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MiniU - Minimalist UnderTheHood

If you can't afford to install Under (over 800 macros that do things Microsoft Word wouldn't normally let you do!), then try MiniU.

Automatic Installation

Unzip the ZIP file to a fresh folder (on your desktop is fine).

Shut down all copies of Microsoft Word. If you use Microsoft Outlook, you are advised to re-boot, since Outlook will sometimes retain a hidden copy of Word in memory.

Set your macro security settings to LOW (please see below 'Office Security Settings' for help with this). After installation is complete, you can set your security settings back to medium.

Execute the Setup079.dot file from your unzipped folder.

Installation takes about ten seconds. During that ten seconds, Setup079.dot will rename any earlier out-of-date versions of MiniU.dot with a 4-digit extent; Word will ignore them, but you can leave them in place should you want to roll-back to an earlier version.

Setup079.dot will MOVE (not COPY!) the MiniU.dot files from your unzipped folder to your local user start-up folder "C:\Documents and Settings\[YOUR_NAME]\Application Data\Microsoft\Word\STARTUP".

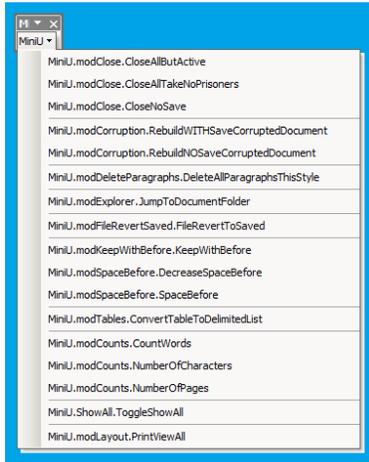
Once Setup079.dot has completed the installation, it will throw up a text file with the installation log.

Save this file and/or print it for your records.

Next time you load Word (Office 2003 or older) you should see the small-footprint MiniU toolbar; in Office 2007 it will be on the Add-Ins ribbon.

What You Get

At the time of writing you get this:-



By the time you read this, there'll probably be more.

Source Code

Mostly can be seen on one of my blogs

<http://macrosinminutes.blogspot.com/>

Brief Descriptions of Macros

These descriptions are brief. The name of the macro ought to give you a clue as to what it does, and that, coupled with a pressing need to do something ...

You can read more at <http://macrosinminutes.blogspot.com/>, which is where most of these macros first see the light of day.

Or if you feel after that that more description is needed, you can contact me by email through my web site www.ChrisGreaves.com.

1. CloseAllButActive

Excepting for the active document (the one whose title bar is blue), all other Microsoft Word documents will be closed without saving any changes.

Typically you have opened up a nest of vipers to locate the missing jewel. Now that you've found the jewel you want to rid yourself of the vipers.

See also the macro "[CloseAllTakeNoPrisoners](#)".

2. CloseAllTakeNoPrisoners

Every Microsoft Word document that is open will be closed without saving any changes. Also known as "Throw a six and start again", but no one plays snakes-and-ladders anymore.

Typically you've been exploring various folders, poking through documents, and would like to start with, literally, a clean slate without having to unload Microsoft Word and answer all those skill-testing questions.

3. CloseNoSave

The active document (the one whose title bar is blue) will be closed without saving any changes.

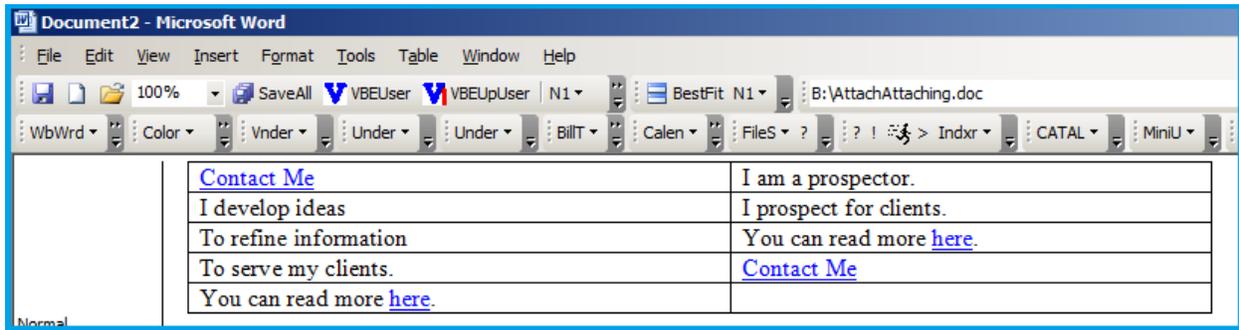
Typically you have made some changes and now rather wish you hadn't. You could use File, Close and answer the skill-testing question, but let's face it, you've already made at least one editing mistake; why trust yourself to get the answer right?

Just discard the document, leave it as it was.

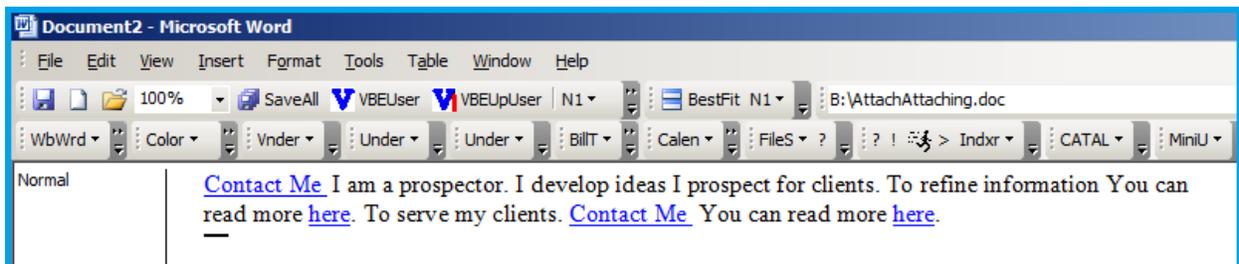
Guaranteed.

4. ConvertTableToDelimitedList

You have selected a table and would like to assemble the cells as a single paragraph of text.



This macro does just that, each cell separated from the previous cell contents by a single space character (ASCII 032)



Here's the result.

5. CountWords

This macro pops up a message box telling you how many words (or partial words) are selected.

Note that Microsoft Word seems to have three definitions of word-count. I use the .Count property of the .Range.Words object.

6. DecreaseSpaceBefore

Decrease paragraph-spacing-before the first Paragraph of the selection to pull the current page up by one page. Use this macro after inserting extra text after running "IncreaseSpaceBefore"

7. DeleteAllParagraphsThisStyle

Place the text cursor in a paragraph, run the macro. All paragraphs in that (selected) style will be removed from the document.

This is a fast way to eliminate large chunks of similarly-styled text from a document.

8. FileRevertToSaved

This beats the heck out of Edit, Undo; which only goes back so far, and must be called for one step at a time.

FileRevertToSaved will prompt you "Are you sure", and then close the active document without saving any changes and immediately reopen that document.

It takes you back to the last time you saved your document.

Note: If you use this macro a lot, you may be interested in the AuditTrail feature of my MRUse application.

9. JumpToDocumentFolder

So here you are in a document and you're not sure which image should be linked in.

Run **JumpToDocumentFolder** and Microsoft Word will open up a new Windows Explorer window with the document's folder staring you in the face.

Neat.

And fast.

10. KeepWithBefore

I'd rather have all the Body text on the same page as its immediate parent "Heading".

Microsoft Word provides a "Keep With Next" option, but not a "Keep With Before".

Use:

Place the text cursor anywhere in any paragraph of YOUR text style; it doesn't have to be Body Text.

Run the macro **KeepWithBeforeSelection**.

Method:

I'm using Selection so you can enjoy the blinking lights.

I leave your original selection in place when I'm done.

I use the style of the FIRST paragraph in your selection as my guiding light.

I turn OFF KeepWithNext and turn ON KeepTogether in every paragraph in the document.

Then for each paragraph in your chosen style, I backup one paragraph to the preceding paragraph and turn ON KeepWithNext.

This seems to work for me.

11. NumberOfCharacters

This macro pops up a message box telling you how many characters are selected.

12. NumberOfPages

This macro pops up a message box telling you how many pages are open, TOTAL in all open documents on your desktop.

If you want to know how many pages are in your current document, use File, properties, Statistics.

But if you want to know how many pages you are going to review before you go to bed tonight, use [NumberOfPages](#).

13. PrintViewAll

From time to time I find myself reviewing or updating a set of a dozen or so documents.

I like to see them in a consistent manner.

Perhaps they are a set of flyers, and I want to make sure that the layout above-the-fold is identical.

This little macro loops through all open documents, moves the cursor to the top of the document, then chooses Print View (WYSIWYG, almost) and a whole-page on the screen.

14. RebuildNOSaveCorruptedDocument

If you suspect that your current document is HORRIBLY corrupted, use this macro to build a new document based on this document.

Your current document will be saved WITHOUT changes, a new document is built, then the original document is inserted.

Finally we save the new document over the top of your old document.

15. RebuildWITHSaveCorruptedDocument

If you suspect that your current document is LIGHTLY corrupted, use this macro to build a new document based on this document.

Your current document will be saved WITH changes, a new document is built, then the original document is inserted.

Now, if your document is worse than you thought, the very act of trying to save it with Microsoft Word may cause your system to freeze up.

Finally we save the new document over the top of your old document.

16. SpaceBefore

Increase paragraph-spacing-before the first Paragraph of the selection to fill up the current page of the document

17. ToggleShowAll

Use the current "Show Fields" setting (True or False) to toggle all visibility settings.

If ShowFieldCodes is ON, all flags will be set OFF.

If ShowFieldCodes is OFF, all flags will be set ON.

18. UnFootnote

Place all footnotes inline in the text.

Typically you want to migrate a footnoted document through a text file, such as that used by Notepad.

This macro will associate each footnote with its parent location in the document.

Compatible Systems

Color.DOT	Windows 2000	Windows XP	Windows Vista	Windows 7
Office 97				
Office 2000				
Office XP		Chris Greaves		
Office 2003		Chris Greaves		Chris Greaves
Office 2007				

What-FAQ

I record every comment, suggestion, proposal or bug report in a document that combines the essence of "What's New?", "What Problems?" and Frequently-Asked Questions into a single table in a document.

The document is sorted so that recent solutions appear at the top of the table, and recent problems appear at the bottom.

Each row of the table is tagged with a date-of-origin, the initials or name of the originator, and a description of the problem.

When the problem is resolved, I add a comment to the descriptive text and place the version number in which the problem was fixed.