



# Prix Fixe Macros

The following selection of macros is mostly taken from Paul Beverly's [Macro Menu](#). The menu is extensive, so I am providing a shortened list of my commonly used macros with the intention of getting you started. I have also included a few non-Paul macros that I find useful.

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## Simple line edits

[ToggleMarkup](#) — Toggles simple and all markup and creates a bookmark to keep your page focused on the current spot. (The addition of the bookmark creation is courtesy of [Lisa Gilliam](#).)

[CaseThisWordJumpNextWord](#) — Changes case of initial letter of word and jump to next word

[NumberToTextUS](#) — Converts next number into text, using e.g. "two hundred forty-two"

[TextToNumber](#) — Finds numbers expressed in words + converts to figures

[PunctuationToDoubleQuote](#) – Changes next quote mark to double

[PunctuationSwap](#) — Swaps two punctuations. By default, it swaps the next period to comma or comma to period. It can be modified for any punctuation pairing.

[SimpleMacroPackage](#) — A selection of macros I recorded. Contains “Lowercase word”, “Highlight Word” and “Highlight Remover.”

[BookmarkCreate](#) — (Courtesy of Lisa Gilliam) Creates a bookmark at the current cursor location and overwrites previous bookmarks.

[BookmarkGoTo](#) — (Courtesy of Lisa Gilliam) Jumps to most recent bookmark.

## Fetch Macros

[GoogleFetchCA](#) — Looks up the current word or selected phrase on Google (Canada, but it doesn't really matter because most browsers will automatically adjust).

[MerriamFetch](#): Looks up the current word or selected phrase in Merriam-Webster.

[OEDFetch](#) – Launches selected text to OED dictionary

[WikiFetch](#) – Launches selected text to Wikipedia

## More complex Macros

*\*These ones require additional setup.*

[MultiSwitch](#) — Switches the word(s) at the cursor with the alternate from your own list. To set up, create a Word doc on your computer to house the list. Copy the file path for the document and insert it into the code where Paul has

' On a Mac, you will need something like this: myList = "/Users/Paul/My Documents/Macro stuff/zzSwitchList.docx"

' On Windows, you will need something like this: myList = "C:\Documents and Settings\Paul\My Documents\zzSwitchList.docx"

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[FREdit](#) — It's basically a faster find/replace. Once you figure out FREdit, there is a lot you can do with it, including FRselective, and FRgo, but figure out the original first.

To use FREdit, create a blank document and type

|FREdit

at the top. On a new line type

[find word]||[replace word]

You can set up multiple queries at once. Watch out for spaces!

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[CopyToStyleSheet](#) (aka, CopyToList) — This tip is courtesy of [Lisa Gilliam](#). At it's most efficient, this allows you to copy the current word to a specific section of your style sheet. I have set up three versions of the macro, for characters, places, and word list.

### Steps

1. Change "CopyToListAlphabetic" in the title to "CopyToList[Your preferred heading]"
2. Change "followHeading = "Word list" to "followHeading = [your preferred heading]"  
Note: headings must match case.
3. Create a style sheet that has the word "sheet" in it.
4. Set up your headings (using Header 3).
5. Have the sheet open as you edit
6. Set up a new macro for each heading