# Macro Starter Pack – Introduction to Macros

*(For a description of the files in the Starter Pack, see Appendix 1.)*

*(****Suggestion****: Print out a copy of page 2; it helps the installation if you can see the instructions easily.)*

## What is a macro, anyway?

One way to think of it is that it’s an ‘app’, like the ones you use on your phone. So it’s a bit of computer wizardry that ‘does things’. We might say...

A macro is an app.

A macro is a computer program.

A macro is a computer subroutine.

Unlike with apps, you do have to ‘handle’ the computer code, but if you know how to copy and paste, you’ll be fine.

Macros use a computer language called **Visual Basic for Applications** (**VBA**), and just as you might copy and paste some text out of Word into an email (or out of an email into Word), all you need to be able to do is to copy the text of macros into VBA. That’s as complicated as it gets.

## The elements of a macro

Here’s a very simple macro – I’ve coloured the important bits.

Sub Swap Characters()

Selection.MoveEnd 1

Selection.Cut

Selection.MoveLeft 1

Selection.Paste

End Sub

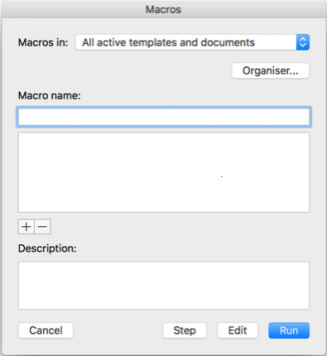
I said a macro is a subroutine, right? So the **Sub**(routine) and the **End Sub**(routine) are the ‘markers’ that show where the macro starts and ends. It’s important, when copying and pasting macros, to maintain this pattern of **Sub**/**End Sub**.

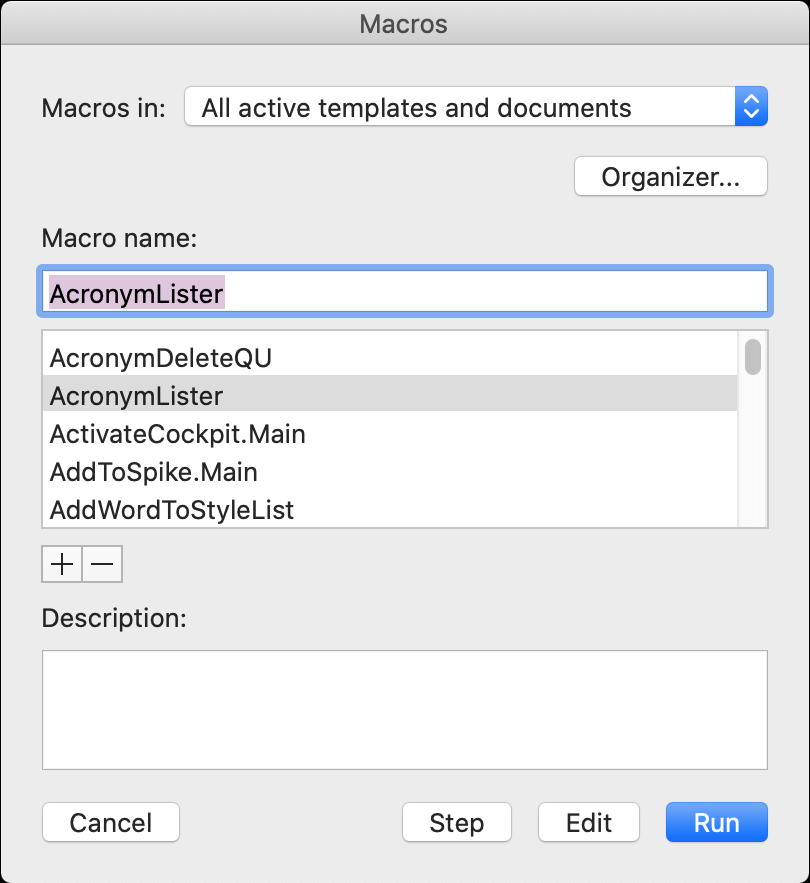
The **SwapCharacters** is the name of the macro. This is important, because that’s how you tell the computer what you want it to do: “Please run the macro called **SwapCharacters**”.

The name must be unique – the computer gets confused if you paste two macros into VBA that have the same name.

## How do I get into VBA?

This isn’t the same on every computer, so take this slowly, step by step. Depending on your version of Word, either (1) on the **View** tab, click the **Macros** icon, or (2) on the **Tools** tab, click the **Macro** icon and then the **Macros...** icon. This should open the Macros window, looking something like one or other of these:





If yours looks like the lefthand picture, do the ‘**EITHER**’ instruction overleaf; or for the righthand picture, do ‘**OR**’.

**EITHER: If you have a list of macros**, you need to check that you don’t already have copies of any of the new macros you’re about to install. So look down your list of macros and compare it with the macro list at the end of this document. Can you see a macro with the same name? If so, click on its name, and click **Delete**, and then **OK**.

**OR: If you have NO macros in your list**, then, in the **Macro name:** slot, type the word **Dummy**, and then click the ‘**+**’ icon. This will open the VBA window, showing:

Sub Dummy()

'

' Dummy macro

End Sub

You too are now ready to get started, so click ⌘-**Q** (for ‘quit’), and the VBA window will close.

## Add the Starter Pack macros

*(Keystrokes seem to vary from Mac to Mac; this has been checked by two Mac users, but yours may be different.)*

1. Open the file **The\_Starter\_Macros** in Word, (NB, if Word says that this is a protected view, and asks you to “Enable editing”, please do so) click **⌘-A** to select all the text, and then **⌘-C** to copy it.

2. Use **View**—**Macros** (or **Tools**—**Macro**—**Macros...**) to bring up the **Macros** dialogue box again.

(Make sure that, in the **Macros in:** slot, it says either ‘Normal.dotm (global template)’ or ‘All active templates and documents’.)

3. Click on **Edit**, and the VBA window will open.

4. Click **⌘-Fn-⇨** (or **⌘-End**), to move to the end of the VBA text and press **Enter**, to give yourself a blank line.

5. Click **⌘-V**, to paste in the new macros.

6. Click **⌘-S**, to save the new macros, and **⌘-Q**, to close VBA.

7. Use **View**—**Macros** to bring up the ‘Macros’ window again. The list should now have a lot of new macros.

(N.B. Don’t close the The\_Starter\_Macros file yet!)

8. Click on the macro name, **AddKeys**, click **Run**, and a confirmation box will appear; click **OK**.

***Congratulations! You now have 23 macros set up and ready to use!***

**Got a problem?!** If, when you tried to run *AddKeys*, you got an error “**Compile error:** **Ambiguous name detected: FRedit**” (or some other macro name), then that’s because you didn’t check the macro list carefully enough. You will need to delete the old version of the named macro from VBA and run *AddKeys* again.

### **Macros available**

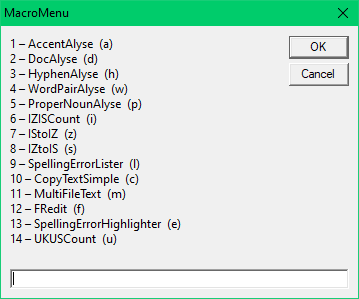
The Starter Pack gives you the several main macros, each with its own keyboard shortcut, which can be used to run it, e.g. Shift-Option-A means hold down both the Shift and Option keys, and then press A; this will run the *AccentAlyse* macro.

|  |  |
| --- | --- |
| **A**ccentAlyse | Shift-Option-A |
| **D**ocAlyse | Shift-Option-D |
| **H**yphenAlyse | Shift-Option-H |
| **P**roperNounAlyse | Shift-Option-P |
| **W**ordPairAlyse | Shift-Option-W |
| **C**opyTextSimple | Shift-Option-C |
| MultiFile**T**ext | Shift-Option-T |
| **I**ZISCount | Shift-Option-I |
| IStoI**Z** | Shift-Option-Z |
| IZtoI**S** | Shift-Option-S |
| MultiSwitch | Option-Q |
| Spe**LL**A**L**yse | Shift-Option-L |
| Spelling**E**rrorHighlighter | Shift-Option-E |
| **U**KUScount | Shift-Option-U |
| **F**Redit | Shift-Option-F |

And you also have some possibly useful tools

|  |  |
| --- | --- |
| Custom**K**eys | Shift-Option-K |
| WhatChar | Shift-Option-? |
| InstantFindDown | Shift-Option-Down |
| InstantFindUp | Shift-Option-Up |
| FindFwd | Option-Right |
| FindFwdCase | Shift-Option-Right |
| FindBack | Option-Left |
| FindBackCase | Shift-Option-Left |

**Also**: *MacroMenu* (Shift-Option-M) allows you to select the macro you want to run from an on-screen menu. You can select either by number or letter.



### **Simple basic instructions for use**

For **full details** on how to run these macros, please read the relevant sections in the file:***FullMacroInstructions***, or read about them in my book. Also, if things go wrong and the computer produces an error message, please re-read the instructions and/or read the section in my book ‘What happens when things go wrong?’ and/or watch the video: https://youtu.be/AY6B-IkLEN8.

N.B. For any of these macros to do anything ‘sensible’, you’ll need a file with, say, 5000–10,000 words.

(If you need to stop a macro when it’s busy running, press Ctrl-Break, though some laptop keyboards don’t have a Break key! Someone has suggested **⌘-.** (i.e. **⌘**+ full stop), and another suggestion is Esc, Esc. Otherwise, open the VBA window before running the macro; then click the ‘Reset’ icon = ‘∎’ – like the stop on a DVD player.)

#### AccentAlyse

Open the file to be tested. Run the macro (Shift-Option-A).

#### DocAlyse

Open the file to be tested. Run the macro (Shift-Option-D).

#### HyphenAlyse

Open the file to be tested. Run the macro (Shift-Option-H). (The file needs to have some hyphenated words in it!)

#### ProperNounAlyse

Open the file to be tested. Run the macro (Shift-Option-P).

#### WordPairAlyse

Open the file to be tested. Run the macro (Shift-Option-W). (The file must contain some word pairs [wordpairs]!)

#### CopyTextSimple

Open the file to be tested. Run the macro (Shift-Option-C). This will create a simple text copy of your file.

#### MultiFileText

Run the macro (Shift-Option-T, for text). This will allow you to navigate to the folder containing your files to be combined. Click Cancel, and the macro generates a list of the files in this folder. (1) If you want ***all*** these files combined, click Yes. OR (2) If not, click No, and it will allow you to edit the list by removing some of the file names; then re-run the macro.

#### IZISCount

Open the file to be tested. Open the *IS\_words* and *IZ\_words* files. Run the macro (Shift-Option-I).

#### UKUScount

Open the file to be tested. Run the macro (Shift-Option-U).

#### IStoIZ

Open the file to be edited. Open *IS\_words* file. Run the macro (Shift-Option-Z).

#### IZtoIS

Open the file to be edited. Open *IZ\_words* file. Run the macro (Shift-Option-S).

#### MultiSwitch

Create a new file, save it as *zzSwitchList*, type in some pairs of words/phrases that you might need to change from one to the other (you can have hundreds of pairs, if you want):

that

which

was

were

is

are

This means that

So

If the cursor is in your text and you run the macro (Option-Q), it will look up that word/phrase and, if it finds it, will type in the alternate word/phrase. The find/replace pairs in the list are entirely your choice.

#### SpellAlyse

Open the file to be tested. Run the macro (Shift-Option-L). (But you really need to read the instructions in the ‘Full Instructions’ file.)

#### SpellingErrorHighlighter

Highlight various of the words in the list you created using SpellingErrorLister, i.e. the ones you reckon are spelling errors – you can use any colour of highlight you like. Now save this file, by using SaveAs (F12) and accepting the filename suggested. Leave this file open, but click in the text you want highlighted and run *SpellingErrorHighlighter* (Shift-Alt-E), and all occurrences of those highlight words will be highlighted in the text.

#### FRedit

1) Open the file you want to work on.

2) Create a separate new Word file.

3) In the new file, type a list of F&Rs for things you want to change (this example is from a list of spelling errors):

alterating|alternating

aluminum|aluminium

analyzed|analysed

analyzing|analysing

bandwith|bandwidth

4) Click in the file to be edited, and run the macro (Shift-Option-F).

For more details, download the FRedit package from: **http://www.archivepub.co.uk/FRedit** *(But I have also put the FRedit instructions and the FRedit library in the Starter Pack.)*

#### Text search keys

InstantFindDown – select text (or just click in a word), run the macro to find next occurrence of that text

InstantFindUp – select text (or just click in a word), run the macro to find previous occurrence

FindFwd – find next occurrence

FindFwdCase – find next occurrence (case sensitive)

FindBack – find previous occurrence

FindBackCase – find previous occurrence (case sensitive)

N.B. On some computers some of these search keys do other things, such as rotating the screen(!), so you’ll have to choose more suitable keystrokes – below, I explain how to change the keystroke assignments.

#### WhatChar

Place the cursor next to a character and run the macro (Shift-Option-?) For example, try it on a hyphen (-) or maybe an en dash (–), or see what each of these three similar-looking characters are (º°o).

### **Changing the key assignments**

Press Shift-Option-K (to run CustomKeys), which calls up the Customize Keyboard dialogue box. In the right hand column, click on the name of the macro, then click in ‘Press new shortcut key’. Now press the key combination of your choice. A line may appear saying, ‘Currently assigned to: [unassigned]’, but if it says that it is currently assigned to another function, you have to decide either to choose a different key combination, or to assign it to that combination anyway. Finally, to assign this keystroke to the macro, click ‘Assign’ and then ‘Close’.

### **Any problems?**

If you have any problems, please feel free to contact me: Paul Beverley, **paul@archivepub.co.uk**.

#### Appendix 1 – Files provided in the Starter Pack

**aaStarter\_Macro\_Intro\_Mac** – This file!!

**aaStarter\_Macro\_Intro\_PC** – The PC alternative to this file.

**FRedit\_Instructions** – The ‘manual’ provided with FRedit, to help you see how to use it.

**FRedit\_Library** – I whole bunch of find-and-replace tips and trick for using in FRedit.

**Full\_Macro\_Instructions** – Extracts from my book – the explanations on using the macros provided.

**IS\_words** – A list of -is/ys exceptions, i.e. words that must not be changed to iz/yz.

**IZ\_words** – A list of -iz/yz exceptions, i.e. words that must not be changed to is/ys.

**SampleStylesheet** – This is just what I use as a ‘dummy’, when I’m building up a new style sheet

**SubDocAlyseForMac** – Some Macs (not all) won’t run the generic version of DocAlyse.

**SubWordPairAlyseForMac** – Some Macs (not all) won’t run the generic version of WordPairAlyse.

**The\_Starter\_Macros** – All the macros in one file, ready to paste into VBA on your computer.

**zzSampleText** – Just a bit of text to play around with when trying to get used to these macros.

**zzSwitchList** – A sample list, for use with MultiSwitch.

#### Appendix 2 – Macros included in the Starter Pack

AccentAlyse

AddKeys

CopyTextSimple

CustomKeys

DocAlyse

FindBack

FindBackCase

FindFwd

FindFwdCase

FRedit

HyphenAlyse

InstantFindDown

InstantFindUp

IStoIZ

IZIScount

IZtoIS

MacroMenu

MultiFileText

MultiSwitch

ProperNounAlyse

SpellingErrorHighlighter

SpellingErrorLister

UKUScount

WhatChar

WordPairAlyse