Font Change macro
PCUser Magazine

## What it does.

The macro alters the font formatting of the current paragraph (the one with the cursor in it or the first of a selected range) to one of three font choices. If you run the macro once, the font will be Arial, run it again to select Times New Roman and a third time to select Kids font.

The macro keeps track of the paragraph which you're working with so it knows if you have moved to another paragraph (in which case it will start over at Arial font) or if you're working on the same paragraph (in which case the next font in the list is used).

This macro uses the same Select Case and Mod functions as this month's Excel macro. It also uses a Word command to select the paragraph the cursor is in (or the first paragraph in a selection) and to save the contents of this so it can be referred to later on.

## To run this macro:

Open this file fontchnage.doc then choose Tools, Macro, Macros and, from the Macros in dropdown list choose fontchange.doc (document). Choose the macro changeFont and click Run.

If you get a message saying *The macros in the project are disabled. Please refer to the online help or documentation of the host application determine how to enable macros,* change the macro security level by choosing Tools, Macro, Security, Security Level tab. Select the Medium option and click OK. Exit and restart Word for the change to take place. Now, when you open this file, or any other file which and contains macros, you'll be prompted to enable or disable the macros -- to run a macro in a file you must choose Enable Macros.


## Editing the macro

You can edit the macro to use which ever fonts you want to use. To do this, choose Tools, Macro, Macros, from the Macros in dropdown list choose fontchange.doc (document), choose the macro ChangeFont and click Edit.

Here is the code you'll see:

```
Sub ChangeFont()
Static rotatefontnumber
Static myrange
Selection.Paragraphs(1).Range.Select
If Selection.Paragraphs(1).Range <> myrange Then
    rotatefontnumber = 0
End If
```

```
rotatefontnumber = rotatefontnumber Mod 3
Select Case rotatefontnumber
    Case 0
        Selection.Font.Name = "Arial"
    Case 1
        Selection.Font.Name = "Times New Roman"
    Case 2
        Selection.Font.Name = "Kids"
End Select
myrange = Selection.Paragraphs(1).Range
rotatefontnumber = rotatefontnumber + 1
Selection.Collapse
End Sub
```

You can change Arial, Times New Roman and/or Kids to your choice of fonts.

You can also copy this macro to your Normal.dot file and then add a button to run it to your toolbar.


## Adding the macro to normal.dot

To add this macro to your own Normal.dot file so it's always available when you start Word, with the file fontchange open on the screen, choose Tools, Macro, Macros, Organizer. You should see a dialog like this with fontchange.doc on the left and Normal.dot on the right. Select the fontchange option in the box on the left and click Copy to move it to the box on the right. Click Close to finish.

To add a toolbar button to run this macro, right click any toolbar and choose Customize, Commands tab. Scroll down to locate the Macros entry in the Categories list and from the Commands list drag the Normal.fontchange.changefont entry up and onto the toolbar. Right click the new button and in the Name area give it a shorter name and click Close in the Customize dialog.