

Îz Îz Îz

If you find this set of macros useful, please forward the fee to

Stephen R. White; 206 Hillandale Dr.; Boone, NC 2

**To register, click on the button to the right.**

### STARTING THE WINDOW MEISTER

You do NOT open the macrosheet (z\_Macros.xlm). You open zWNDM automatically opens the macrosheet (z\_Macros.xlm). When they are open, these two files work together and read from, and write to, disk. During the opening process, a List Open Windows is created in zWNDMSTR.xlw & asked whether you want zWNDMSTR.xlw continuously visible. Keeping zWNDMSTR.xlw continuously visible may speed up some of the macros, but of course, it takes up a window to your screen.

### CLOSING THE WINDOW MEISTER

When you finish using The Window Meister and you wish to close it, close zWNDMSTR.xlw automatically closes the macrosheet (z\_Macros.xlm). To close zWNDMSTR.xlw the usual Excel ways or you can close it by selecting "zWNDMSTR" under the "W" menu on the menu bar. You should save zWNDMSTR.xlw before closing it if you wish your last created List of Files to be available when you open zWNDMSTR.xlw the next time. Similarly, save z\_Archv.xlw before closing it in order to retain additions to it since the list is not saved. Whether YOU save z\_Macros.xlm is generally irrelevant.

### MACRO'S COMMANDS (UNDER W ON THE MENU BAR)

#### • W

On the menu bar, this is where you can drag-select any of the following commands.

#### • Paste file name/cells refer.

This macro copies to the clipboard references to the selected cell(s) or Excel window; the reference can then be pasted in an Excel cell with the command-v command. The user optionally can include a date & time before the pasted information.

#### • Save As: Use Clipboard for Name

Saving a series of files with similar names is facilitated with this macro.

this macro, copy something into the clipboard by drag-selecting it from Excel formula bar, press command-c, de-select the formula bar [e.g., by clicking on the cancel box in the formula bar], select the Window Meister command "Save As: Use Clipboard for Name," select the destination or edit the file's name in Excel's Save dialog box as you normally could, then click OK.

- **Goto Cells this Wrksht: Use Clipboard**

This macro command transports you to cells corresponding to a reference in the clipboard. To use this macro, the referenced cells must be in the same worksheet as the active cell in the active worksheet. E.G., if the active cell is A5, and it contains the formula "=((SUM(AA1:AA6))+(SUM(AE4:AE9))+A184)/A21" and if you want to go to AE4:AE9, you drag-select that reference, copy that selection to the clipboard, de-select the formula bar [e.g., by clicking on the cancel box in the formula bar], then choose this macro command.

- **Goto Wrksht/Cells: Use Clipboard**

This macro performs the same function as the preceding one, except that it transports you to, and unhides, an open Excel file different from the one currently active. The macro is especially useful to look at the data underlying a calculation.

- **Activate Window: Use Clipboard**

This macro is similar to the preceding one, except that it does not select specific cells in the activated window. This macro activates a window only if it is open & represented by its name already in the clipboard. Only the name of the file should be in the clipboard when the macro is started.

- **Activate Window: Use List**

Avoids navigating through "More Windows" under Excel's "Window" menu when there are more than 9 unhidden windows. With one operation, it also will activate and unhide a hidden window. The list can handle up to about 100 Excel windows, including hidden and unhidden, charts, worksheets, and macrosheets, but excluding The Window Meister's macrosheet. The dialog box that lets you to select the window appears at the bottom of the window that has the most windows in it.

- **Activate WindowS: Use List**

This performs the same function as the preceding macro, except it can activate and unhide more than one window. Discontinuous cells in the List of Open Windows can be selected to choose the files to activate and unhide.

- **- Update List of Windows**

Updates the list used in the preceding two commands, such as when you create more documents after the macrosheet loads into memory. The maximum number of windows is about 100. The new list replaces the old one.

- **Hide All Windows**

Hides every Excel window that is unhidden and open at the time of this command.

- **Open Files: Use Clipboard**

Opens a file represented by its name already in the clipboard. The full file path usually must be in the clipboard for this macro to work reliably. Note that the file paths are produced by The Window Meister's "-Update List of Files" and "Archive File List" commands.

- **Open Files: Use Last List**

In one operation, will open multiple files from the last updated List of Files. Discontinuous cells can be selected to choose files to be opened. The macro used for this macro is created by executing the next macro. Unlike the Open Windows, this List of Files is not created automatically when The Window Meister loads into memory. This allows you, in a subsequent computer session to easily reopen all or some of the files on the last saved List of Files. A dialog box asking you to select the files appears at the bottom of the window with the List of Files in it.

- **- Update List of Files**

Creates or updates the list used in the preceding command. This List of Files, which includes file paths, constitutes the names and paths of all files that are open at the time that you select this command. A file that has not yet been saved when this macro is run results in an asterisked and incomplete path for that file in the List of Files.

- **Open Files: Use Archive List**

In one operation, opens multiple files selected in a column of the worksheet called "z\_Archv.xlw." Discontinuous cells can be selected from an archive of files to choose files to be opened. The dialog box that asks you to select files appears at the bottom of the window with the archived list of files in it (z\_Archv.xlw).

- **Archive File List**

Puts the last List of Files, including their paths, on a master spreadsheet (z\_Archv.xlw) for "permanent" storage. Later, this list can be used to open several files in one procedure through the "Open Files: Use Archive List" command. Columns A to Z of z\_Archv.xlw are already formatted for your use.

- **Goto List of Open Windows**

Takes you to the List of Open Windows.

- **Goto List of Files**

Takes you to the List of Files.

- **Goto Archived List of Files**

Takes you to the List of Files that was last archived in z\_Archv.xlw.

- **Goto Quick Reference**

Takes you to this brief documentation.

- **Goto full documentation**

Takes you to the full documentation in z\_DOCS.xlw.

- **Set Keyboard Equivalents**

This command allows you to set current keyboard equivalents for "Paste name/cells refer.," "Activate Window: Use List," "Activate Windows: Use List," and "- Update List of Open Windows." The macrosheet is automatically updated as soon as the OK button is selected so when The Window Meister is used in a subsequent computer session, the keys last designated remain in effect.

- **Close zWNDMSTR**

Closes zWNDMSTR.xlw & z\_Macros.xlm and deletes the commands on the menu. Consider archiving the current List of Files before selecting this

command.

- **Quit Excel--NO Saves [•DANGER!•]**

Exactly what it says, this macro quits Excel and closes all charts, worksheets, and macrosheets with NO opportunity to save any of them. Of course, this is dangerous because if you have not saved an Excel file, the file is gone FOREVER, and all changes to a previously saved Excel file that were not the last save are gone FOREVER.

**FOR MORE COMPLETE DOCUMENTATION, SEE z\_DOCS.xlw**

STR.xlw; it  
opened,  
this  
and you are  
g it  
this adds a

osing  
You can  
ecting "Close

iles  
e  
ast

,

active  
ie  
og in the

To use

the  
y  
er  
f the file and  
hen select

nce in the  
worksheet  
which  
05,"  
the  
n the

that it can  
currently  
chart.

ct any  
f a file  
e of the

enu when  
ill  
100 open  
d macro  
ox that asks  
the list of

activate  
pen

the user  
e  
old list.

command.

file path  
at full  
" and

les.  
List of Files  
List of  
Window  
session,  
The dialog  
with the

of  
xcel  
t has  
try and

sheet  
ived list  
elect the files

et  
ben  
st"  
ou.

te file  
e List,"  
/ saved as  
d at a  
t.

if the "W"

sheets,  
this macro  
ne  
made since



< List of Open Windows >

..... LIST OF FILES .....

**A TUTORIAL TO ILLUSTRATE SOME OF THE  
FEATURES OF THE WINDOW MEISTER (TM)**

**THIS TUTORIAL ASSUMES THAT YOU HAVE  
PROPERLY INSTALLED THE WINDOW MEISTER.**

**THIS TUTORIAL AND THE WINDOW MEISTER ASSUME THAT YOU  
KNOW HOW TO USE THE BASICS OF THE MAC AND EXCEL 3.0/MAC.  
READ ALL OF THE TEXT IN EACH OF THESE NUMBERED STEPS  
BEFORE DOING ANYTHING IN THAT STEP. TAKE ONE STEP AT A TIME!**

1. Select "New Window" under the "Window" menu so that you will have two views of this worksheet. The additional window of this worksheet will allow you to maintain this tutorial in sight as the macros uses the other window.
2. Open several new worksheets, charts, and macro sheets, totaling about 15 new open files. These will be used to illustrate some of the capacity of The Window Meister.
3. Hide one of the windows that you created by activating it then selecting "Hide" under "Window" on the menu bar.
4. Select from under the "W" on the menu bar: "- Update List of Windows"  
The Window Meister will now update its List of Open Windows.
5. Look at the list of windows supplied by the Excel application by clicking on "Window" on the menu bar. You will notice that a number of the open windows are not listed. To access them, you would select "More Windows" under "Window" then you would need to double-click the window that you wish to activate. Select "More Windows". Notice the narrow width of the dialog box and notice that the hidden window is not listed.
6. Select The Window Meister's command "Activate Windows: Use List" under the "W" on the menu bar. Notice that this command is different from "Activate Window: Use List," in which the "Window" is not plural. You will be presented with a list of all of your open windows (except z\_Macros.xlm), including ones NOT directly listed by Excel under "Window" and including the hidden window. Next, drag-select over the names of several of the windows, including the one that you hid in Step 3 (discontinuous selections are supported), then click OK. The windows on the List of Open Windows that you selected will now be activated. The window that was hidden will be unhidden AND activated.
7. Now select "Activate Window: Use List" ("Window" is singular) under the "W" on the menu bar. This time, select only one window to activate by clicking on its name in the List of Open Windows. You may notice that this command is somewhat faster than the one that activates more than one window.

8. Now select The Window Meister's command "- Update List of Files" under the "W" on the menu bar. The List of Files now will be updated. This list includes the complete paths of the files, indicating where each had been saved.

9. Take a look at the List of Open Windows and the List of Files by first selecting "Goto List of Open Windows, " then by selecting "Goto List of Files" under the "W" on the menu bar. Notice that The List of Files warns you which files probably have not been saved at the time of the creation of that list; this also explains why there is no path for them.

10. Save a few of your newly created files anywhere you want under any names that you wish, but do NOT begin any name with "z\_" (letter "z" and an underline) and do NOT save any with the name "zWNDMSTR.xlw." The List of Files, like the List of Open Windows, is NOT automatically updated.

11. Activate any one of the new windows that you have saved to disk and then select "Paste File Name/Cells Refer." from the "W" menu. When the dialog box appears, select "File name only" then OK. Do nothing else prior to the next step.

12. Select the cell below this one (F69), and press command-v (paste).

t1

The name of the file should now be in cell F69.

13. Select cell F69 if it isn't already selected. Of course, the name of the file now appears in the formula bar towards the top of the screen. Drag-select over the name of the file within the formula bar, then press command-c to copy the file name to the clipboard. Press command-period to de-select the cell contents.

14. Activate any one of the new windows that you have NOT yet saved to disk.

15. Select "Save As: Use Clipboard for Name" from the "W" menu. Excel's Save dialog box now appears with the name of the other file already inserted. Change one or more of the characters of the file name in the this dialog box, then press OK to save the file under the name. This can be very convenient when you want to save a series of files with related names.

16. Select The Window Meister's command "- Update List of Files" under the "W" on the menu bar. The List of Files is updated with the paths of the files that you saved in Steps 10 and 15.

17. Close the files that you saved in Steps 10 and 15.

18. Let's assume that it is the next day and you now want to reopen some files that you previously saved. So, select "Open Files: Use Last List" under the "W,"

then select some of the files that you closed in Step 17; discontinuous selections are supported. Notice that The List of Files and the List of Open Windows are stored on this worksheet (zWNDMSTR.xlw). Therefore, if you do not save this worksheet when you quit Excel or when you otherwise close this worksheet, any changes to those lists since this worksheet was saved will not be saved. The ability to reopen almost any combination of files from a list gives you much more flexibility than Excel's "Save Workspace" command, and your previously saved (archived) lists are in one place, that is, in the z\_Archv.xlw worksheet.

19. Save and close any files that you want to keep in their current condition because we are Quitting Excel in Step 21.

20. Close the EXTRA window of this file ("zWNDMSTR.xlw:2").

21. We'll assume that you have a lot of files open on your desktop and you absolutely know that you don't need to save any of them now; we'll assume that you want to Quit Excel without saving any files. Select "Quit Excel--NO Saves [•DANGER!•]" from under the "W" menu. Read the dialog box carefully. If you are ready to see how this macro Quits Excel with NO opportunity to save, click OK. See you in the next Excel session! (Read the next four line before selecting this command.)

**As you can see from this tutorial, The Window Meister is a SYSTEM of files and macros. One frequently complements the other. To maximize your experience with the Window Meister, explore the inter-dependencies of its parts!**

---

**END OF TUTORIAL**

---