

Version: 6.0

Product Support Services

Subject: **Supplemental Macros for Word 6.0 for**

Application Note

Contents: **Windows**, Disk
4 Pages, 1 Disk

11/94 - WD1025

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Introduction

The enclosed WD1025 disk contains a file named INSTALL.DOC that will install several useful Word 6.0 for Windows macros and a corresponding toolbar. These macros are described in the "The Supplemental Macros" section below.

When you follow the installation instructions below, a template called Appnote1.dot will be copied to your WINWORD\MACROS subdirectory. This template provides the 18 supplemental macros and the Supplemental Macros toolbar.

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Installation Instructions

To install these macros, do the following:

1. Insert the enclosed WD1025 disk in the appropriate floppy disk drive. Copy INSTALL.DOC and XXDOSDIR.PIF from the disk to a temporary directory or to your Word for Windows program directory.
2. Start or switch to Microsoft Word for Windows.
3. From the File menu, choose Open. Select the INSTALL.DOC file and choose the OK button.
4. A prompt appears asking you if you want to install the supplemental macros. Choose Yes. When the installation is finished, a message box

appears indicating that the installation is complete. (**Note:** *The installation process may take a few minutes, depending on the speed of your computer.*)

5. At the bottom of the Word screen a toolbar appears with a single button titled Show Macro Toolbar. Click the Show Macro Toolbar button to access the macros.
6. A toolbar appears along the bottom of the Word screen that contains a toolbar button for each of the macros from this Application Note. To determine which macro is assigned to a button, position your mouse over the button and read the ToolTip text.

Note: *If a ToolTip does not appear, choose Toolbars from the View menu and select the Show ToolTips check box.*

When the Supplemental Macros toolbar is available, the Appnote1.dot file is loaded as a global template. If you click the Hide Toolbar button on the Supplemental Macros toolbar, the toolbar is hidden and the Appnote1.dot file is no longer a global template.

To remove (uninstall) these supplemental macros

1. From the Tools menu, choose Macro.
2. From the Macros Available In list, select Normal.dot (Global Template).
3. In the Macro Name box, select ShowMacroToolbar and choose the Delete button. When Word asks you to confirm the deletion, choose the Yes button. Choose the Close button.
4. From the File menu, choose Templates.

- From the Global Templates And Add-ins box, select Appnote1.dot and choose the Remove button. Choose OK.
- Switch to Windows File Manager and delete the Appnote1.dot file from your WINWORD\MACROS subdirectory.

The Supplemental Macros



Add Current Document to Work Menu

For easy access, the AddCurrentDocumentTo-WorkMenu macro adds the current document name to a menu named Work. After you add the document to the Work menu and close the document, you can reopen it by selecting the document name from the Work menu. You can remove documents you no longer use from the Work menu by doing the following:

- Press CTRL+ALT+HYPHEN (-).
- Select the document name from the Work menu.

Note: The document name that you choose to remove cannot be the active document.



ANSIChar

The ANSIChar macro displays the ANSI character codes for the characters within a selection. It also allows you to print or display this list in a new document.



AutoText Names To Datafile

All of the names and addresses you added using the Word 2.x for Windows letter templates (LETBLOCK, LETPERSN, LETMODBK, LETMDSEM) are stored in Word 6.0 as AutoText entries that begin with the text "Name:". The AutoTextNamesToDatafile macro exports a copy of the names and addresses to a data source so that you can perform a mail merge. Run the AutoTextNamesToDatafile macro and select one of your letter templates. The macro creates a data source with the names and addresses from the template you selected.



Insert AutoTextEntry

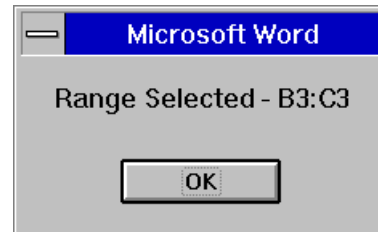
The InsertAutoTextEntry macro allows you to view your AutoText entries within a specified template. Instead of one list box with AutoText entries from all available templates, this macro allows you to view and insert AutoText entries from a specific template. Choose a template name from the Current Template

and Add-ins drop-down, select an AutoText entry name, and click the Insert button.



Column Row Reference

The ColumnRowReference macro returns the table column and row numbers for a single cell or cell range. Position your insertion point within a cell or select a range of cells and run the macro. A message box resembling the following is displayed.



The macro displays cell references that you can then use within a formula field. For example, the following field adds the contents of table cells B3 and C3: {=SUM(B3:C3)} .



Record Number

The RecordNumber macro can be used to number your records in a data source table. When you run the macro, a Rec_Num field is added with sequential numbers. For example:

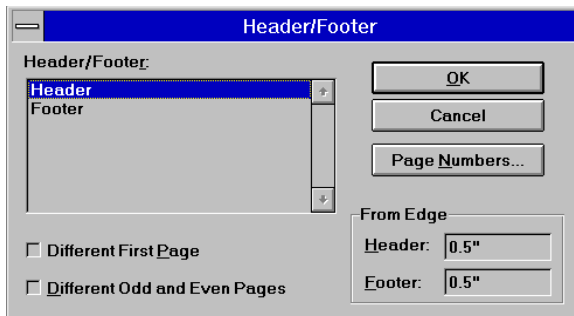
Rec_Num	Name	Age
1	Joe Smith	23
2	Jimmy Phillips	31
3	Karen Lewis	27

Note: This macro works only in a data source that does not include text before the table.



Word2 View Header Footer

The Word2ViewHeaderFooter macro opens the Word 2.x for Windows Header/Footer dialog box. To edit the header or footer text, select the appropriate options and choose OK. An editing pane will appear at the bottom of your screen.



Puzzle

Take a break from your word processing tasks and try arranging puzzle pieces 1-15 in order. To slide a piece to the adjacent empty slot, click it.



App Runner

The AppRunner macro brings up a dialog box that allows you to start commonly used applications, such as File Manager, Sysedit, Print Manager, and Control Panel.



DOSDirectory

The DOSDirectory macro displays a dialog box similar to Word's Open dialog box. Select a file extension or type a file extension in the File Name box (for example, you can type *.w4w to retrieve a listing of files that end with the W4W extension). After you have selected the appropriate options, choose the OK button and the macro will retrieve a list of available files and directories. The directory

listing is displayed in a new document window. You can then print or save the new document.



MS-DOS File Utilities

Basic MS-DOS file management functionality is available using the DOSFileUtilities macro. For example, you can copy, move, delete, or rename files. You can connect to a network drive, create a new directory, and get system information.



Send Mail as Attachment or Text

The MailAsTextOrAttachment macro sends the current document as an attachment or as text. When you run the macro, Word prompts you to choose Text or Attachment. If you select Text, the text from the current document window is copied into a new mail message. If you select the Attachment option button, the document is added to a new mail message as an attachment.



Multi Select (Spike) and Multi Select Unload (Insert Spike)

The MultiSelect macro allows you to collect items from your document and store them in Word's Spike. Unlike Word's Spike command, the MultiSelect macros don't cut the text from your document, but rather copy the text to the Spike. Once you have added a few items, you can insert the contents of the Spike at the insertion point. The MultiSelect and MultiSelectUnload macros extend the functionality of Word's Spike and InsertSpike commands.

To copy items to the Spike, first select the text and then click the Multi Select toolbar button; continue selecting and choosing the Multi Select button to append as many items as you like. To insert the contents of the Spike into your document, click the Multi Select Unload button. Items added to the Spike are separated by paragraph marks.

For more information on the Spike functionality in Word, see pages 78-79 in the *Microsoft Word User's Guide*.



Auto Correct Utility

The AutoCorrectUtility macro allows you to back up and later restore your AutoCorrect entries. You can also choose to print a listing of your AutoCorrect entries or insert the entries into a new document window. When you run the Auto Correct Utility, a document named ACORRECT.DOC appears behind a dialog box. In the dialog box, you can choose to back up, restore, print, or insert your AutoCorrect entries into a new document. If you choose the

Backup button, a backup of your AutoCorrect entries is stored in the ACORRECT.DOC file. The ACORRECT.DOC file can then be distributed to other users who can use the restore functionality (this allows you to distribute your AutoCorrect entries to other users). The ACORRECT.DOC file is located in your WINWORD\MACROS subdirectory.

Note: *The AutoCorrect dialog box will appear briefly for each of your AutoCorrect entries. If you have a number of AutoCorrect entries, the AutoCorrect dialog box will flash several times (once for each AutoCorrect entry).*



Add Graphic Border Shading

The AddGraphicShadow macro can be used to add a 3-D border or shading to a selected graphic or to all graphics within the current document. The results of the AddGraphicShadow macro are shown to the right. To see the shading, switch to print preview or page layout view.



Watermark

The Watermark macro inserts a watermark into your document. If you are using a PostScript® printer, select the Text option, and then select the Use Code For PostScript Printer check box. If you don't have a PostScript printer, select the Text option and then choose the WordArt Text button, or select the Graphic option and then choose the Find Graphic button to select a graphic image.



Booklet Printer

The FormatFoldOverBooklet macro allows you to print multiple pages on a single printed page. The macro copies your document text to a new document window, changes the formatting to two columns, and switches the orientation to landscape. The appropriate page numbers are added below each column.

Note: *If your printer supports duplex printing, choose Print from the File menu. Choose the Printer button and then choose the Options button. Set the duplex option to Long Edge and choose the OK button.*