Macros from *Making Word 2010 Work for You*

Presented here for the convenience of readers. . . .

## Adding “ing”

Sub IngyDingy()

' Macro recorded 10/22/2005 by Hilary Powers

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

Selection.TypeText text:="ing "

End Sub

## Checking Citations

Sub Fillerup()

' Macro cannibalized by Hilary Powers 1/30/04

Selection.Extend

Selection.Extend Character:=")"

End Sub

Sub GetThat()

' Macro recorded 1/29/2004 by Hilary Powers; the Window-switching

' line (which won't record properly in Word 2003 or Word 2010)

' refixed per Jack Lyon of the Editorium, 1/30/2004

Selection.Copy

WordBasic.NextWindow

Selection.PasteAndFormat (wdPasteDefault)

Selection.TypeParagraph

WordBasic.NextWindow

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

Selection.Find.ClearFormatting

With Selection.Find

.text = "("

.Forward = True

.Wrap = wdFindContinue

End With

Selection.Find.Execute

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

End Sub

## Doing Nothing

Sub DoNothing()

' I'm empty

End Sub

## Maintaining a Style Sheet

Sub StyleThat()

' Macro adapted from GetThat by Hilary Powers 1/30/04

Selection.Copy

WordBasic.NextWindow

Selection.PasteAndFormat (wdPasteDefault)

End Sub

Sub HedOnBack()

' Macro adapted from GetThat by Hilary Powers 1/30/04

Selection.TypeParagraph

WordBasic.NextWindow

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

End Sub

## Protecting for Tracked Changes

Sub trackpassword()

' Macro recorded 05/05/03 by Hilary Powers

ActiveDocument.TrackRevisions = Not ActiveDocument.TrackRevisions

ActiveDocument.Protect Password:="mypassword", NoReset:=False, Type:=wdAllowOnlyRevisions

End Sub

Sub trackrempswd()

' Macro written 05/05/03 by Hilary Powers

If ActiveDocument.ProtectionType = wdNoProtection Then GoTo Last

ActiveDocument.Unprotect Password:="mypassword"

Last:

End Sub

## Coding Running Heads

Sub Runhead()

' Runhead Macro

' Macro recorded 02/21/99 by Hilary Powers

Selection.TypeText text:="@RHR:"

Selection.TypeParagraph

Selection.TypeText text:="@RHL:"

With Selection.Font

' Note - following lines are commands that are commented out.

' .SmallCaps = True

' .Italic = True

End With

Selection.TypeText text:="Reinventing Your Board"

' Plug in book title between quotes on preceding line.

Selection.TypeParagraph

Selection.MoveUp Unit:=wdLine, Count:=2

Selection.EndKey Unit:=wdLine

Selection.Paste

Selection.HomeKey Unit:=wdLine

Selection.MoveDown Unit:=wdLine, Count:=2

' Selection.TypeBackspace

End Sub

## Ignoring Unwanted Formatting

Sub UnformatPaste()

' UnformatPaste Macro

' Macro written 2/24/2004 by Hilary Powers

' Because Word wouldn't record it

Selection.PasteAndFormat (wdFormatPlainText)

End Sub

## Freezing Fields

Sub FreezeField()

' Macro recorded 03/28/02 by Hilary Powers

Selection.WholeStory

Selection.Fields.Unlink

End Sub

## Unlinking Hyperlinks

Sub RemoveHyperlinks()

'Macro provided by Katharine O'Moore-Klopf to Copyediting-L.

Dim aStory As Range, iLink As Integer

For Each aStory In ActiveDocument.StoryRanges

For iLink = aStory.Hyperlinks.Count To 1 Step -1

aStory.Hyperlinks(iLink).Delete

Next

Next

End Sub

## Freezing Automated Lists

Sub FreezeList()

' First line is macro contributed to Grapevine by Iwan Thomas 9-8-2000

' Converts autonumbered paragraphs to normally numbered paragraphs,

' and autobulleted paragraphs to paragraphs with real bullets. Basic

' bullets are in Symbol font, and are corrected via additional steps

' recorded 10/06/00 by Hilary Powers using Word 97. Word 2010 will not

' record this code. Other bullets may need further correction to get

' them into an acceptable format.

ActiveDocument.ConvertNumbersToText

Selection.Find.ClearFormatting

Selection.Find.Font.Name = "Symbol"

Selection.Find.Replacement.ClearFormatting

Selection.Find.Replacement.Font.Name = "Courier New"

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 Replace:=wdReplaceAll

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

With Selection.Find

.text = ChrW(61623)

.Replacement.text = "•"

.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute Replace:=wdReplaceAll

End Sub

## Converting Selected Text to an Alternative

Sub Numword()

' Based on macro written by Hilary Powers, June 2000

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

Case 1

Selection.TypeText text:="one"

Case "1st"

Selection.TypeText text:="first"

Case 2

Selection.TypeText text:="two"

Case 30

Selection.TypeText text:="thirty"

Case "30th"

Selection.TypeText text:="thirtieth"

Case "30s"

Selection.TypeText text:="thirties"

Case 100

Selection.TypeText text:="a hundred"

Case "00 "

Selection.TypeText text:=" hundred "

Case "000 "

Selection.TypeText text:=" thousand "

Case ",000 "

Selection.TypeText text:=" thousand "

Case "U.S."

Selection.TypeText text:="United States"

Case "United States"

Selection.TypeText text:="U.S."

Last:

End Sub

## Converting Any Integer to Text

Sub NumberToTextbyPaul()

' By Paul Beverley

' Version 26.12.12

' Convert next number into text

oldFind = Selection.Find.text

oldReplace = Selection.Find.Replacement.text

' Find a number (six figures max)

Selection.End = Selection.Start

With Selection.Find

.ClearFormatting

.Replacement.ClearFormatting

.text = "[0-9]{1,6}"

.Forward = True

.MatchWildcards = True

.MatchWholeWord = False

.MatchSoundsLike = False

.MatchAllWordForms = False

.Execute

End With

' Create a field containing the digits and a special format code

Selection.Fields.Add Range:=Selection.Range, \_

Type:=wdFieldEmpty, text:="= " + Selection + " \\* CardText", \_

PreserveFormatting:=True

' Select the field and copy it

Selection.MoveStart Unit:=wdCharacter, Count:=-1

Selection.Copy

' Paste the text as unformatted, replacing the field

Selection.PasteSpecial Link:=False, DataType:=wdPasteText, \_

Placement:=wdInLine, DisplayAsIcon:=False

With Selection.Find

.text = oldFind

.Replacement.text = oldReplace

.MatchWildcards = False

End With

End Sub

## Getting More Without Asking

Sub AutoExec()

' Written by Jay Freedman to help David Chinell

' solve the expanded Find and Replace dialog problem,

' January 2013

Application.OnTime When:=Now + TimeValue("00:00:02"), Name:="EditReplaceMore"

End Sub

Sub EditReplaceMore()

' Written by David Chinell, January 2013

Application.ScreenUpdating = False

SendKeys "%M"

Dialogs(wdDialogEditReplace).Display TimeOut:=10

Application.ScreenUpdating = True

End Sub

## Offering Specific Choices

Sub ChoiceShell()

' Macro written by Hilary Powers 02-09-04. Updated 03-04-08 by David

' Chinell to add action for Cancel button and clean up the code.

Dim strTitle As String

Dim strPrompt As String

Dim strDefault As String

Dim strResponse As String

' Set the InputBox variables

strTitle = "How are you feeling?"

' The "+ vbCrLf" code says prompts continue on the next line.

strPrompt = "1. Fine" + vbCrLf

strPrompt = strPrompt & "2. Frustrated" + vbCrLf

strPrompt = strPrompt & "3. Sick"

strDefault = "1"

' Get the user's choice

Do While strResponse = ""

' Make sure next bit (strResponse thru strDefault) is on one line.

strResponse = InputBox(Title:=strTitle, Prompt:=strPrompt, Default:=strDefault)

Select Case strResponse

Case ""

' Exit as Cancel was clicked

Exit Do

Case "1"

' Do stuff for choice 1 here

Selection.TypeText text:="Great! Let's get to work!"

Selection.TypeParagraph

Case "2"

' Do stuff for choice 2 here

Selection.TypeText text:="Take a deep breath...."

Selection.TypeParagraph

Case "3"

' Do stuff for choice 3 here

Selection.TypeText text:="Take two aspirin and call me "

Selection.TypeText text:="in the morning."

Selection.TypeParagraph

Case Else

' Invalid selection. Null out response and prompt again.

strResponse = ""

End Select

Loop

End Sub