**MACROS USEFUL FOR MY EDITING**

1. **To toggle track changes on and off**

Sub ToggleTrackChange()

'

' ToggleTrackChange Macro

'

'

ActiveDocument.TrackRevisions = Not ActiveDocument.TrackRevisions

End Sub

1. **To choose comments from a menu**

Sub ProjectCommentMenu()

'

' ProjectCommentMenu Macro

'

'

Dim sPrompt As String

Dim sUserResp As String

Dim iUR As Integer

sPrompt = "1. For AQF. blank comment to add your own " & vbCrLf

sPrompt = sPrompt & "2. For AQF. Please supply the document heading for this paper." & vbCr

sPrompt = sPrompt & "3. For AQF. Please provide a short running title of no more than 50 characters including spaces." & vbCr

sPrompt = sPrompt & "4. For AQF. Please supply the article history dates." & vbCr

sPrompt = sPrompt & "5. For AQF. Please check subheadings carefully. First level subheadings should be in bold font followed by a line break, Second-level subheadings should be in italics (not bold) followed by a line break, and Third-level subheadings should be in italics (not bold) with the text run-on." & vbCr

sPrompt = sPrompt & "6. For AQF. Please confirm if the conflicts of interest statement is correct, and amend if necessary." & vbCr

sPrompt = sPrompt & "7. For AQF. Please confirm if the reference is a one page abstract or letter." & vbCr

sPrompt = sPrompt & "8. For AQF. According to journal guidelines, p values of 0 or 0.0 or 0.00 or 0.000 should all be changed to < 0.001 (in text and tables and figures). Please check the p values and amend if necessary." & vbCr

sPrompt = sPrompt & "9. For AQF. According to journal guidelines, p values of 1 or 1.0 or 1.00 or 1.000 should all be changed to > 0.99 (in text and tables and figures). Please check the p values and amend if necessary" & vbCr

iUR = 0

While iUR < 1 Or iUR > 9

sUserResp = InputBox(sPrompt, "Comment List")

If StrPtr(sUserResp) = 0 Then Exit Sub

iUR = Val(sUserResp)

Wend

Select Case iUR

Case 1

'inserts blank comment

Selection.Comments.Add Range:=Selection.Range

Case 2

'supply document heading comment

' Add comment to AQF to supply the article category

'

'ActiveDocument.TrackRevisions = Not ActiveDocument.TrackRevisions

'Selection.TypeParagraph

'Selection.MoveUp Unit:=wdLine, Count:=1

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. Please supply the article category heading."

Selection.EscapeKey

Case 3

'running title comment

' AddRunningTitle Macro

' add running title to document

'

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:="For AQF. Please provide a short running title of no more than 50 characters including spaces."

Selection.TypeBackspace

Selection.EscapeKey

Case 4

'add article history dates and comment

' HistoryDates Macro

'

'

Selection.TypeText Text:="Received, revised, accepted"

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. Please supply the article history dates."

Selection.EscapeKey

Case 5

'subheadings comment

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. Please check subheadings carefully. First level subheadings should be in bold font followed by a line break, Second-level subheadings should be in italics (not bold) followed by a line break, and Third-level subheadings should be in italics (not bold) with the text run-on."

Selection.EscapeKey

Case 6

'conflicts of interest

' ConflictsOfInterest Macro

' add conflicts of interest statement and comment

'

' Add conflicts of interest statement and comment

'

Selection.Font.Bold = wdToggle

Selection.TypeText Text:="Conflicts of interest"

Selection.TypeParagraph

Selection.Font.Bold = wdToggle

Selection.TypeText Text:= \_

"All authors have no conflicts of interest to declare."

Selection.Comments.Add Range:=Selection.Range

' ActiveWindow.ActivePane.HorizontalPercentScrolled = 18

Selection.TypeText Text:= \_

"For AQF. Please confirm if the conflicts of interest stateme"

Selection.TypeText Text:="nt is correct, and amend if necessary."

Selection.EscapeKey

' ActiveWindow.ActivePane.HorizontalPercentScrolled = 1

Case 7

'one page journal reference

'Selection.PasteAndFormat (wdPasteDefault)

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. Please confirm if the reference is a one page abstract or letter. "

Selection.EscapeKey

Case 8

'p = 0.000

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. According to journal guidelines, p values of 0 or 0.0 or 0.00 or 0.000 should all be changed to < 0.001 (in text and tables and figures). Please check the p values and amend if necessary."

Selection.EscapeKey

Case 9

'p=1

Selection.Comments.Add Range:=Selection.Range

Selection.TypeText Text:= \_

"For AQF. According to journal guidelines, p values of 1 or 1.0 or 1.00 or 1.000 should all be changed to < 0.99 (in text and tables and figures). Please check the p values and amend if necessary."

Selection.EscapeKey

End Select

End Sub

1. **Search and replace words from a table list**

Sub ProjectReplaceFromTableList()

Dim oChanges As Document, oDoc As Document

Dim oTable As Table

Dim oRng As Range

Dim oStory As Range

Dim rFindText As Range, rReplacement As Range

Dim i As Long

Dim sFname As String

Dim sAsk As String

Documents.Open FileName:="C:\Users\Owner\Documents\changes.docx"

'sFname = "C:Users\Owner\Documents\changes.docx"

Set oDoc = ActiveDocument

Set oChanges = Documents.Open(FileName:=sFname, Visible:=False)

Set oTable = oChanges.Tables(1)

For i = 1 To oTable.Rows.Count

For Each oStory In oDoc.StoryRanges

Set oRng = oStory

Set rFindText = oTable.Cell(i, 1).Range

rFindText.End = rFindText.End - 1

Set rReplacement = oTable.Cell(i, 2).Range

rReplacement.End = rReplacement.End - 1

With oRng.Find

.ClearFormatting

.Replacement.ClearFormatting

Do While .Execute(findText:=rFindText, \_

MatchWholeWord:=True, \_

MatchWildcards:=False, \_

Forward:=True, \_

Wrap:=wdFindStop) = True

oRng.Select

sAsk = MsgBox("Replace - " & vbCr & oRng & vbCr + vbCr & \_

"with - " & vbCr & rReplacement, vbYesNo, \_

"Replace from Table")

If sAsk = vbYes Then

oRng.FormattedText = rReplacement.FormattedText

End If

oRng.Collapse wdCollapseEnd

Loop

End With

If oStory.StoryType <> wdMainTextStory Then

While Not (oStory.NextStoryRange Is Nothing)

Set oStory = oStory.NextStoryRange

Set oRng = oStory

Set rFindText = oTable.Cell(i, 1).Range

rFindText.End = rFindText.End - 1

Set rReplacement = oTable.Cell(i, 2).Range

rReplacement.End = rReplacement.End - 1

With oRng.Find

.ClearFormatting

.Replacement.ClearFormatting

Do While .Execute(findText:=rFindText, \_

MatchWholeWord:=True, \_

MatchWildcards:=False, \_

Forward:=True, \_

Wrap:=wdFindStop) = True

oRng.Select

sAsk = MsgBox("Replace - " & vbCr & oRng & vbCr + vbCr & \_

"with - " & vbCr & rReplacement, vbYesNo, \_

"Replace from Table")

If sAsk = vbYes Then

oRng.FormattedText = rReplacement.FormattedText

End If

oRng.Collapse wdCollapseEnd

Loop

End With

Wend

End If

Next oStory

Next i

If ActiveWindow.View.SplitSpecial <> wdPaneNone Then

ActiveWindow.Panes(2).Close

End If

If ActiveWindow.ActivePane.View.Type = wdNormalView Or ActiveWindow. \_

ActivePane.View.Type = wdOutlineView Then

ActiveWindow.ActivePane.View.Type = wdPrintView

End If

ActiveWindow.ActivePane.View.SeekView = wdSeekCurrentPageHeader

If ActiveWindow.View.SplitSpecial = wdPaneNone Then

ActiveWindow.ActivePane.View.Type = wdPrintView

Else

ActiveWindow.View.Type = wdPrintView

End If

ActiveWindow.ActivePane.View.SeekView = wdSeekMainDocument

If ActiveWindow.View.SplitSpecial = wdPaneNone Then

ActiveWindow.ActivePane.View.Type = wdPrintView

Else

ActiveWindow.View.Type = wdPrintView

End If

oChanges.Close wdDoNotSaveChanges

lbl\_Exit:

Set oStory = Nothing

Set oRng = Nothing

Set rFindText = Nothing

Set rReplacement = Nothing

Exit Sub

End Sub

**The table used in the search and replace**

|  |  |
| --- | --- |
| © |  |
| ® |  |
| ™ |  |
| another 2 | two more |
| as evidence by | as demonstrated by |
| assessed by | assessed using the |
| Reference | References |
| bulla | bullae |
| by now | up to now |
| by the year | by |
| cm H2O | cmH2O |
| and colleagues | et al |
| colored by | shown by |
| compared to | compared with |
| computer aided | computer-aided |
| couldn’t | could not |
| 1 cycle | one cycle |
| day 1 | Day 1 |
| eg | e.g., |
| *et al* | et al |
| et al. | et al |
| eleven | 11 |
| twelve | 12 |
| thirteen | 13 |
| fourteen | 14 |
| fifteen | 15 |
| sixteen | 16 |
| seventeen | 17 |
| eighteen | 18 |
| nineteen | 19 |
| twenty | 20 |
| Fig. | Figure |
| first minute | 1st minute |
| first year | 1st year |
| 2-fold | twofold |
| \* | \* |
| Conclusions | Conclusion |
| Key words | Keywords |
| g/dl | g/dL |
| grade 3 tumor | Grade 3 tumor |
| Gram negative bacteria | Gram-negative bacteria |
| 4 groups | four groups |
| has estimated | estimates |
| health care | healthcare |
| health-care | healthcare |
| herein |  |
| gram | g |
| one hour | 1 hour |
| two hours | 2 hours |
| However | However, |
| human beings | humans |
| human subjects | patients |
| ie | i.e., |
| in contrast | by contrast |
| information about | information regarding |
| it showed that | it was shown that |
| it’s | It is |
| de novo | *de novo* |
| post hoc | *post hoc* |
| a priori | *a priori* |
| in situ | *in situ* |
| in utero | *in utero* |
| in vivo | *in vivo* |
| en bloc | *en bloc* |
| in vitro | *in vitro* |
| less than | < |
| more than | > |
| like | such as |
| mg/dl | mg/dL |
| millijoules | kilocalories |
| μl | μL |
| mm Hg | mmHg |
| one month | 1 month |
| two months | 2 months |
| three months | 3 months |
| n= | *n* = |
| needle no. 1 | needle No. 1 |
| New Zealand White Rabbits | New Zealand white rabbits |
| percent | % |
| on the other hand | However, |
| one thousand | 1000 |
| p< | *p* < |
| patient 1 | Patient 1 |
| % | % |
| relationship to | relationship with |
| representation is given in | represented by |
| resistant mechanisms | resistance mechanisms |
| scrutinize | examine |
| sec | seconds |
| since | because |
| structure based | structure-based |
| subject | individual |
| ten | 10 |
| 2-sided test | two-sided test |
| U test | U-test |
| the elderly | elderly people |
| This case report presented | This case report presents |
| type 1 error | Type 1 error |
| Using | The use of |
| one hundred | 100 |
| Vitamin | vitamin |
| v.s. | vs. |
| was seldom reported | has seldom been reported |
| one week | 1 week |
| two weeks | 2 weeks |
| western countries | Western countries |
| while | although |
| while the | although |
| WHO | the WHO |
| with medication of | with treatment of |
| X-ray | x-ray |
| one year | 1 year |
| **Corresponding author:** | \* Corresponding author. |
| Sec. | Section |
| Rd. | Road |
| Email: | *E-mail address*: |

1. **The hyphen menu to ask the user to decide if a hyphen should be changed to an en-dash, minus sign, em-dash, deleted or left as it is.**

**First of all I found it helpful to highlight all the hyphens with this macro to make the hyphens easier to see:**

Sub HighlightHyphen()

'

'

'add a message box Yes or No

'Dim Answer As VbMsgBoxResult

'Answer = MsgBox("Are you sure you want to run the macro?", vbYesNo, "Run Macro")

'If Answer = vbYes Then

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

Selection.Find.Replacement.Highlight = True

With Selection.Find

.Text = "-"

.Replacement.Text = ""

.Forward = True

.Wrap = wdFindContinue

.Format = True

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute Replace:=wdReplaceAll

Options.DefaultHighlightColorIndex = wdYellow

Selection.Range.HighlightColorIndex = wdYellow

'MsgBox "Macro has finished running"

'End If

End Sub

**The hyphen menu macro asks the user to decide what to do with a hyphen. There are 5 options, leave it as it is, delete it or change it to an en-dash, minus or em-dash.**

Sub ProjectHyphenMenu()

'

'

'

Dim sPrompt As String

Dim sUserResp As String

Dim iUR As Integer

'Always start at the top of the documnet

'Selection.HomeKey unit:=wdStory

sPrompt = "1. Leave the hyphen as it is?" & vbCrLf

sPrompt = sPrompt & "2. Delete the hyphen?" & vbCrLf

sPrompt = sPrompt & "3. Change the hyphen to an endash?" & vbCrLf

sPrompt = sPrompt & "4. Change the hyphen to a minus sign?" & vbCrLf

sPrompt = sPrompt & "5. Change the hyphen to an emdash?" & vbCrLf

iUR = 0

While iUR < 1 Or iUR > 5

sUserResp = InputBox(sPrompt, "\*Hyphen Menu\*")

iUR = Val(sUserResp)

Wend

Select Case iUR

Case 1

'exits the routine and doesn't change anything

Exit Sub

Case 2

'deletes the hyphen

'

' DeleteHyphen2 Macro

'

'

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

With Selection.Find

.Text = "-"

.Replacement.Text = ""

'.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute

With Selection

If .Find.Forward = True Then

.Collapse Direction:=wdCollapseStart

Else

.Collapse Direction:=wdCollapseEnd

End If

.Find.Execute Replace:=wdReplaceOne

If .Find.Forward = True Then

.Collapse Direction:=wdCollapseEnd

Else

.Collapse Direction:=wdCollapseStart

End If

.Find.Execute

End With

Case 3

'change the hyphen to an endash

' HyphenToEndash Macro

'

'

'

' HyphenToEndash Macro

'

'

Selection.InsertSymbol CharacterNumber:=8211, Unicode:=True, Bias:=0

Selection.Delete Unit:=wdCharacter, Count:=1

'from recorded macro

'With Selection

' If .Find.Forward = True Then

' .Collapse Direction:=wdCollapseStart

' Else

' .Collapse Direction:=wdCollapseEnd

'End If

'.Find.Execute Replace:=wdReplaceOne

'If .Find.Forward = True Then

' .Collapse Direction:=wdCollapseEnd

'Else

' .Collapse Direction:=wdCollapseStart

'End If

'End With

Case 4

'change the hyphen to a minus sign

'

' HyphenToMinus Macro

'

'

Selection.InsertSymbol CharacterNumber:=8722, Unicode:= \_

True

Selection.Delete Unit:=wdCharacter, Count:=1

Selection.Find.Execute

Case 5

'change hyphen to an emdash

'

' replace hyphen with emdash

'

Selection.Find.ClearFormatting

Selection.Find.Replacement.ClearFormatting

With Selection.Find

.Text = "-"

.Replacement.Text = "—"

.Forward = True

.Wrap = wdFindContinue

.Format = False

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute

With Selection

If .Find.Forward = True Then

.Collapse Direction:=wdCollapseStart

Else

.Collapse Direction:=wdCollapseEnd

End If

.Find.Execute Replace:=wdReplaceOne

If .Find.Forward = True Then

.Collapse Direction:=wdCollapseEnd

Else

.Collapse Direction:=wdCollapseStart

End If

.Find.Execute

End With

End Select

End Sub

The user has to go to each hyphen as necessary to change them.

Finally there is another macro to unhighlight the text.

Sub UnhighlightText()

'

' UnhighlightText Macro

'

'

Selection.Find.ClearFormatting

Selection.Find.Highlight = True

Selection.Find.Replacement.ClearFormatting

Selection.Find.Replacement.Highlight = False

With Selection.Find

.Text = ""

.Replacement.Text = ""

.Forward = True

.Wrap = wdFindContinue

.Format = True

.MatchCase = False

.MatchWholeWord = False

.MatchWildcards = False

.MatchSoundsLike = False

.MatchAllWordForms = False

End With

Selection.Find.Execute Replace:=wdReplaceAll

End Sub

1. Although I look at the bottom row to see the number of words in a document I have a macro to return the number of words.

Sub NumberOfWords()

'

' NumberOfWords Macro

'

'

MsgBox ActiveDocument.Range.ComputeStatistics(wdStatisticWords)

End Sub

1. **I have another macro to return the number of characters in a phrase, which would be useful for checking if for example the running title does not exceed its limit.**

Sub CountNoCharacters()

'

' CountNoCharacters Macro

'

'

Dim Title As String

Dim CharCount As Integer

Dim Message As String

Title = "CharCount"

CharCount = Len(Selection)

Message = LTrim(Str(CharCount)) + " character"

If CharCount <> 1 Then Message = Message + "s"

MsgBox Message, vbOKOnly, Title

End Sub