

# Glossary Entries, Field Codes & Macros

Monday, 01 November, 1993 — 11:31 AM

Version 2.3<sup>ootnote1</sup>

“I’m Baaaaak. . .” Because this set of macros contained **\*\*\*ERRORS\*\*\*** and flaws that no one told me about. Proves what you WinWord users will put up with! Yes it does.

If this were a DOS program... and the “Sysop” was having a bad day, or just didn’t like smart-alecky guys, well... he would run the program, read the code, try to “crash” the code and if he did... he would write you a note telling you that it had better be “cleaned up” before it could be allowed on his Forum. Well... at least that’s what happens to me....

Makes me very insecure about this programming stuff to get those little “love-notes.” Also makes me realize how easy it is to make a mistake that is subtle enough that no one picks it up... unless you are looking for it or stumble upon it.

The latter was the case. The pièce de résistance<sup>ootnote2</sup> of this macro set is the **RunMacro** macro. It’s my favorite macro. Starting with Version 2.0, **RunMacro** has a Hot Key set of **{Alt}+F3**.

What was that? Was the lack of a Hot Key Set the **\*\*\*ERROR\*\*\*** that was wrong with Version 1.0 of RUNMACRO.DOT? Well... well... yes, yesssss, that’s what it was. When you installed **RunMacro** into NORMAL.DOT, the Hot Key Set didn’t install with it so there was no Hot Key Set attached to **RunMacro** in NORMAL.DOT!

When you run **RunMacro** in this template, the code in **AutoOpen** (sic) will install the Hot Key set of **{Alt}+F3** for the **RunMacro** macro for both this template and NORMAL.DOT. If you didn’t see the initial dialog box with the date, time and my salutation when you opened this template, that means **AutoOpen** didn’t run. You will need to run the **AutoOpen** macro. If you’re not sure, just Click on the blue “RUN” button, below before continuing...

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F <sup>ootnote1</sup> Had to correct an error in the **MacroCopy1** macro and add macros referred to in the text but somehow (don’t ask!) left out of the template. This is Version 2.3 of this template.

<sup>ootnote2</sup> **pièce de ré·sis·tance** (pyʁs d... r<sup>3</sup>-zʁ-·stā’s“) n., pl. **pièces de ré·sis·tance** (pyʁs).  
1. An outstanding accomplishment: “The bison is an evolutionary *pièce de résistance*, the result of thousands of years of genetic development under the toughest weather and geographical conditions” (B.J. Roche). 2. The principal dish of a meal. [French : *pièce*, piece + *de*, of, with + *résistance*, staying power, lastingness.]

For an example of what **RunMacro** can do, let me give you a little program to run. I like to use ellipses (...) for a variety of reasons. To make them with **RunMacro** all you need to do is type in a word that you want to use with ellipses, let's use "Hello." Leave a space and then type in the macro's name, "el." Leave the cursor just to the —right— of "el" and press **{Alt}+F3**...

Hello el

"El" is the macro name and it will run by using the Hot Key Set **{Alt}+F3** —because— **{Alt}+F3** is the Hot Key Set for **RunMacro** which will "RUN" **all global macros!** If you didn't leave the cursor just to the right of "el" and then pressed **{Alt}+F3**, you probably got an error message (with an error number) from **RunMacro**, telling you (hopefully) what went wrong. If you didn't get an error, put the cursor to the right of any word and press **{Alt}+F3**, to produce an error. See... **RunMacro** is friendly even when you make a mistake.

The **el** macro (there is also an "el" Glossary item in this macro) will print ellipses in any font that has the ellipses character in the font characters. The **el** macro is different than the "el" Glossary entry as the macro strips the space to the left of it and cosies the ellipses up to the word on the left. So the ellipses look like this...

Added an **UpDate** macro that puts the present time and date into your document as a "field." **UpDate** then "unlinks the field" and makes it text. Why do this? Well... normally when you print a document the repagination process will update all the fields and change page numbers and dates. The **UpDate** macro prevents this from happening, the date won't change.


Added a **DateLock** macro which puts the creation date of the document into your document and "unlinks the field" for the reasons stated in the previous paragraph.

With the **RunMacro** macro you can first use the **DateLock** macro and later... use the **UpDate** macro if you want to change the date. These can be run by typing in their short name and then pressing **{Alt}+F3**.

And finally... finally... after months of hemming, hawing, and sawing (sawing?) I present a true-blue...



**Event Driven**

  
single macro copier that pops up dialog boxes just like “the big guys” do. Called **MacroCopy1**. **MacroCopy1** is one of two ways to copy these macros to NORMAL.DOT.

The following is the original text of RUNMACRO.DOT with corrections where necessary to make the macros run better. The rest of the text remains pretty much as is... Good Luck!

Uh... before I forget... Version 1.0 of this text assumes you know nothing about clicking on macro buttons, so caveat emptor... <sup>footnote3</sup>

## Glossary Entries, Field Codes & Macros

Version 1.0

§

This template is different. The earlier templates served as vehicles for displaying only macros. This one serves as a vehicle for displaying glossary entries, field codes, macros, and a one-click Macro Button. Your word processing can be enhanced by typing in glossary or macro names directly into the document and activating them by using “Hot keys.”

Oh, you just pull down the Edit menu, hunt for the glossary item then double-click on the glossary entry to put it in your document? And you do the same for macros? Well we old folk who use WORD 5.5, type in the glossary entry name and then press **F3**. In WORD 5.5 you can run a macro the same way. I missed that little keyboard method in WinWord 2.0 and have written a macro to permit you to type into the document **any** macro’s name and then run it with just one set of “Hot keys.” Think of it, you don’t have to remember all the different and special key strokes to activate a macro; just type in the macro’s name and use the same set of key strokes to run any macro! It’s faster and maybe less distracting to your train of thought than mousing around (unless your “train of thought” is a caboose!).

Speaking of a “train of thought,” on how to make word processing easier, the following are glossary entries contained in this template. These glossary entries are useful for making your document look more professional and ready for desk top publishing. Put the cursor just to the

<sup>Footnote3</sup> **caveat emp•tor** (ɹmp“tôr”) *n*. The axiom or principle in commerce that the buyer alone is responsible for assessing the quality of a purchase before buying. [From Latin, let the buyer beware : *caveat*, imperative of *cavēre*, to beware + *emptor*, buyer.]

**right** of each glossary entry and press F3 to display that glossary entry. Or, **Click once** on the red macro button to go to the first glossary item. §

<b>Glossary Entries . . .</b> <b>Activate with F3</b>	<b>Definitions</b>
copyright	The copyright symbol
createdate	The date the document was created
date	The present date (if updated)
el	Three ellipsis
em	Long dash
en	Short dash
pages	Page of Pages numbering
register	Registration mark
time	The present time (if updated)
trademark	The trademark symbol

Please note that all of the above are from the Times New Roman Font. The copyright, trademark and register symbols will look the same whether the Field Codes are on or off.

The time and date glossary entries usually need to updated after they are displayed as otherwise

they will just show the date or time that they were created. Secondly, sometimes you don't want the time or date to be changed so you need to "unlink" it. An **Unlink** macro is included.

Now for the real treat. A "Hot key" **duo** that will run any macro in NORMAL.DOT! Just type in the macro's name in the document (leaving the cursor just to the **right** of the macro's name) and press the two (2) keys **{Alt}+F3**. Press and hold down both keys simultaneously (at the same time) NOT one after another. If you misspell the macro's name, you will get an error message from WinWord but the **RunMacro** macro will end saying it didn't make an error (I think that makes sense). Now for the demonstration: Click: §

## Demonstration

For a demonstration on using "Hot keys," I typed "date" on a line all by itself. Position the cursor just to the **right** of the word "date" and Press: **F3**.

Or, Click § and Press: **F3**.

"Date" will display the date that glossary item was created. Position the cursor on the line **above** that date, just to the **right** of the word "unlink" and Press: **{Alt}+F3**.

Or, Click § and Press: **{Alt}+F3**.

The date will be updated and unlinked to become text. "Date" is a glossary entry and "Unlink" is a macro, both activated by typing in their names and pressing "Hot Key(s)."

unlink  
date

Now for the harder part, copying all this stuff into your default template NORMAL.DOT. As a few cognoscenti [**ClickOnce**] may remember, I started off this WinWord 2.0 macro journey by uploading a file set to CompuServe's Microsoft WORD Forum just about a month ago. A simple macro which made a full page border outside the normal text margins. About five hundred people downloaded that little macro.

That much activity for a simple recorded (non programmed) macro made me realize that WinWord 2.0 folk might like to see other, more powerful macros which allowed user control. What, that's sounds a little too smooth . . . you just want the truth? Uh . . . , I was struggling to understand "Event driven, Object Oriented Programming," and making little headway. I also thought that a few might like to peek inside the workings of the macro so that they might better understand how easy it is to write one of these little honeys and make their own macros. Oh, the truth? Uh . . . , it is much easier to write a snappy WordBASIC macro and learn about "Event driven, Object Oriented Programming" that way than wade through a real programming manual.

Writing macros in WinWord 2.0 is easy, much easier than programming in QuickBASIC or Visual BASIC for DOS. Why is that? Well, QuickBASIC has over 190 commands to memorize and many of them do very little. Writing a program in QuickBASIC is analogous to trying to build a house with just boards and nails. No blueprints, no doors, no windows (little pun there), no nothin'! In QuickBASIC, some commands are both statements and functions which makes them ambiguous. WordBASIC for WinWord 2.0 has 36 simple BASIC commands and the rest of the commands will draw Message Boxes, change how WinWord starts up, etc . . . ,

programming is much easier. WinWord 2.0 macros are functional, powerful, and programming them is fun.

What about Visual BASIC for Windows and Visual BASIC for DOS? Two great programs. These programs give you the “windows and doors” but they also give you Object Oriented Programming which relies on “objects” and “events” to make a program. Me, I don’t understand “objects” yet WordBASIC lets you use them painlessly.

In my new quest for great WinWord 2.0 macros, I became annoyed with the “programmers” who uploaded WinWord macros and “protected” their “intellectual property” by making their macros “execute only.” A macro that is “execute only,” can **not** be viewed, edited, or understood. You can only use these macros as they are; as if they were some kind of great magic.

How do you make a macro “execute only?” I won’t ask why you want to know that and will assume that you only ask as you are intellectually curious or want to make sure some less skilled person does not edit your macro so that it won’t work. Morris, my little friend and computer devil, is just one of those people you would want to protect your macros from. What’s that Morris? Morris says making your macros unreadable is also a good way to prevent someone from finding out you were the one to place an **AutoOpen** macro in their computer that plays a prank. Morris is Santa Monica’s answer to Peter Pan with a computer.

To make a macro “execute only” you copy it into your template with a macro using the WordBASIC statement **MacroCopy**. The syntax (the grammar of the command or —precisely —how you type it in) is:

**MacroCopy** SourceTemplate:MacroName\$, DestinationTemplate:MacroName\$, 1

It’s the “,1” at the end of the command that makes the macro “execute only.” You can modify any of the **MacroCopy** commands that come with my programs to do this if you wish. But if you write a macro to post to an electronic Bulletin Board, please don’t make it “execute only.” Most people interested in macros want to see how they work. Share your macros. If it can be improved, someone may write you back and tell you how to do it better. Yes, I know some guys want money for their “shareware” one-trick macros and that’s why they make them “execute only.”

If you routinely use “shareware” one-trick macros and find them valuable, send the programmer the proportionate amount of money that the macro adds to WinWord 2.0 as a fraction of what you paid for WinWord 2.0! So if you paid one hundred and twenty bucks for the upgrade to WinWord 2.0 and their macros add about five percent to your work effort send them a “fiver.”

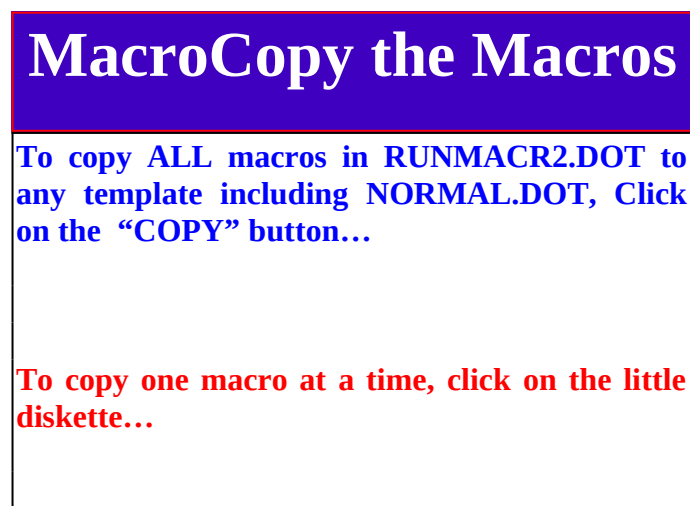
Do I want money? No, I want feedback. Good feedback is better, worth more than a “fiver” and costs the person who writes you more time and effort than a token guilt payment for “shareware.” While we are on the subject of “shareware guilt money” let me be the first to explain to you that **programmers like to program!** Paying them money for something they like to do is fine but don’t do it because you feel guilty.

Now where were we? Oh yes, copying this stuff into NORMAL.DOT. The macro button at the end of this text will let you copy the macros in this template to NORMAL.DOT or any other template. Copying the glossary items have to be done by hand for anything containing a Field

Code. Why is that? Well Field Codes contain “non-text” symbols and the **SetGlossary** command will only copy text. The rest of the glossary entries that just contain “text“ are below:

1. copyright
2. el
3. em
4. en
5. name
6. register
7. trademark

All these can be copied to NORMAL.DOT by using our new little one click Macro Button. Here it is: . If you are curious how I figured out how to activate a Macro Button with a single click (rather than the usual Double-click), read the **ButtonClick** macro that is included with this template. The file set will also include CLICK\_OK.BMP which is the little red Macro Button. Finally, I didn't make a button to copy each glossary item separately as I thought that was overkill. You can easily delete the ones you don't want in NORMAL.DOT.



Yours for macros, glossary entries, field codes . . . and especially One Click Macro Buttons,

John De Palma on CompuServe 76076,571

The following is for those people with itchy mouse clicks who clicked on the first macro button just under the title of this document. If you didn't do that, the following won't make a lot of sense to you.

# Big Mistake!



Aha! Now, why oh **why** in the wide wide world of sports did you click on that little red button? Please wait until I explain what the little red buttons are for. Now you have to go all the way back to the beginning again.

Here, I'll be a sport, click this one: §