

## MACROS

If you do a task often, you can automate it by creating a **macro**. A macro is a series of Word commands and instructions that are grouped together as a single command to accomplish a task automatically. Macros can be saved on the toolbar, as a menu option or shortcut.

### When to use Macros

Use macros if you insert specific text or icon often.

Use macros to speed up routine formatting and editing.

Use macros to insert routine name and title at the ends of documents

Use macros to run multiple Edit/ Replace searches

Use macros to automate a task that you perform repeatedly.

### How to create a macro

First and most importantly, plan the macro – what you want to do and in what order. Then use the Record New macro feature: Tools>Macro> Record New Macro. The macro recorder in Word acts like a video recorder; it records your deliberate keystrokes and mouse button clicks by translating them into Microsoft Visual Basic for Applications (VBA) code. You can also assign the macro to a keyboard shortcut or to the Toolbar.

Note:

- When you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to record these actions. For example, you can use Shift and the arrows to select text.
- If you make a mistake when you record the macro, the corrections that you make will also be recorded. \*\*You can edit the macro later to remove unnecessary steps you recorded. (Tools>Macro>Macros> *select the macro*> Edit. You can then delete the unnecessary lines – it's not as scary as it sounds!)
- If you need to perform an action that you don't want to record in the macro, click the Pause Recorder button on the Stop Recording toolbar, perform the action, and then click the Resume Recorder button.

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### How to run a macro

If you have assigned the macro to a keyboard shortcut or to the toolbar, use those. Or you open the macro from the menu: Tools>Macro>Macros> *select the macro*> Run.

Note:

- To stop a macro while it's running, press Ctrl+Break.
- To avoid running the macro in error, you can add a confirmation box to the beginning of the macro.

Open the macro in Visual Basic Editor: Tools>Macro>Macros> *select the macro*> Edit. After the **Sub** line, add this VBA code.

```
If MsgBox(Prompt: ="Enter your confirmation message",  
Buttons: =vbYesNo + vbQuestion, _  
Title: ="Enter Title for message box") = vbNo Then
```

```
Exit Sub
End If
```

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**Other useful macros:**

***An AutoOpen macro to return to the location of the last edit after soliciting confirmation***

This will automatically open the document to the last place you edited, rather than to the beginning of the document.

```
Sub AutoOpen()
  If MsgBox(Prompt:="Return to the last edit?", Buttons:=vbYesNo +
  vbQuestion, _
  Title:="Return to Last Edit") Then
  Application.GoBack
  End If
End Sub
```

To find out more about automatic macros, do a Google search for AutoExec, AutoExit, AutoNew, AutoOpen, AutoClose

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***A macro that closes all documents except the active document***

```
Sub Close_All_Except_Active_Document()
  Dim i As Integer
  Dim strKeepOpen As String
  strKeepOpen = ActiveDocument.Name
  For i = Documents.Count To 1 Step -1
  If Documents(i).Name <> strKeepOpen Then Documents(i).Close
  Next i
End Sub
```

Important: When copying macros into your Visual Basic editor, you may not be able to run them if your Macro Security is on High. To get around that, you can retype the "Sub" line and paste in the rest of the macro. Make sure you don't have the "End Sub" line twice.