

## Macros to Help Improve Your Writing

by Monica Burns

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These two macros for MS Word can help you find those repetitive words in your manuscript. I've found them extremely useful, and in fact, I've got a list of words I continuously abuse (breath, touch, desire, glance, stroke, caress—just to name a few) posted on the side of my monitor so I don't forget to check them during revisions.

The **Find Repetitive Words** macro looks for the word you want to find, and highlights each occurrence. This makes it easy to through your document and eliminate too many usages of a particular word.

The **Reverse** macro is used after you've run the Find Repetitive Words macro. This macro erases all the highlights that noted repetitive words.

Hope you find these macros helpful. If you wish to post this information on your website, feel free to do so. I only ask that you honor the copyright on this information.

*Enjoy! Monica*

[Find Repetitive Words](#)

[Reverse Repetitive Words](#)

### **Create your Find Repetitive Words Macro:**

1. Select the TOOLS menu from your Word toolbar.
2. Select the MACRO menu item from your menu
3. Select MACROS... from the submenu
4. Enter "FindRepetitiveWords" in the Macro Name block (no spaces)

5. Select the CREATE button. This opens a Visual Basic screen where you will cut and paste some code. Don't be afraid. You can't hurt much here. (If you get an error saying something to the effect you don't have access to Visual Basic, then probably you didn't install it with your word processor. You can stop here if that happens. If you want to learn more, email me.)
6. In case you've already entered some macros created via keystrokes, be careful at this part. Note where your cursor is flashing on the white screen. Highlight in the white screen the following text, but only in the area where your cursor was flashing. The green highlighted text below is the only thing you should be highlighting and deleting from the Visual Basic Screen.

```
Sub Test()
' Test Macro
' Macro created 2/22/2004 by Monica Burns

End Sub
```

Delete this text when you've highlighted it.

7. Now it's time to cut and paste the **Yellow Highlighted** text below into the edit box on the right of the Visual Basic screen. Just ignore everything to the left of the white box.

```
Sub FindRepetitiveWords()
' Find Repetitive Words Macro
' Macro recorded 11/6/2003 by Monica Burns

//Get Info from User
//Place information in variable sUserString and Insert into document
Dim sUserString As String
sUserString = InputBox("Please Enter The Word to Search For", _
"Word Searching For")

Selection.Find.ClearFormatting
Selection.Find.Replacement.ClearFormatting
Selection.Find.Replacement.Highlight = True
With Selection.Find
```

```

.Text = sUserString
.Replacement.Text = sUserString
.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

```

7. Under the FILE menu, select SAVE AS NORMAL
8. Under the FILE menu, select CLOSE AND RETURN TO WORD
9. Test your macro:
  - a. Open a small document
  - b. Select your TOOLS menu
  - c. Select the MACRO menu item
  - d. Select MACROS...from the submenu
  - e. Select FindRepetitiveWords from the list of available items
  - f. Select the RUN button
10. When the macro finishes running, you should see the word you entered highlighted throughout the document.
11. Undo the macro simply by running the Reverse macro. To enter the Reverse macro into Word, follow these simple steps (we're going to do the exact same thing we did with the Find Repetitive Words macro.).

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**Create your Reverse Macro:** (This macro will go through your document and remove all the highlights from the word you just searched for. And! If you forget to run this after each Repetitive Word Search, this macro will remove ALL highlights in the document, no matter what or how many words you've searched for.)

1. Select the TOOLS menu from your Word toolbar.
2. Select the MACRO menu item from your menu
3. Select MACROS... from the submenu
4. Enter "Reverse" in the Macro Name block (no spaces)
5. Select the CREATE button. This opens a Visual Basic screen where you will cut and paste some code. Don't be afraid. You can't hurt much here. If you get an error saying something to the effect you don't have access to Visual Basic, then probably you didn't install it with your word processor. You can stop here if that happens. (If you want to learn more, email me – [romancewriter@monicaburns.com](mailto:romancewriter@monicaburns.com))
6. You should see the FindRepetitiveWords macros just above the line. Make sure you don't delete it or any other macros you've created. Delete **only** the info directly beneath End Sub.
7. Cut and paste **EVERYTHING Highlighted in Yellow** below into the edit box (right-hand side) on the Visual Basic screen. Just ignore everything to the left of the white box.

```
Sub reverse()
' reverse Macro to unhighlight words highlighted with the
' Find Repetitive Words macro
' Macro created and recorded 11/6/2003 by Monica Burns
'
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
```

7. Under the FILE menu, select SAVE AS NORMAL
8. Under the FILE menu, select CLOSE AND RETURN TO WORD
9. Test your macro:
  - g. Open a small document
  - h. Select your TOOLS menu
  - i. Select the MACRO menu item
  - j. Select MACROS...from the submenu
  - k. Select Reverse from the list of available items
  - l. Select the RUN button
12. When the macro finishes running, you should see the word you entered highlighted throughout the document.
13. Undo the macro simply by running the Reverse macro.

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