

## SMARTBAR<sup>®</sup> NORMAL.DOT FOR WORD 2.0.

By courtesy of Timo Autiokari.

### GENERAL ABOUT THE SMARTBAR

Each SmartBar tool-button has many functions assigned to them. Different functions are selected by pressing a **modifier** together with the left mouse click on the button.

All SmartBar tool-buttons have statusbar-help text. It can be read from the statusbar while pressing and keeping a button pressed.

<b>Modifiers</b>	<b>Abbreviation</b>
Right Mouse Button	Abbreviated as R+ on Statusbar help text
Shift-key	Abbreviated as S+ on Statusbar help text
Ctrl-key	Abbreviated as C+ on Statusbar help text
Alt-key	Abbreviated as A+ on Statusbar help text

To be recognised, a modifier need to be in pressed state at the moment the left mouse buttons is released.

Some SmartBar functions give access to standard Word 2.0 functions or dialog-boxes. Other presents new or enhanced functions and dialogs.

There is also a possibility to change the tool-bar on Help-menu. Currently there are three bars available: SmartBar, Macro-Bar and Default Word 2.0 Bar.

Following three sections give additional information on SmartBar normal.dot.

### GLOBAL MACROS

The macros that have names beginning with letters "TAU" are associated with SmartBar buttons. Other macros may or may not be assigned to a key-combination or to a menu.

#### **MacroName: ScandConv**

Description: Converts scandinavian characters between Vax and Word  
Assigned to: Tools-menu  
Remarks: Dialog for converting the following characters: } | { ] \ [ to å ö ä Å Ö Ä respectively, both directions. If text is selected, convert only within the selection, if not, converts whole document. Usefull when reading text file from, or writing to VAX

#### **MacroName: PrintAsciiNo**

Description: Prints ascii numbers into the statusbar from the selection.  
Assigned to: A-button on macro-bar

#### **MacroName: Echo**

Description: Echo library, enables and disables screen updates of the active document. Used by several local macros  
Assigned to: none

Remarks: Usage: Echo.False & Echo.True. If your macro stops to an error, and echo is left false, select the document and run Echo

**MacroName: PageForward**

Description: Moves the insertion point to the beginning of the following page. Works also in the normal view

Assigned to: AltGr+PageDown or Ctrl+Alt+PageDown

**MacroName: PageBackward**

Description: Moves the insertion point to the beginning of the previous page. Works also in the normal-view

Assigned to: AltGr+PageUp or Ctrl+Alt+PageUp

**MacroName: HelpBookmark**

Description: Opens Help Bookmark-menu

Assigned to: Help-menu

**MacroName: HelpSearch**

Description: Opens Help Search-menu

Assigned to: Help-menu

**MacroName: FindOnSelection**

Description: If text is selected, finds next occurrence of the selection. If there is no selection, uses last criteria

Assigned to: Edit-menu, Ctrl+Shift+F

Remarks: Usefull when reading manuals ect. The start location is saved by the bookmark StartOfFindSelection

**MacroName: ViewHeaderFooter**

Description: Shows a list of headers and footers for editing

Assigned to: View-menu

Remarks: Word default macro hooked so, that if the document is in the Page-layout view, it is first changed to Normal-View. This eliminates the annoying dialog that is presented by Word.

**MacroName: NormalStyleUp**

Description: Rotate style: normal < normal indent < normal indent2 < normal indent3 < normal

Assigned to: Shift+Alt+NumPad1, Shift+Alt+PageDown

**MacroName: NormalStyleDown**

Description: Rotate style: normal > normal indent > normal indent2 > normal indent3 > normal

Assigned to: Shift+Alt+NumPad3, Shift+Alt+End

**MacroName: HelpActivateHelp**

Description: Activates or opens Word 2.0 Help. If help is in background, resumes last position

Assigned to: Help-menu

**MacroName: HelpAboutWord**

Description: Opens Help About-dialog

Assigned to: Help-menu

**MacroName: ArrangeVertical**

Description: Arranges open documents side by side

Assigned to: Window-menu, Ctrl+Shift+A, Ctrl+Display-button

Remarks: Handy when debugging macros

**MacroName: MacroManager**

Description: Copies one or more macros from one template to another

Assigned to: M-button on macro-bar

**MacroName: GlossariesInsert**

Description: Inserts all Glossary Entries of the associated template into a new document

Assigned to: none

Remarks: With this macro, the glossary entries can be saved as a document. Handy when changing the normal.dot template

**MacroName: GlossariesDefine**

Description: Defines Glossary Entries into the associated template from a document that was created by the glossariesInsert-macro

Assigned to: none

**MacroName: WsoyUpdateWinIni**

Description: Initializes the use of Wsoy dictionaries. (The Wsoy dictionaries needs to be installed)

Assigned to: none

Remarks: Use of the WSOY Dictionaries: If a word is selected in Word 2.0 when calling, the selected word is copied into the headword-box in Wsoy. When calling the Wsoy dictionary, the macro opens the Dictionary and Word 2.0 title bar blinks. Find proper word from Wsoy, select it by double-click or by dragging, (you can select multiple word or phrases by dragging). Then move the cursor anywhere above the Word 2.0 window-area (cursor becomes to a hour-glass). Make a single-click, and the macro copies the selection you made in Wsoy into the insertion point location, where you called the Wsoy dictionary. If you started the dictionary with a selected word in Word 2.0, then that word is replaced with the selection from Wsoy. If you decide to cancel the Wsoy macro, simply do not make any selection, and make a single click anywhere on the Word 2.0 window area. This initialization macro is automatically called when the Wsoy-dictionary is called the first time from the toolbar.

**MacroName: SaveTextImageFile**

Description: Saves text image file of the active document. ScandChar conversion for Vax supported.

Assigned to: Tool-menu

**MacroName: ToggleBars**

Description: Views or hides Toolbar, Ribbon and Ruler

Assigned to: View-menu, Ctrl+Shift+B

**MacroName: SuperSort**

Description: Advanced Sort-dialog

Assigned to: Tools-menu

Remarks: Rows can be sorted by 1 to 3 keys. Space-delimited records can also be sorted

**MacroName: FileSummaryInfo**

Description: Shows the summary information about the active document

Assigned to: File-menu

Remarks: Word default macro hooked so, that if text is selected when calling, the selected text is copied to the TITLE-box

**MacroName: ToolsBulletsNumbers**

Description: Changes the numbered and bulleted paragraphs

Assigned to: Tools-menu

Remarks: Word default macro hooked to save the Indentation. Partial bug-fix.

**MacroName: PastePicture**

Description: Equals to the sequency: Edit... Paste Special... Picture

Assigned to: Edit-menu, Ctrl+Shift+V

**MacroName: TableSelectTable**

Description: Selects an entire table

Assigned to: Table-menu

Remarks: After selection of the whole table, a dialog is presented with the most common actions that usually follows.

**MacroName: TileDesktop**

Description: Tiles all open applications except Program manager which is first minimized

Assigned to: Window-menu

**MacroName: LaunchExcel**

Description: Opens or activates Microsoft Excel

Assigned to: Window-menu

**MacroName: LaunchDialogEditor**

Description: Opens or activates Dialog Editor

Assigned to: Window-menu  
Remarks: Searches a dialog definition first upwards and if not found then downwards. If dialog definition was found then copies the definition, switches to Dialog Editor and pastes the definition there. If a dialog definition is not found then switches to dialog editor.

**MacroName: LaunchR2Win**

Description: Opens or activates R2Win  
Assigned to: Window-menu

**MacroName: AutoExec**

Description: Initialization on SmartBar  
Assigned to: none

**MacroName: LaunchProgramManager**

Description: Activates Program Manager  
Assigned to: Window-menu

**MacroName: RestoreWordForIcons**

Description: Places the Word windows so that minimized applications (icons) are visible  
Assigned to: Window-menu

**MacroName: ListMacrosToolsKeys**

Description: Documents the normal.dot macros, tools and key-assignments;none  
Assigned to: none

**MacroName: Launch**

Description: Launch Library, used with launching applications  
Assigned to: none  
Remarks: Usage: Launch.App(Application\$,Class\$,Extension\$)

**MacroName: LaunchDesigner**

Description: Opens or activates Designer  
Assigned to: Window-menu

**MacroName: TAUNewDocument**

Description: Opens New document based on Normal-template. R+Opens File New-dlg.  
Assigned to: FileNew-button

**MacroName: TAUHangingIndent**

Description: Increases Hanging Indent. R+Decreases it. C+Inserts a Tab and HangingIndents to that tab. A+Applies Normal Style.  
Assigned to: Arrow to right-button

**MacroName: TAuXScript**

Description: Toggles between SubScript and normal. R+Toggles between SuperScript and normal. C+Opens Format Character-dlg.  
Assigned to: XPower2 - button  
Remarks: If nothing is selected, then selects last numbers (with possible leading plus and minus sign) of the last word. Always removes the selection and lets you continue with normal text.

**MacroName: TAuIndent**

Description: Move left indent to the next tab stop. R+Moves it to previous tab stop.  
C+Opens FormatParagraph-dlg.  
Assigned to: Indent-button

**MacroName: TAuToolsBulletsNumbers**

Description: Creates bulleted list based on current default. R+Creates default Numbered list.  
C+Opens Tools Bullets and Numbering-dlg.  
Assigned to: Bullets-button  
Remarks: Also Partial bug-fix for amount of hanging indentation, that is otherwise always 0,63cm.

**MacroName: TAuCopy**

Description: Copies the selection to Clipboard. R+Copies the selection and appends it to Spike. C+Copies All. A+Copies paragraph formatting only.  
Assigned to: Copy-button  
Remarks: CopyParagraphFormat copies formatting of a paragraph together with its tabulator settings.

**MacroName: TAuSave**

Description: Saves the active document or template. R+Saves All. C+Opens the SaveAs-dlg.  
Assigned to: Save-button

**MacroName: TAuOpen**

Description: Opens the FileOpen-dlg. R+Opens the FileFind-dlg.  
Assigned to: Open-button

**MacroName: TAuFrame**

Description: Lets you draw a frame or frames the selected text. R+Opens the FormatFrame-dlg.  
Assigned to: Frame-button

**MacroName: TAuView**

Description: BestFit and Scroll to Insertion point. R+Toggle Whole Page and Normal BestFit. S+Increase Zoom. C+ Decrease Zoom. A+Open Zoom Dlg.  
SC+ViewZoom100.  
Assigned to: Binocular-button

**MacroName: TAuCase**

Description: Rotates the case: all lower > Initial Caps > ALL CAPS. R+Rotates charstyle: normal > Small Caps > StrikeThrough. C+Opens FormatCharacter-dlg.  
Assigned to: C-button  
Remarks: If nothing was selected, then selects the previous word

**MacroName: ToolsMakeListForEdit**

Description: Inserts a tools description list to a new document for editing  
Assigned to: L-button on macro-bar

**MacroName: ToolsRedefineFromEditList**

Description: Redefines the toolbar as the tools description list on the active document  
Assigned to: R-button on macro-bar

**MacroName: TAuPrint**

Description: Opens PrintPreview-dlg. R+Opens FilePrint-dlg. C+Opens FilePrintSetup-dlg.  
Assigned to: Print-button

**MacroName: LaunchCalculator**

Description: Opens or activates Calculator.  
Assigned to: Window-menu

**MacroName: TAuPaste**

Description: Pastes the clipboard content. R+Pastes Spike content and clears it. S+Paste Special Dlg. C+Pastes Spike without clearing it. A+Pastes paragraph format only. SC+PasteLinkPicture  
Assigned to: Paste-button  
Remarks: You can paste paragraph formats to current paragraph or selected paragraphs. First you must copy the Paragraph format, see TAuCopy.

**MacroName: TAuDictionary**

Description: MOT-dictionary. R+Finnish to English Wsoy. C+English to Finnish Wsoy.

**MacroName: Caller**

Description: Caller Function. Used by All TAuXxx macros.  
Assigned to: none

**MacroName: CallerTest**

Description: Test for Caller function. Inserts return value into the active document.  
Assigned to: none

**MacroName: TaulInsert**

Description: EditGlossary-dlg. R+InsertSymbol-dlg. S+InsertBookmark-dlg. C+InsertField-dlg. A+InsertBreak-dlg.  
Assigned to: Insert-button

**MacroName: TAuViewMode**

Description: Toggles between Normal- and PageLayout-view, both in BestFit. R+Toggles between Normal- and Outline-view. C+Arranges vertical.  
Assigned to: Display-button  
Remarks: In macro editing window arranges vertical.

**MacroName: TAuFields**

Description: Toggles the View Field Codes and results. R+Selects Next Field. S+Updates Fields in selection. C+Opens FieldMan-dlg. A+Unlinks Fields. RS+PrevField  
Assigned to: F-button

**MacroName: TAuLang**

Description: Opens Thesaurus. R+Opens Hyphenation. S+Opens Spelling C+Opens Grammar.  
Assigned to: ABC-button

**MacroName: Barlist**

Description: Redefines the macro "Bar" as the current toolbars definition macro.  
Assigned to: B-button on macro-bar

**MacroName: BarDefault**

Description: Defines the Toolbar as default Word 2.0 bar  
Assigned to: Help-menu

**MacroName: TAuFindReplace**

Description: If no selection, Repeat Find else FindOnSelection. R+Opens EditFind-dlg. C+Open EditReplace-dlg.  
Assigned to: Circle-Arrow-button  
Remarks: If text is selected when calling, then if length of the selection is smaller or equal to 255, then the selected text is copied to the Find-box.

**MacroName: TAuCut**

Description: Removes the selection and puts it to clipboard. R+Removes the selection and appends it to Spike.  
Assigned to: Cut-button

**MacroName: PrintDoubleSided**

Description: Prints documents double sided on printers that do not support double side printing.  
Assigned to: File-menu  
Remarks: Prints first odd sides and asks the user to insert the pages again in the feeder, then print even pages.



**MacroName: EchoApp**

Description:  
Assigned to: None  
Remarks: Stops updating the whole Word application. This is dangerous, if macro stops to an error there is no way to gain control to that instance of Word. You need to quit windows, and restart. Usage: UsageEchoApp.False stops updating, EchoApp.True resumes.

**MacroName: TextTrim**

Description: Converts ascii text semiautomatically to formatted Word paragraphs  
Assigned to: Tools-menu

**MacroName: TauOutline**

Description: Outline Demote. R+Outline Promote.S+Moves para up. C+Moves para down. A+Applies normal style.  
Assigned to: ArrowToLeft-button

**MacroName: FilePrintSetup**

Description: Changes the printer and the printing options

**MacroName: MnuFileExit**

Description: Quits Microsoft Word and prompts to save the documents  
Assigned to:  
Remark Only for menu rearrangement

**MacroName: C**

Description: Function ToN and ToT\$, for conversions of decimal numbers when using dialog-boxes  
Assigned to: none  
Remarks: ToN converts string presentation of decimal number from dialog-box to valid decimal number. Usage: C.ToN(t\$). ToT\$ converts decimal number to valid string for Word dialog-box entry. Usage: C.ToT\$(n). Selection of the point or comma depends on the ControlPanel International settings.

**MacroName: TauWindow**

Description: Activates Next Window. R+Activates Previous Window.  
Assigned to: W-button on macro-bar

**MacroName: BarTAu**

Description: Defines the toolbar as Smartbar by Timo Autiokari  
Assigned to: Help-menu

**MacroName: TAUGoto**

Description: Opens GoTo-dlg. R+Goes Back  
Assigned to: G-button on macro-bar

## SMARTBAR BUTTONS

Tool no refers to the position of the tool-button from left to right.

<b>Tool no:</b>	<b>Assigned to macro:</b>
1	TAuPrint
2	TAuNewDocument
3	TAuOpen
4	TAuSave
5	[space]
6	TAuFindReplace
7	EditUndo
8	TAuCut
9	TAuCopy
10	TAuPaste
11	[space]
12	TauInsert
13	TAuFrame
14	FormatColumns
15	TableInsertTable
16	TAuToolsBulletsNumbers
17	TauOutline
18	TAuIndent
19	TAuHangingIndent
20	[space]
21	TAuCase
22	TAuXScript
23	[space]
24	TAuView
25	TAuViewMode
26	TAuFields
27	[space]
28	TAuLang
29	TAuDictionary
30	[space]

## KEY ASSIGNMENTS

ArrangeVertical	SHIFT+CTRL+A
ToolsBulletListDefault	SHIFT+CTRL+B
FindOnSelection	SHIFT+CTRL+F
PasteLinkPicture	SHIFT+CTRL+L
ToolsMacro	SHIFT+CTRL+M
ToolsNumberListDefault	SHIFT+CTRL+N
PastePicture	SHIFT+CTRL+P
ToggleBars	SHIFT+CTRL+T
PageBackward	ALT+CTRL+PAGE_UP
PageForward	ALT+CTRL+PAGE_DOWN
NormalStyleUp	ALT+SHIFT+PAGE_DOWN
NormalStyleDown	ALT+SHIFT+END