



# Tutorials For OpenOffice




## Macros

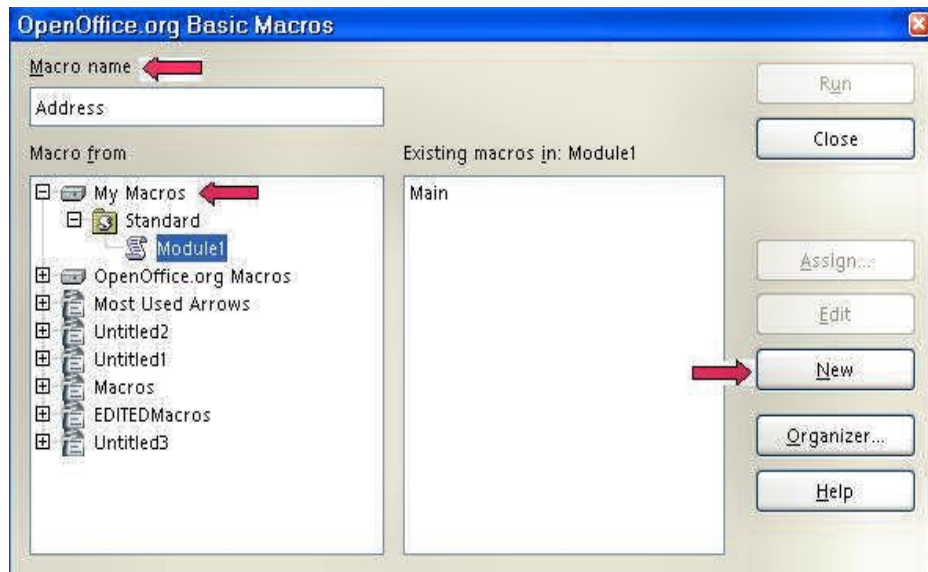
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A Macro is a sequence of keystrokes that are recorded (saved) and given a name. When the Macro is run (selected) by a few keystrokes, the recorded keystrokes are “automatically” performed.

### Write A Macro

1. Click **File** > **New** > **Text Document**. (The  document appears.)
2. Click **Tools** > **Macros** > **Record Macro**. (A small window appears towards the top of the screen with the message: This window is present when a macro is being recorded.) 
3. Click the **Centered** ,  icon on the **Formatting Toolbar**. (The cursor moves to the center of the line.)
4. Type **John Doe**. Press **Enter**. Type **200 Main Street**. Press **Enter**; Type **Springfield**. Press **Enter**. Type **New York**. Press **Enter**. Type **99999**. Press **Enter**. (The five lines are centered on the page.)
5. Click on **Stop Recording**. (The “OpenOffice.org Basic Macros” window appears.)
6. In the **Macro name** dialog box, delete **Main** then type **Address**. Click the **New** button.



7. **My Macros & Dialogs Standard – OpenOffice.org** window will appear. (See the image under "Edit A Macro, Step Two" below.)
8. Close the window by clicking on the **X** in the upper right corner.

## Run (Play) A Macro

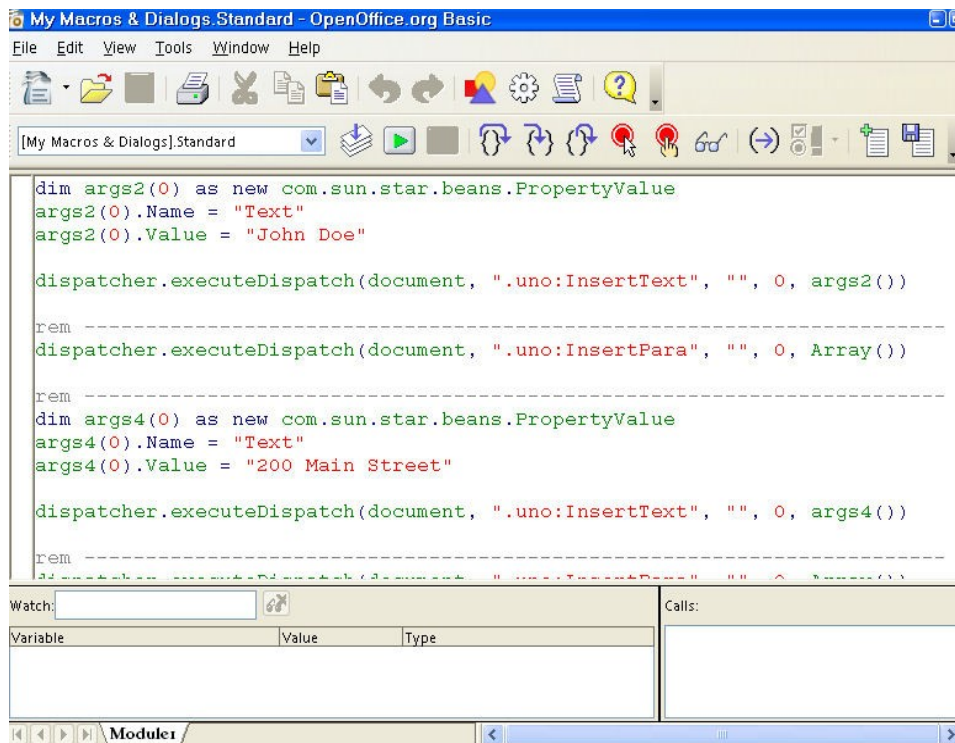
1. Press **Enter** to move the cursor down one line.
2. Click **Tools > Macros > Organize Macros > OpenOffice.org Basic**. (The "OpenOffice.org Basic Macros" window appears.)
3. In the **Existing macros in: Module 1** dialog box, highlight (select) **Address**. Click the **Run** button. (The name and address typed in Step 4 in the exercise above appears in your document.)

## Interrupting Macros

If you want to terminate a macro that is currently running, press **Shift+Ctrl+Q**.

## Edit A Macro

1. Click **Tools > Macros > Organize Macros > OpenOffice.org Basic**. (The "OpenOffice.org Basic Macros" window appears.)
2. In the **Existing macros in: Module 1** dialog box, highlight (select) **Address**. Click the **Edit** button. (The "[My Macros & Dialogs].Standard" window appears. The coding of the macro definition program named "Address" appears. The steps in the program are separated by dashes -----.)



3. Scroll down to find the characters which are to be edited. Find the address “**200 Main St.**” (The lines in the macro definition program are in red and are between quotation marks.)
4. Move the cursor into the item which is to be edited and click it. (The cursor is blinking in the item.)
5. Delete letters, symbols, etc. as usual and type the new letters, symbols, etc. (For example, click the address “**200 Main St.**” delete all those characters and type **1111 Jefferson Ave.**” The typed characters are entered into the edited line.)
6. Click **File > Save** and then click **File > Close**.

## Delete A Macro

1. Click **Tools > Macros > Organize Macros > OpenOffice.org Basic Macro**. (The “OpenOffice.org Basic Macros” window appears.)
2. In the “**Existing macros in Module1**” dialog box, select **Address**. Click on **Delete > Yes > Close**. (The macro “Address” is deleted.)

### Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

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