

File Manager Jr. MacPack

A Macro Package for Microsoft® Word 97

The macros in this collection are placed in Word's Normal.dot template when File Manager Jr. 97 is installed. All macro names begin with "Mac" so that they will appear as a group in the **Macros** list box. (To view that box, point to **Macro** on the **Tools** menu and then click **Macros**.) Instructions for assigning macros to shortcut keys appear on page 4.

What's in the package

MacFontList Creates a list of available fonts. The macro opens a new file in Page Layout view, assembles a list of your fonts, displays an example of each font and tells you how many fonts are available. You can save the font list as a Word document. If you later add or remove fonts, you can execute the macro again.

MacPageDown Moves the insertion point to the start of the next page of a document. The function of this macro is to be distinguished from that of the PAGE DOWN key on the keyboard. Pressing the PAGE DOWN key moves the insertion point down a single screen, not a full page.

MacPageUp The counterpart of MacPageDown (above).

MacParaDown Moves the insertion point to the start of the next paragraph. The macro skips over any empty lines between paragraphs. (An empty line is one on which only the ENTER key has been pressed. If a space or TAB indention has been entered on an otherwise unoccupied line, that line is not considered empty, even though it may appear so.)

MacParaUp The counterpart of MacParaDown. Where the insertion point comes to rest depends on your starting position. Examples: If your starting position is anywhere on the first line of paragraph 3, executing the macro twice moves the insertion point to the start of paragraph 1. If your starting position is in paragraph 3 but below the first line, executing the macro twice moves the insertion point first to the start of paragraph 3 and then to the start of paragraph 2.

MacScreenDown Moves the insertion point down one screen. The macro allows you to move down a screen without taking your eyes off the main keyboard to find the PAGE DOWN key.

MacScreenUp The counterpart of MacScreenDown.

MacSpellerPlus A double-function macro used to check the spelling of a word or to find synonyms for the word. Execute the macro with the insertion point on any letter in the word. When a **SpellerPlus** dialog box appears, choose the **Check Spelling** button or the **Find Synonyms** button. **Tip:** The quickest way to check the spelling of a word is to execute MacSpellerPlus and then immediately press ENTER. (Note: The insertion point is “on” a letter in a word when it is just to the left of the letter. It should not be just to the left of a punctuation mark that immediately precedes or follows a word.)

MacWordBold Applies bold formatting to a word, or removes bold formatting if the word is already bold. You can use MacWordBold as you type. Execute the macro immediately after typing the last character of a word you want to make bold. You can also use MacWordBold while reviewing a prepared file. Execute the macro with the insertion point on any character in a word you want to make bold. You can make the next word bold by executing the macro again without pausing to reposition the insertion point. If you execute the macro with the insertion point on any character in a bold word, the bold formatting is removed.

MacWordItal Applies italic formatting to a word, or removes italic formatting if the word is already italic. The macro is the italic equivalent of MacWordBold.

MacWordLeft Moves the insertion point back one word. The macro skips over any empty lines between paragraphs.

MacWordRight The counterpart of MacWordLeft.

MacZapEndLine Deletes from the insertion point to the end of a line. To restore accidentally deleted characters, use the **Edit Undo** command. (By default, the shortcut-key combination for **Edit Undo** is CTRL+Z.)

MacZapEndPara Deletes from the insertion point to the end of a paragraph. If you delete part of a paragraph by mistake, use the **Edit Undo** command to restore the deleted words.

MacZapLine Deletes a line of text. Execute the macro with the insertion point anywhere on a line. You can execute MacZapLine repeatedly to delete any number of consecutive lines. If you delete one or more lines by mistake, execute the **Edit Undo** command once for each line of deleted text you want to restore.

MacZapPara Deletes a paragraph. Execute the macro with the insertion point anywhere in a paragraph. You can execute MacZapPara repeatedly to delete any number of consecutive paragraphs. If you delete one or more paragraphs by mistake, execute the **Edit Undo** command once for each deleted paragraph you want to restore.

MacZapSent Deletes a sentence. Execute the macro with the insertion point anywhere in a sentence. You can execute MacZapSent repeatedly to delete any number of consecutive sentences. If you delete one or more sentences by mistake, execute the **Edit Undo** command once for each deleted sentence you want to restore. **Note:** Infrequently, the command used to select sentences miscalculates where a sentence starts or ends. If that happens, execute the **Edit Undo** command and perform the deletion manually.

MacZapWord Deletes a word. Execute the macro with the insertion point on any character in a word. You can execute MacZapWord repeatedly to delete any number of consecutive words. If you delete one or more words by mistake, execute the **Edit Undo** command once for each word you want to restore.

Assigning a macro to a shortcut key

1. On the **Tools** menu, click **Customize**.
2. In the lower part of the **Customize** box, click the **Keyboard** button.
3. Under **Categories** in the **Customize Keyboard** box, click **Macros**.
4. In the **Macros** list box (to the right of **Categories**), click the name of the macro you want to assign.
5. Click the **Press new shortcut key** box. Press a key or combination of keys. **Example:** If you want to execute the macro by pressing ALT+X, hold down the ALT key and type X.
6. Click **Assign**.
7. Click **Close**.

Note If you're assigning two macros that perform reciprocal functions, you may want to use the same letter in both shortcut-key combinations. **Example:** You could assign MacParaDown to ALT+P and MacParaUp to ALT+SHIFT+P.

Assigning a macro to a toolbar button

1. On the **Tools** menu, click **Customize**.
2. In the upper part of the **Customize** box, click the **Commands** tab.
3. In the **Categories** list box, click **Macros**.
4. In the **Commands** list box (to the right of **Categories**), click the name of the macro you want to assign and keep the mouse button depressed. A small rectangular box appears at the tip of the mouse pointer. Drag the box to a position on the toolbar and then release the mouse button.
5. Below the **Commands** list box, click the **Modify Selection** button. A drop-down list appears. Double-click the **Name** line near the top of the list. The full name of the macro you're assigning is highlighted. Type a shorter name for the toolbar button.
6. Click **Close**.

Deleting a macro

1. On the **Tools** menu, point to **Macro** and then click **Macros**.
2. In the **Macros** box, click the **Organizer** button.
3. In the list of Normal.dot macros, on the right side of the **Organizer** box, highlight the name of the macro you want to delete.
4. Click **Delete**.

Note It's a good idea to delete any MacPack macros you're sure you won't need. Each macro takes up some storage space.
