

# Re: Understanding Macros

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2006-03/msg02763.html>

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- *From:* "Charles Kenyon" <[wordfaq@xxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:wordfaq@xxxxxxxxxxxxxxxxxxxxxxxxxxxx)>
  - *Date:* Thu, 23 Mar 2006 23:57:26 -0600
- 

Word has Fill-In fields and Ask fields which fulfill this function, but spend the time learning Word before you start creating complex templates. It will save you a lot of time and grief. However, I got caught up in giving you the information I think you need rather than the answer to your question. You can find a short tutorial set of documents on my website about Ask and Fill-In fields. <http://addbalance.com/word/download.htm>

—  
Charles Kenyon

Word New User FAQ & Web Directory: <http://addbalance.com/word>

Intermediate User's Guide to Microsoft Word (supplemented version of Microsoft's Legal Users' Guide) <http://addbalance.com/usersguide>

See also the MVP FAQ: <http://word.mvps.org/FAQs/> which is awesome!

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This message is posted to a newsgroup. Please post replies and questions to the newsgroup so that others can learn from my ignorance and your wisdom.

"MrsMac" <[MrsMac@xxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:MrsMac@xxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message <news:87EEA669-AE55-400C-8D24-C616485F573E@xxxxxxxxxxxxxxxxxxxx>

Hi Shauna,  
Finally able to look at this again. Followed the steps that you outlined, everything worked great and was very explicit — Thank you! Unfortunately, it doesn't work.

I'm wondering if this is my problem: I HAVE to have the new document locked so that my client can tab from field to field without messing up the design of the form. It seems that when I lock the document, the spellcheck protected document doesn't work. I have the spellcheck icon on the new toolbar, and it

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is available, but when I click it nothing happens.

I am so lost!! And so frustrated. Perhaps Word is not the program I need to be using to accomplish this task?

Any further info you can give me is greatly appreciated!

MrsMac

"Shauna Kelly" wrote:

Hi MrsMac

I'm really glad to hear that your code is now working.

I'm assuming you put the VBA macro code into your forms template. And since this is a form, I'm assuming that you're going to be sending it to other people to use.

There are several ways to go about invoking your new macro. Here is one relatively simple way.

Do File > Open and open the template. Unprotect it. Do Tools > Customize. On the Toolbars tab, click New. Choose an appropriate name for the toolbar (something that refers to the name of the form would be good). And tell the little dialog box to save this new toolbar in your template (not Normal.dot!).

Now, still in the Customize dialog, on the Commands tab, in the Categories list, find Macros. In the right, in the Commands list, you'll see your macro listed. Specifically, you're looking for RunSpellcheck. Drag that name to your new toolbar. That will put a button on the toolbar that will invoke your macro.

By default, the text on the button will be the name of the macro. If you don't like that, right-click your new button (while the Customize dialog is still open), and change the name. Play around with all the other options on that right-click menu while you're there. If you make a complete mess, you can just drag the button off the toolbar into mid-air to delete it, and

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then  
start again.

If you decide you want an icon on your button, you can choose one from that right click menu by using "Change button image". But the images there aren't anything to write home about. Or you could use Edit Button Image, and create your own. Or, you could pinch the existing spelling icon and copy that to your new button if you like. The Customize dialog is still open, right? So click Tools, then right-click Spelling and Grammar, copy that image. Back on your own new button, right-click and choose Paste Button Image.

In any case, when you're finished, close the Customize dialog and save your template.

The toolbar will be saved with the template, so if you distribute it to others, it will go with the template.

Try it out by creating a new document, entering some text in, say, a form field, and then clicking your new button.

There's more info, and screen shots showing some of the steps above at <http://word.mvps.org/FAQs/Customization/AsgnCmdOrMacroToToolbar.htm>

Hope this helps.

Shauna Kelly. Microsoft MVP.  
<http://www.shaunakelly.com/word>

"MrsMac" <MrsMac@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message <news:C5381932-F9BC-4865-A52C-661F023EC744@xxxxxxxxxxxxxxxxxxxx>

Hi Shauna,  
I'm sorry it has taken me several days to get back to this -- abscessed tooth -- ouch! Thank you so much for helping me with this -- I am so lost.  
Okay, I deleted the "Option Explicit" line, ran again. Came back with another error saying I had to add "End Sub" right before "Sub RunSpellcheck()".  
So I typed this in and no more errors. Yaay! Little victories! I

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then locked  
the  
template and closed it down.

So I have the macro in there. I tried creating a new document  
and  
typing  
errors in it, and I can't spellcheck it. I'm guessing this is  
where I  
have  
to  
put the button on the toolbar or something to run it? On the  
template  
or  
the  
new document? I'm sorry, I really need step-by-step help  
here because I  
don't  
understand what I'm doing. I so appreciate your assistance!

"Shauna Kelly" wrote:

Hi MrsMac

OK, for the moment, just delete the line that  
says "Option Explicit".  
Then  
try again.

As a bit of background, the Option Explicit  
line is not absolutely  
essential  
to running the macro. But it is good practice  
to use it when writing a  
macro, because it forces the developer to  
explicitly declare all  
variables.  
If that doesn't make much sense to you now,  
that's OK, but one day it  
will!

Specifically, there should be one Option  
Explicit line in the whole  
module  
(ie the whole kind of 'page' of macros), and  
it must be the very first  
line  
in that module.

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But the macro will run without it, so for your purposes today, I'd suggest deleting it.

Hope this helps.

Shauna Kelly. Microsoft MVP.  
<http://www.shaunakelly.com/word>

"MrsMac"

<MrsMac@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>

wrote in message

<news:3E68810B-9D1E-48FA-87DC-1F28A63E9E4E@xxxxxxxxxxxxxxxxxxxx>

Hi Shauna,  
Thanks for your reply. I did as you suggested, and did find red dashes, which I deleted. Ran it again, got the same error, and it tells me that the "Option Explicit" statement appears in a procedure and must be placed at the module level. The farther I go, the loster I get! :)

I have many other questions regarding this whole issue, but I will take it one step at a time! Thank you again for your assistance.

"Shauna Kelly" wrote:

Hi MrsMac

I know how

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frustrating  
this can be!  
But from  
your  
description,  
it  
looks  
like  
you've done  
everything  
correctly.

Let's check  
two things.

First, do  
Tools,  
Macro,  
Macros and  
click Run.  
You'll get  
the same  
error  
you  
got before.  
The (Code)  
window  
will open  
again. Now,  
look  
through  
the  
code.  
Are there  
any lines in  
red? If so,  
they're a  
problem.

If you  
copied the  
text straight  
from the  
page at  
<http://word.mvps.org/FAQs/MacrosVBA/SpellcheckProtectDoc.htm>,  
then  
you  
will  
have copied  
several  
horizontal

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lines on that  
page. They  
marked the  
end  
of  
one  
procedure  
and the  
beginning  
of the next.  
But they're  
just  
window-dressing  
for the web  
page. So  
you may  
have several  
lines  
that  
look  
like

---

in red. If so,  
delete those  
lines.

Does it  
work OK  
now?

If not, have  
a look  
through the  
code. You'll  
see that  
some is in  
green  
(they're  
comments).  
And some  
is in black  
(that's the  
code that  
runs).

Is  
there any  
text in red?  
If so, it's an  
error of  
some kind.  
If so,

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post  
back  
and copy  
the red bits  
into your  
message, so  
we can see  
what's  
going  
wrong.

Hope this  
helps.

Shauna  
Kelly.  
Microsoft  
MVP.  
<http://www.shaunakelly.com/word>

"MrsMac"  
<MrsMac@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>  
wrote in  
message  
<news:F63921B9-6C4C-44B4-8595-D59D28C83972@xxxxxxxxxxx>

Thank  
you  
both  
for  
your  
suggestions.  
I  
do  
appreciate  
it.  
After  
spending  
three  
hours  
going  
over  
the  
documents,  
I'm  
as  
confused  
as  
ever.  
At

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this  
point,  
I  
don't  
have  
time  
to  
understand  
macros  
anymore.

I  
just  
have  
to  
be  
able  
to  
spellcheck  
this  
protected  
template  
and  
the  
resulting  
documents.

So  
I  
decided  
to  
just  
paste  
the  
code  
from  
the  
mvp  
document  
and  
figure  
our  
macros  
later,  
figuring  
how  
hard  
could  
that  
be,  
right?

I

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follow  
the  
steps,  
I  
paste  
everything  
from  
the  
words  
"Option  
Explicit"  
until  
I  
get  
to  
"End  
Sub"  
right  
above  
the  
word  
Notes,  
because  
I'm  
assuming  
I'm  
supposed  
to  
put  
all  
of  
this  
information  
in.  
I  
save  
and  
close  
everything  
down.  
I  
open  
the  
template,  
go  
to  
Tools,  
Macro,  
Macros,  
click  
Run.

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The  
(Code)  
window  
opens  
again  
in  
Visual  
Basic  
and  
I  
get  
this  
window:  
Compile  
error:  
Invalid  
inside  
procedure.

I  
click  
on  
Help  
and  
understand  
absolutely  
nothing  
that  
help  
tells  
me.

I've  
had  
someone  
tell  
me  
to  
explore  
OpenOffice.org  
as  
another  
way  
of  
trying  
to  
get  
this  
template  
to  
be  
spellcheckable.

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Any  
help  
anyone  
could  
give  
would  
be  
appreciated!

"MrsMac"  
wrote:

Word  
2003.  
Every  
time  
I  
run  
into  
a  
Word  
glitch,  
I'm  
directed  
towards  
macros.  
I've  
been  
to  
the  
mvp  
site  
over  
and  
over.  
I  
simply  
do  
not  
understand  
macros  
at  
all.  
I  
don't  
understand  
how  
to  
create  
one,

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how  
to  
run  
one,  
what  
all  
that  
"stuff"  
means,  
etc.  
I  
have  
tried  
numerous  
times  
and  
end  
up  
shutting  
everything  
down  
in  
total  
frustration.  
I  
gladly  
do  
the  
repetitive  
tasks  
that  
macros  
are  
supposed  
to  
streamline  
because  
it's  
easier  
than  
trying  
to  
figure  
out  
macros!

But  
now  
I  
HAVE  
to

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figure  
them  
out  
--  
I'm  
creating  
a  
large  
series  
of  
locked  
forms  
templates  
that  
will  
need  
to  
be  
spellchecked  
after  
data  
entry  
and  
I  
can't  
find  
a  
workaround.

I  
want  
to  
do  
a  
continuing  
ed  
class  
on  
this,  
but  
in  
the  
interim  
can  
anyone  
recommend  
a  
book  
that  
offers  
REALLY

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simple,  
step-by-step  
explanations  
of  
macros?  
I'm  
stressing  
REALLY  
SIMPLE  
here!  
I  
checked  
my  
local  
library  
for  
"Macros  
for  
Dummies"  
but  
got  
no  
hits.  
I  
appreciate  
any  
direction  
anyone  
can  
give.  
Thank  
you!