Em Dash Macro
(slapped together by § because he had to have one)

This macro will allow you to type a real, honest-to-god Em Dash from the keyboard.

Install options:

To
To

Contents of this document:

§ — describes an em dash.
§ — will set up a key to type an em dash.
§ — will search a document and insert em dashes.

Anything that is in §, can be double-clicked to quickly jump to the information you are interested in.

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If you are a professional author, you probably already know what an em dash is. For those of you who don't:

> An em dash is a long hyphen (supposedly, the width of the letter M). It is used to call attention to—and separate—ideas in a sentence. It is often overused by inexperienced writers. It is usually represented (on a typewriter) by two consecutive hyphens (--). There is no excuse to keep doing that on computers, other than there is no key for it on a computer keyboard. The character string is 151. So, you could stop and type NumLock, Alt+0151 every time you want an em dash.
> *But,* there is an easier way.

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Install this macro and you can insert an em dash in your document by hitting the *minus* key on the numeric keypad. (If you actually use the numeric keypad, you're out of luck. At present, the macro doesn't support any other keys—although you could easily change it yourself by changing the key number in the AutoExec macro that is modified or created during installation.)

Yes, that's right. This macro will run itself (so its effect can be seen immediately), and then it will install itself in your Global AutoExec macro. If you don't already have one, one will be created for you. (The AutoExec macro is run every time you crank up Word for Windows.)

There is no <u>uninstall</u> included in this macro, but it's easy enough to get rid of.
Just edit the AutoExec macro and delete the Em Dash line (Yep! Just one line!).

This should make your correspondence that much more professional. And—gee whiz—isn't that what we all want?

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This macro is a simple search and replace. It will search any document (such as one you have imported) and automagically replace all instances of double hyphens (--) with a true em dash (—).

This macro will install a menu option on your Edit menu. There is no "hot key" combination (to avoid clobbering yours), but one can be assigned by you: just select ToolsOptionsKeyboard and select MBEmDash and assign your keystrokes of choice.

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