctrl + Num+

' The following code sets up the dialog box and macro function; leave as is

```
Dim vNumerals As String
If Selection.Type = wdSelectionIP Then

    MsgBox "Select something to convert first."
    GoTo Last
```

```
Else
vNumerals = Selection.Text
End If
Select Case vNumerals
```

' You can add code after this using copy and paste

```
Case 1
    Selection.TypeText Text:="one"
```

' The two lines of code above are what you must insert/edit for each item you add
' The text on line 1 after "Case" is what you want to change (you must select it in the text)
' The text on line 2 within quotes is what you want to replace it with

```
Case 2
    Selection.TypeText Text:="two"
```

```
Case 10
    Selection.TypeText Text:="ten"
```

```
Case 20
    Selection.TypeText Text:="twenty"
```

```
Case "1st"
    Selection.TypeText Text:="first"
```

```
Case "30s"
    Selection.TypeText Text:="thirties"
```

```
Case "30's"
    Selection.TypeText Text:="thirties"
```

```
Case 100
    Selection.TypeText Text:="a hundred"
```

```
Case 200
    Selection.TypeText Text:="two hundred"
```

```
Case "1000"  
  Selection.TypeText Text:="one thousand"  
Case "1,000"  
  Selection.TypeText Text:="one thousand"  
  
Case "10,000"  
  Selection.TypeText Text:="ten thousand"  
Case "11,000"  
  Selection.TypeText Text:="eleven thousand"  
Case "100,000"  
  Selection.TypeText Text:="one hundred thousand"  
Case "200,000"  
  Selection.TypeText Text:="two hundred thousand"
```

```
Case "U.S."  
  Selection.TypeText Text:="United States"  
Case "United States"  
  Selection.TypeText Text:="U.S."
```

```
Case "which"  
  Selection.TypeText Text:="that"  
Case "that"  
  Selection.TypeText Text:="who"
```

```
Case "while"  
  Selection.TypeText Text:="although"  
Case "While"  
  Selection.TypeText Text:="Although"
```

```
' What other things are you always changing from one thing to another?  
' State abbreviations, recipe measurements: CT > Connecticut  
' Times, symbols, abbreviations: WWII > World War II  
' Words you never type correctly the first time
```

```
'Editable code ends here
```

```
End Select
```

```
Last:  
End Sub
```