

Advance Reader Copy (ARC) Macro

Created 3/10/05 by Monica Burns

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1. **DO NOT PANIC – This really is easy**

Yes there are a lot of pages in this document with a lot of highlighted text in this document, but this is really easy to do. All you have to do is cut and paste where I tell you to. I've done all the hard work for you. This macro should work in most versions of Microsoft Word, but the newer your version the better the guarantee it will work properly.

2. Print Off the first two pages of these instructions so it's easier to follow the steps. You don't need to print all of the programming code.
3. On your menu – Click Tools
4. Point your mouse over the word Macro to show the sub-menu
5. Click on Macros (NOT record)
6. The macros dialogue box opens
7. Click the Create Button
8. **DO NOT PANIC** – This is the Word's Visual Basic. If you do not have a large white screen with folder blocks on the left, you'll need to install Visual Basic. This requires you to insert your Microsoft Office disk or Microsoft Word disk and run a custom install so that Visual Basic will be installed. Most people will already have Visual Basic installed.
9. If you see code already on the screen simply click at the bottom of all the code. You might even have to scroll down to put your cursor after the very last "End Sub" statement.
10. Now you're going to add all the text I've highlighted yellow below to that white screen.
11. Switch back to the Word document where all the yellow highlighted code is. Highlight all of this code down to the end of the document.
12. Press the Ctrl + Insert keys – This is a universal key combination for copying text.

13. Switch back to the Visual Basic's white screen . If you have macros already showing in the Visual Basic screen, make sure your cursor is below the very last "End Sub" statement.
14. Now press Shift + Insert and all of the code you copied will be pasted onto the screen.
15. Now Save the Code – You can either click File > Save or you can click on the Save icon on the tool bar
16. Close out the Visual Basic screen by clicking on the X in the upper right-hand corner
17. Now you're ready to try out the macro, which called ARC
18. First you need to get your book ready to create the ARC if you've not already done so.
19. Compile all your chapters into one file if you haven't already.
20. If you've got a header in place at the top of your document. Remove it.
21. Now Click on Tools > Macros
22. Highlight ARC in the dialogue box then click the Run button and just answer the questions.
23. If you've followed all of the steps above correctly you'll have a beautiful landscaped ARC to print off and send to reviewers and booksellers.
24. FINALLY, if you have any problems getting this to work, email me! I'm more than happy to help you find the problem.

Enjoy! Monica

Sub ARC()

' Generic ARC with Cover Macro
' Macro recorded 3/10/2005 by Monica Burns
' Copyright 2005

```
Selection.WholeStory
With Selection.ParagraphFormat
    .SpaceBeforeAuto = False
    .SpaceAfterAuto = False
    .LineSpacingRule = wdLineSpaceSingle
End With
Selection.HomeKey Unit:=wdStory
Selection.InsertBreak Type:=wdPageBreak
Selection.MoveUp Unit:=wdLine, Count:=1
With ActiveDocument.Styles(wdStyleNormal).Font
    If .NameFarEast = .NameAscii Then
        .NameAscii = ""
    End If
    .NameFarEast = ""
End With
With ActiveDocument.PageSetup
    .LineNumbering.Active = False
    .Orientation = wdOrientLandscape
    .TopMargin = InchesToPoints(1)
    .BottomMargin = InchesToPoints(1)
    .LeftMargin = InchesToPoints(0.35)
    .RightMargin = InchesToPoints(0.35)
    .Gutter = InchesToPoints(0)
    .HeaderDistance = InchesToPoints(0.5)
    .FooterDistance = InchesToPoints(0.5)
    .PageWidth = InchesToPoints(11)
    .PageHeight = InchesToPoints(8.5)
    .FirstPageTray = wdPrinterDefaultBin
    .OtherPagesTray = wdPrinterDefaultBin
    .SectionStart = wdSectionContinuous
    .OddAndEvenPagesHeaderFooter = False
    .DifferentFirstPageHeaderFooter = False
    .VerticalAlignment = wdAlignVerticalTop
    .SuppressEndnotes = False
    .MirrorMargins = False
    .TwoPagesOnOne = False
```

```
.BookFoldPrinting = False
.BookFoldRevPrinting = False
.BookFoldPrintingSheets = 1
.GutterPos = wdGutterPosLeft
End With
With Selection.ParagraphFormat
.LeftIndent = InchesToPoints(0)
.RightIndent = InchesToPoints(0)
.SpaceBefore = 0
.SpaceBeforeAuto = False
.SpaceAfter = 0
.SpaceAfterAuto = False
.LineSpacingRule = wdLineSpaceSingle
.Alignment = wdAlignParagraphCenter
.WidowControl = False
.KeepWithNext = False
.KeepTogether = False
.PageBreakBefore = False
.NoLineNumber = False
.Hyphenation = True
.FirstLineIndent = InchesToPoints(0.5)
.OutlineLevel = wdOutlineLevelBodyText
.CharacterUnitLeftIndent = 0
.CharacterUnitRightIndent = 0
.CharacterUnitFirstLineIndent = 0
.LineUnitBefore = 0
.LineUnitAfter = 0
End With
With ActiveDocument.Styles(wdStyleNormal).Font
If .NameFarEast = .NameAscii Then
.NameAscii = ""
End If
.NameFarEast = ""
End With
With ActiveDocument.PageSetup
.LineNumbering.Active = False
.Orientation = wdOrientLandscape
.TopMargin = InchesToPoints(1)
.BottomMargin = InchesToPoints(1)
.LeftMargin = InchesToPoints(0.35)
.RightMargin = InchesToPoints(0.35)
.Gutter = InchesToPoints(0)
.HeaderDistance = InchesToPoints(0.5)
.FooterDistance = InchesToPoints(0.5)
.PageWidth = InchesToPoints(11)
```

```
.PageHeight = InchesToPoints(8.5)  
.FirstPageTray = wdPrinterDefaultBin  
.OtherPagesTray = wdPrinterDefaultBin  
.SectionStart = wdSectionContinuous  
.OddAndEvenPagesHeaderFooter = False  
.DifferentFirstPageHeaderFooter = False  
.VerticalAlignment = wdAlignVerticalCenter  
.SuppressEndnotes = False  
.MirrorMargins = False  
.TwoPagesOnOne = False  
.BookFoldPrinting = False  
.BookFoldRevPrinting = False  
.BookFoldPrintingSheets = 1  
.GutterPos = wdGutterPosLeft  
End With
```

```
Selection.TypeParagraph  
Selection.TypeParagraph  
Selection.TypeParagraph  
Selection.TypeParagraph  
//Set Bookmark for Title Insertion  
With ActiveDocument.Bookmarks  
    .Add Range:=Selection.Range, Name:="Title"  
    .DefaultSorting = wdSortByName  
    .ShowHidden = False  
End With
```

```
//Get Title from User  
//Place Title in variable sUserString and Insert into document  
Dim sTitleString As String  
Dim rngRangeTitle As Word.Range  
Set rngRangeTitle = ActiveDocument.Bookmarks("Title").Range  
sTitleString = InputBox("Please Enter The Book Title", _  
    "")  
rngRangeTitle.InsertBefore (sTitleString)
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font  
    .Name = "Edwardian Script ITC"  
    .Size = 55  
    .Bold = False  
    .Italic = False  
    .Underline = wdUnderlineNone  
    .UnderlineColor = wdColorAutomatic
```

```
.StrikeThrough = False  
.DoubleStrikeThrough = False  
.Outline = False  
.Emboss = False  
.Shadow = False  
.Hidden = False  
.SmallCaps = False  
.AllCaps = False  
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False  
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeParagraph  
Selection.TypeParagraph
```

```
//Set Bookmark for Author Name Insertion  
With ActiveDocument.Bookmarks  
.Add Range:=Selection.Range, Name:="Author"  
.DefaultSorting = wdSortByName  
.ShowHidden = False  
End With
```

```
//Get Author's Name from User  
//Place Author's Name in variable sUserString and Insert into document  
Dim sAuthorString As String  
Dim rngRangeAuthor As Word.Range  
Set rngRangeAuthor = ActiveDocument.Bookmarks("Author").Range  
sAuthorString = InputBox("Please Enter The Full Name of the Author", _  
"")  
rngRangeAuthor.InsertBefore (sAuthorString)
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font  
.Name = "Times New Roman"  
.Size = 18  
.Bold = False  
.Italic = True
```

```
.Underline = wdUnderlineNone  
.UnderlineColor = wdColorAutomatic  
.StrikeThrough = False  
.DoubleStrikeThrough = False  
.Outline = False  
.Emboss = False  
.Shadow = False  
.Hidden = False  
.SmallCaps = False  
.AllCaps = False  
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False  
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
'Selection.MoveDown Unit:=wdLine, Count:=1  
Selection.TypeParagraph
```

```
'//Set Bookmark for Author's Website Insertion  
With ActiveDocument.Bookmarks  
.Add Range:=Selection.Range, Name:="Website"  
.DefaultSorting = wdSortByName  
.ShowHidden = False  
End With
```

```
'//Get Author's Website from User  
'//Place Author's Website in variable sUserString and Insert into document  
Dim sWebsiteString As String  
Dim rngRangeWebsite As Word.Range  
Set rngRangeWebsite = ActiveDocument.Bookmarks("Website").Range  
sWebsiteString = InputBox("Please Enter The Author's Website", _  
    "")  
rngRangeWebsite.InsertBefore (sWebsiteString)  
Selection.EndKey Unit:=wdLine
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font
```

```
.Name = "Times New Roman"  
.Size = 18  
.Bold = False  
.Italic = True  
.Underline = wdUnderlineNone  
.UnderlineColor = wdColorAutomatic  
.StrikeThrough = False  
.DoubleStrikeThrough = False  
.Outline = False  
.Emboss = False  
.Shadow = False  
.Hidden = False  
.SmallCaps = False  
.AllCaps = False  
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False  
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeParagraph  
Selection.TypeParagraph  
Selection.TypeParagraph  
Selection.TypeParagraph
```

```
//Set Bookmark for Publisher Name Insertion  
With ActiveDocument.Bookmarks  
.Add Range:=Selection.Range, Name:="Publisher"  
.DefaultSorting = wdSortByName  
.ShowHidden = False  
End With
```

```
//Get Publisher Name from User  
//Place Publisher Name in variable sUserString and Insert into document  
Dim sPublisherString As String  
Dim rngRangePublisher As Word.Range  
Set rngRangePublisher = ActiveDocument.Bookmarks("Publisher").Range  
sPublisherString = InputBox("Please Enter The Name of the Book's Publisher", _  
"")
```

```
rngRangePublisher.InsertBefore (sPublisherString)  
' Selection.EndKey Unit:=wdLine
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font  
    .Name = "Times New Roman"  
    .Size = 22  
    .Bold = False  
    .Italic = False  
    .Underline = wdUnderlineNone  
    .UnderlineColor = wdColorAutomatic  
    .StrikeThrough = False  
    .DoubleStrikeThrough = False  
    .Outline = False  
    .Emboss = False  
    .Shadow = False  
    .Hidden = False  
    .SmallCaps = False  
    .AllCaps = False  
    .Color = wdColorAutomatic  
    .Engrave = False  
    .Superscript = False  
    .Subscript = False  
    .Spacing = 0  
    .Scaling = 100  
    .Position = 0  
    .Kerning = 0  
    .Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeParagraph
```

```
//Set Bookmark for Release Date Insertion  
With ActiveDocument.Bookmarks  
    .Add Range:=Selection.Range, Name:="Release"  
    .DefaultSorting = wdSortByName  
    .ShowHidden = False  
End With
```

```
//Get Release Date from User  
//Place Release Date in variable sUserString and Insert into document  
Dim sReleaseDateString As String  
Dim rngRangeReleaseDate As Word.Range
```

```
Set rngRangeReleaseDate = ActiveDocument.Bookmarks("Release").Range
sReleaseDateString = InputBox("Please Enter The Release Date of the Book", _
    "")
rngRangeReleaseDate.InsertBefore (sReleaseDateString)
```

```
Selection.HomeKey Unit:=wdLine
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
With Selection.Font
    .Name = "Times New Roman"
    .Size = 22
    .Bold = False
    .Italic = False
    .Underline = wdUnderlineNone
    .UnderlineColor = wdColorAutomatic
    .StrikeThrough = False
    .DoubleStrikeThrough = False
    .Outline = False
    .Emboss = False
    .Shadow = False
    .Hidden = False
    .SmallCaps = False
    .AllCaps = False
    .Color = wdColorAutomatic
    .Engrave = False
    .Superscript = False
    .Subscript = False
    .Spacing = 0
    .Scaling = 100
    .Position = 0
    .Kerning = 0
    .Animation = wdAnimationNone
End With
Selection.EndKey Unit:=wdLine
Selection.TypeParagraph
Selection.TypeParagraph
Selection.TypeParagraph
```

```
Selection.TypeText Text:="ISBN: "
```

```
//Set Bookmark for ISBN Insertion
With ActiveDocument.Bookmarks
    .Add Range:=Selection.Range, Name:="ISBN"
    .DefaultSorting = wdSortByName
    .ShowHidden = False
End With
```

```
//Get ISBN from User
//Place ISBN in variable sUserString and Insert into document
Dim sISBNString As String
Dim rngRangeISBN As Word.Range
Set rngRangeISBN = ActiveDocument.Bookmarks("ISBN").Range
sISBNString = InputBox("Please Enter The ISBN", _
    "")
rngRangeISBN.InsertBefore (sISBNString)
' Selection.EndKey Unit:=wdLine
' Selection.HomeKey Unit:=wdLine
```

```
Selection.HomeKey Unit:=wdLine
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
With Selection.Font
    .Name = "Times New Roman"
    .Size = 14
    .Bold = False
    .Italic = False
    .Underline = wdUnderlineNone
    .UnderlineColor = wdColorAutomatic
    .StrikeThrough = False
    .DoubleStrikeThrough = False
    .Outline = False
    .Emboss = False
    .Shadow = False
    .Hidden = False
    .SmallCaps = False
    .AllCaps = False
    .Color = wdColorAutomatic
    .Engrave = False
    .Superscript = False
    .Subscript = False
    .Spacing = 0
    .Scaling = 100
    .Position = 0
    .Kerning = 0
    .Animation = wdAnimationNone
End With
Selection.EndKey Unit:=wdLine
Selection.TypeText Text:=" / Price "
```

```
//Set Bookmark for Price Insertion
With ActiveDocument.Bookmarks
    .Add Range:=Selection.Range, Name:="Price"
```

```
.DefaultSorting = wdSortByName  
.ShowHidden = False  
End With
```

```
//Get Price from User  
//Place Price in variable sUserString and Insert into document  
Dim sPriceString As String  
Dim rngRangePrice As Word.Range  
Set rngRangePrice = ActiveDocument.Bookmarks("Price").Range  
sPriceString = InputBox("Please Enter The Book Price (Note: If entering actual figure  
include $)", _  
    "")  
rngRangePrice.InsertBefore (sPriceString)  
' Selection.EndKey Unit:=wdLine  
' Selection.HomeKey Unit:=wdLine
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font  
.Name = "Times New Roman"  
.Size = 14  
.Bold = False  
.Italic = False  
.Underline = wdUnderlineNone  
.UnderlineColor = wdColorAutomatic  
.StrikeThrough = False  
.DoubleStrikeThrough = False  
.Outline = False  
.Emboss = False  
.Shadow = False  
.Hidden = False  
.SmallCaps = False  
.AllCaps = False  
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False  
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeParagraph
```

```
//Set Bookmark for Genre Insertion
  With ActiveDocument.Bookmarks
    .Add Range:=Selection.Range, Name:="Genre"
    .DefaultSorting = wdSortByName
    .ShowHidden = False
  End With

//Get Genre from User
//Place Genre in variable sUserString and Insert into document
Dim sGenreString As String
Dim rngRangeGenre As Word.Range
Set rngRangeGenre = ActiveDocument.Bookmarks("Genre").Range
sGenreString = InputBox("Please Enter The Book Genre", _
  "")
rngRangeGenre.InsertBefore (sGenreString)
' Selection.EndKey Unit:=wdLine
' Selection.HomeKey Unit:=wdLine

Selection.HomeKey Unit:=wdLine
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
With Selection.Font
  .Name = "Times New Roman"
  .Size = 14
  .Bold = False
  .Italic = False
  .Underline = wdUnderlineNone
  .UnderlineColor = wdColorAutomatic
  .StrikeThrough = False
  .DoubleStrikeThrough = False
  .Outline = False
  .Emboss = False
  .Shadow = False
  .Hidden = False
  .SmallCaps = False
  .AllCaps = False
  .Color = wdColorAutomatic
  .Engrave = False
  .Superscript = False
  .Subscript = False
  .Spacing = 0
  .Scaling = 100
  .Position = 0
  .Kerning = 0
```

```
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeText Text:=" / "
```

```
//Set Bookmark for Pages Insertion  
With ActiveDocument.Bookmarks  
.Add Range:=Selection.Range, Name:="Pages"  
.DefaultSorting = wdSortByName  
.ShowHidden = False  
End With
```

```
//Get Page Count from User  
//Place Page Count in variable sUserString and Insert into document  
Dim sPagesString As String  
Dim rngRangePages As Word.Range  
Set rngRangePages = ActiveDocument.Bookmarks("Pages").Range  
sPagesString = InputBox("Please Enter The Number of Pages", _  
"")  
rngRangePages.InsertBefore (sPagesString)  
' Selection.EndKey Unit:=wdLine  
' Selection.HomeKey Unit:=wdLine  
Selection.TypeText Text:=" Pages "
```

```
Selection.HomeKey Unit:=wdLine  
Selection.EndKey Unit:=wdLine, Extend:=wdExtend  
With Selection.Font  
.Name = "Times New Roman"  
.Size = 14  
.Bold = False  
.Italic = False  
.Underline = wdUnderlineNone  
.UnderlineColor = wdColorAutomatic  
.StrikeThrough = False  
.DoubleStrikeThrough = False  
.Outline = False  
.Emboss = False  
.Shadow = False  
.Hidden = False  
.SmallCaps = False  
.AllCaps = False  
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False
```

```
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine  
Selection.TypeParagraph  
Selection.TypeText Text:="Unedited Advance Reader Copy"  
'Selection.InsertBreak Type:=wdPageBreak
```

```
'Begin formatting document
```

```
'Selection.MoveDown Unit:=wdLine, Count:=1  
ActiveDocument.Range(Start:=Selection.Start, End:=Selection.Start). _  
    InsertBreak Type:=wdSectionBreakNextPage  
Selection.Start = Selection.Start + 1  
With ActiveDocument.Range(Start:=Selection.Start, End:=ActiveDocument. _  
    Content.End).PageSetup  
    .LineNumbering.Active = False  
    .Orientation = wdOrientLandscape  
    .TopMargin = InchesToPoints(1)  
    .BottomMargin = InchesToPoints(1)  
    .LeftMargin = InchesToPoints(0.35)  
    .RightMargin = InchesToPoints(0.35)  
    .Gutter = InchesToPoints(0)  
    .HeaderDistance = InchesToPoints(0.5)  
    .FooterDistance = InchesToPoints(0.5)  
    .PageWidth = InchesToPoints(11)  
    .PageHeight = InchesToPoints(8.5)  
    .FirstPageTray = wdPrinterDefaultBin  
    .OtherPagesTray = wdPrinterDefaultBin  
    .SectionStart = wdSectionContinuous  
    .OddAndEvenPagesHeaderFooter = False  
    .DifferentFirstPageHeaderFooter = False  
    .VerticalAlignment = wdAlignVerticalTop  
    .SuppressEndnotes = False  
    .MirrorMargins = False  
    .TwoPagesOnOne = False  
    .BookFoldPrinting = False  
    .BookFoldRevPrinting = False  
    .BookFoldPrintingSheets = 1  
    .GutterPos = wdGutterPosLeft
```

```
End With
If ActiveWindow.View.SplitSpecial <> wdPaneNone Then
    ActiveWindow.Panes(2).Close
End If
If ActiveWindow.ActivePane.View.Type <> wdPrintView Then
    ActiveWindow.ActivePane.View.Type = wdPrintView
End If
With Selection.PageSetup.TextColumns
    .SetCount NumColumns:=2
    .EvenlySpaced = True
    .LineBetween = False
    .Width = InchesToPoints(4.9)
    .Spacing = InchesToPoints(0.5)
End With
Selection.Find.ClearFormatting
With Selection.Find
    .Text = "Chapter"
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
Selection.MoveLeft Unit:=wdCharacter, Count:=1
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
With Selection.Font
    .Name = "Edwardian Script ITC"
    .Size = 28
    .Bold = False
    .Italic = False
    .Underline = wdUnderlineNone
    .UnderlineColor = wdColorAutomatic
    .StrikeThrough = False
    .DoubleStrikeThrough = False
    .Outline = False
    .Emboss = False
    .Shadow = False
    .Hidden = False
    .SmallCaps = False
    .AllCaps = False
```

```
.Color = wdColorAutomatic  
.Engrave = False  
.Superscript = False  
.Subscript = False  
.Spacing = 0  
.Scaling = 100  
.Position = 0  
.Kerning = 0  
.Animation = wdAnimationNone  
End With  
Selection.EndKey Unit:=wdLine
```

' ARCHheaders Macro recorded 3/10/2005 and inserted here by Monica Burns

```
Selection.MoveUp Unit:=wdScreen, Count:=3  
Selection.Find.ClearFormatting  
With Selection.Find  
.Text = "Copy"  
.Replacement.Text = ""  
.Forward = True  
.Wrap = wdFindContinue  
.Format = False  
.MatchCase = False  
.MatchWholeWord = False  
.MatchWildcards = False  
.MatchSoundsLike = False  
.MatchAllWordForms = False  
End With  
Selection.Find.Execute  
Selection.EndKey Unit:=wdLine  
Selection.InsertBreak Type:=wdSectionBreakContinuous  
Selection.MoveDown Unit:=wdScreen, Count:=1  
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  
Selection.HeaderFooter.LinkToPrevious = Not Selection.HeaderFooter. _  
LinkToPrevious  
  
Selection.ParagraphFormat.TabStops(InchesToPoints(3)).Clear
```

```
Selection.ParagraphFormat.TabStops(InchesToPoints(6)).Clear  
Selection.ParagraphFormat.TabStops.Add Position:=InchesToPoints(2.25), _  
    Alignment:=wdAlignTabCenter, Leader:=wdTabLeaderSpaces  
Selection.ParagraphFormat.TabStops.Add Position:=InchesToPoints(7.67), _  
    Alignment:=wdAlignTabCenter, Leader:=wdTabLeaderSpaces
```

'Modify the Header

```
ActiveWindow.ActivePane.View.SeekView = wdSeekMainDocument  
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
```

```
Selection.ParagraphFormat.TabStops.ClearAll  
ActiveDocument.DefaultTabStop = InchesToPoints(0.5)  
Selection.ParagraphFormat.TabStops.Add Position:=InchesToPoints(2.2), _  
    Alignment:=wdAlignTabCenter, Leader:=wdTabLeaderSpaces  
Selection.ParagraphFormat.TabStops.Add Position:=InchesToPoints(7.6), _  
    Alignment:=wdAlignTabCenter, Leader:=wdTabLeaderSpaces
```

```
Selection.TypeText Text:=vbTab & ""
```

```
//Set Bookmark for Header Title Insertion  
With ActiveDocument.Bookmarks  
    .Add Range:=Selection.Range, Name:="HeaderTitle"  
    .DefaultSorting = wdSortByName  
    .ShowHidden = False  
End With
```

```
//Get Title from User  
//Place Title in variable sUserString and Insert into document  
Dim sHeaderTitleString As String  
Dim rngRangeHeaderTitle As Word.Range
```

```
Set rngRangeHeaderTitle = ActiveDocument.Bookmarks("HeaderTitle").Range
sHeaderTitleString = InputBox("Please Enter The Book Title", _
    "")
rngRangeHeaderTitle.InsertAfter (sHeaderTitleString)
Selection.EndKey Unit:=wdLine
```

```
Selection.TypeText Text:=vbTab & ""
```

```
//Set Bookmark for Author Name Insertion
With ActiveDocument.Bookmarks
    .Add Range:=Selection.Range, Name:="AuthorName"
    .DefaultSorting = wdSortByName
    .ShowHidden = False
End With
```

```
//Get Title from User
//Place Title in variable sUserString and Insert into document
Dim sAuthorNameString As String
Dim rngRangeAuthorName As Word.Range
Set rngRangeAuthorName = ActiveDocument.Bookmarks("AuthorName").Range
sAuthorNameString = InputBox("Please Enter The Author's Name", _
    "")
rngRangeAuthorName.InsertAfter (sAuthorNameString)
Selection.EndKey Unit:=wdLine
```

```
Selection.TypeText Text:=vbTab & "Monica Burns"
```

```
Selection.TypeParagraph
Selection.TypeText Text:=vbTab & "Unedited Advance Reader's Copy" & vbTab
```

```
//Set Bookmark for Publisher Name Insertion
With ActiveDocument.Bookmarks
    .Add Range:=Selection.Range, Name:="HeaderPublisher"
    .DefaultSorting = wdSortByName
    .ShowHidden = False
End With
```

```
//Get Publisher Name from User
//Place Publisher Name in variable sUserString and Insert into document
Dim sHeaderPublisherString As String
Dim rngRangeHeaderPublisher As Word.Range
```

```
Set rngRangeHeaderPublisher = ActiveDocument.Bookmarks("HeaderPublisher").Range
sHeaderPublisherString = InputBox("Please Enter The Name of the Book's Publisher", _
    "")
rngRangeHeaderPublisher.InsertAfter (sHeaderPublisherString)
Selection.EndKey Unit:=wdLine
```

```
If Selection.HeaderFooter.IsHeader = True Then
    ActiveWindow.ActivePane.View.SeekView = wdSeekCurrentPageFooter
Else
    ActiveWindow.ActivePane.View.SeekView = wdSeekCurrentPageHeader
End If
Selection.ParagraphFormat.TabStops.ClearAll
ActiveDocument.DefaultTabStop = InchesToPoints(0.5)
Selection.ParagraphFormat.TabStops.Add Position:=InchesToPoints(5), _
    Alignment:=wdAlignTabCenter, Leader:=wdTabLeaderSpaces
Selection.TypeText Text:=vbTab
Selection.Fields.Add Range:=Selection.Range, Type:=wdFieldPage
Selection.MoveLeft Unit:=wdCharacter, Count:=1
Selection.HeaderFooter.LinkToPrevious = Not Selection.HeaderFooter. _
    LinkToPrevious
Selection.MoveRight Unit:=wdWord, Count:=1
With Selection.HeaderFooter.PageNumbers
    .NumberStyle = wdPageNumberStyleArabic
    .HeadingLevelForChapter = 0
    .IncludeChapterNumber = False
    .ChapterPageSeparator = wdSeparatorHyphen
    .RestartNumberingAtSection = True
    .StartingNumber = 0
End With
ActiveWindow.ActivePane.View.NextHeaderFooter
ActiveWindow.ActivePane.View.SeekView = wdSeekMainDocument
```

```
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 Selection.HeaderFooter.IsHeader = True Then
    ActiveWindow.ActivePane.View.SeekView = wdSeekCurrentPageFooter
Else
    ActiveWindow.ActivePane.View.SeekView = wdSeekCurrentPageHeader
End If
ActiveWindow.ActivePane.View.PreviousHeaderFooter
Selection.MoveRight Unit:=wdWord, Count:=1
Selection.Delete Unit:=wdCharacter, Count:=1
ActiveWindow.ActivePane.View.SeekView = wdSeekMainDocument
```

```
Call FormatMSHeadings
```

```
End Sub
```

```
Sub FormatMSHeadings()
```

```
'Format Chapter Headings in a manuscript
'Copyright Monica Burns 03/11/05
```

```
//Get Number of Chapters from User
//Place number of chapters in variable sNumString
'Dim sNumString As Integer
'sNumString = InputBox("Please Enter The Number of Chapters For This Book", _
"")
```

```
Selection.Find.ClearFormatting
With Selection.Find
    .Text = "Chapter"
    .Replacement.Text = ""
    .Forward = True
    .Wrap = wdFindContinue
    .Format = False
    .MatchCase = False
    .MatchWholeWord = False
    .MatchWildcards = False
    .MatchSoundsLike = False
    .MatchAllWordForms = False
End With
Selection.Find.Execute
```

```
If Selection.Find.Execute = True Then Call ChptFormat
```

```
// Selection.HomeKey Unit:=wdStory  
//Call FormatChapterHeading  
//If Selection.Find.Execute = True Then Call ChptFormat
```

```
Call ChkFirstUntil
```

```
Selection.HomeKey Unit:=wdStory  
Selection.Find.ClearFormatting  
With Selection.Find  
    .Text = "Prologue"  
    .Replacement.Text = ""  
    .Forward = True  
    .Wrap = wdFindContinue  
    .Format = False  
    .MatchCase = False  
    .MatchWholeWord = False  
    .MatchWildcards = False  
    .MatchSoundsLike = False  
    .MatchAllWordForms = False  
End With  
Selection.Find.Execute  
If Selection.Find.Execute = True Then Call ChptFormat Else
```

```
Selection.Find.ClearFormatting  
With Selection.Find  
    .Text = "Epilogue"  
    .Replacement.Text = ""  
    .Forward = True  
    .Wrap = wdFindContinue  
    .Format = False  
    .MatchCase = False  
    .MatchWholeWord = False  
    .MatchWildcards = False  
    .MatchSoundsLike = False  
    .MatchAllWordForms = False  
End With  
Selection.Find.Execute  
If Selection.Find.Execute = True Then Call ChptFormat Else
```

```
End Sub
```

```
Sub ChptFormat()
```

```
Selection.MoveRight Unit:=wdCharacter, Count:=1, Extend:=wdExtend
```

```
Selection.EndKey Unit:=wdLine, Extend:=wdExtend
```

```
With Selection.Font
```

```
.Name = "Edwardian Script ITC"
```

```
.Size = 28
```

```
.Bold = False
```

```
.Italic = False
```

```
.Underline = wdUnderlineNone
```

```
.UnderlineColor = wdColorAutomatic
```

```
.StrikeThrough = False
```

```
.DoubleStrikeThrough = False
```

```
.Outline = False
```

```
.Emboss = False
```

```
.Shadow = False
```

```
.Hidden = False
```

```
.SmallCaps = False
```

```
.AllCaps = False
```

```
.Color = wdColorAutomatic
```

```
.Engrave = False
```

```
.Superscript = False
```

```
.Subscript = False
```

```
.Spacing = 0
```

```
.Scaling = 100
```

```
.Position = 0
```

```
.Kerning = 0
```

```
.Animation = wdAnimationNone
```

```
End With
```

```
End Sub
```

```
Sub FormatChapterHeading()
```

```
Selection.Find.ClearFormatting
```

```
With Selection.Find
```

```
.Text = "Chapter"
```

```
.Replacement.Text = ""
```

```
.Forward = True
```

```
.Wrap = wdFindContinue
```

```
.Format = False
```

```
.MatchCase = False
```

```
.MatchWholeWord = False
```

```
.MatchWildcards = False
```

```
.MatchSoundsLike = False
```

```
.MatchAllWordForms = False
```

```
End With  
Selection.Find.Execute
```

```
End Sub
```

```
Sub ChkFirstUntil()
```

```
Do Until Selection.Find.Execute = False  
Call FormatChapterHeading  
If Selection.Find.Execute = True Then Call ChptFormat  
Call FormatChapterHeading  
Loop  
Dim myNum As Integer  
Dim Counter As Integer  
Dim sNumString As Integer  
sNumString = InputBox("Please Enter The Number of Chapters For This Book", _  
"")
```

```
Counter = 0  
myNum = sNumString
```

```
Do Until myNum = 0  
myNum = myNum - 1  
Counter = Counter + 1  
Call FormatChapterHeading  
If Selection.Find.Execute = True Then Call ChptFormat  
Call FormatChapterHeading  
Loop
```

```
End Sub
```