

OPAS "ITALICIZER" MACRO

What the Macro does

The "OPAS Italicizer" macro is used in Microsoft Word reports. It automatically italicizes any text contained within carats, so that...

Overture to <Candide>
becomes
Overture to *Candide*

In addition, the macro puts in certain diacritical characters in composers' names, so that in all your Word reports...

Bedrich becomes Bedřich
Dvorák becomes Dvořák
Lubos Fiser becomes Luboš Fišer
Grazyna becomes Grażyna
Fucik becomes Fučík
Janáček becomes Janáček
Martinu becomes Martinů
Reznicek becomes Rezníček
Vorísek becomes Voříšek

This macro must be installed **on the individual computer of each user** that wishes to use it.

Note: Remember to *check with your IT Department* before installing any Macro. If your organization does not have a full-time IT Department, please feel free to contact Fine Arts Software for help with this installation.

This procedure needs to be followed only one time, but must be done on each computer that wishes to use the feature. Word macros are stored on individual copies of Word and must therefore be on each PC.

Installation

This procedure will take between 5 and 10 minutes.

The instructions for installing the macro fall into three steps:

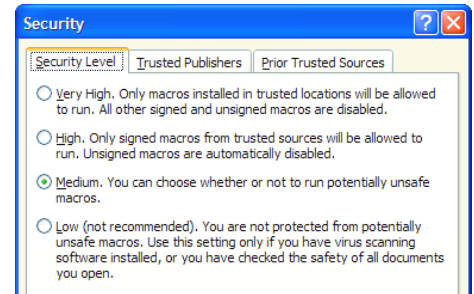
- (1) Place **OPAS_Signed_Italicizer.doc** - the document that contains the macro - somewhere easy to reach on your computer
- (2) Add the macro to your default Word template (this is called "Normal.dot")
- (3) Add the macro to your Word toolbar so that it can be quickly accessed and run at the click of a button

Step One: Place the document that contains the macro in an easily-remembered location. This file is a regular word document called OPAS_Signed_Italicizer.doc. Your computer desktop and/or My Documents folders are the best bets.

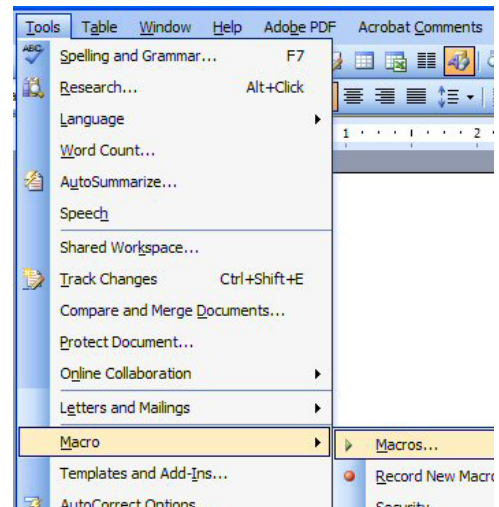
Step Two: Add the macro to the Word file Normal.dot

To make the macro immediately available whenever any OPAS report is generated, the italicizer macro must be added to Microsoft Word's default document. The italicizer macro then becomes part of every Word document the computer creates, whether or not it comes from OPAS.

[A] Start Microsoft Word, with no document open. Along the top of your Word screen, select the **Tools** menu item and then **Macro** and then **Security**. Temporarily set your settings to Medium so that Word will prompt you when it imports the Italcizer macro



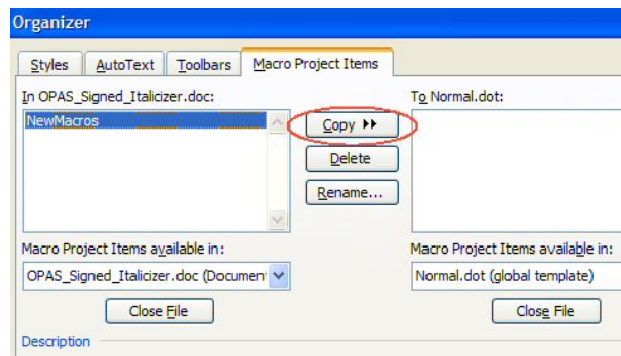
[B] Open the OPAS_Signed_Italicizer.doc.in Microsoft Word (this is the document you downloaded from this web site). It will look like this.



[C] Now choose the **Tools** menu item and then **Macro** and then **Macros**

[D] In the Macros window, click the “**Organizer...**” button in the lower right corner of the window.

[E] In the Macro organizer window, on the left side of the screen, note that the document is the **OPAS_Signed_Italicizer.doc** document and that it contains a macro. On the right side of the window, is **Normal.dot** (this is the name Microsoft Word gives your basic or master template). Simply click the item called **NewMacros** and then click the **Copy >>** button to add the OPAS Italcizer macro to Word.



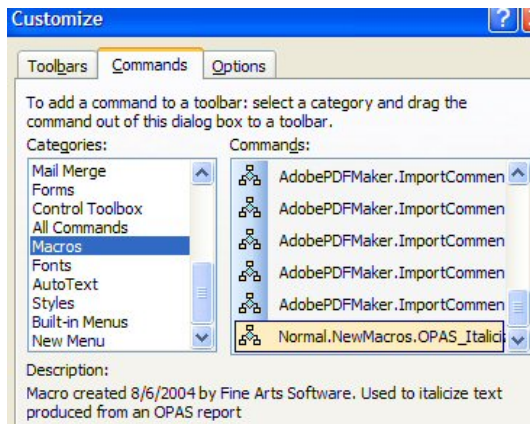
[F] Click the **Close** button on the Organizer window (far lower right corner)

[G] **Close** the OPAS_Signed_Italicizer document

Step Three: Add the Macro to your Word Toolbar (optional but recommended)

Now that the macro has been made part of Normal.dot (and as such part of every Word document you create), it can be added to your Word Toolbar for easy access. These steps can be undertaken with a document open or with no document open.

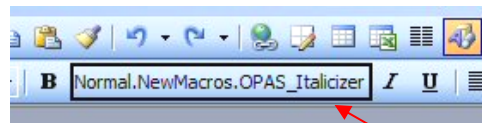
[A] **Right-click** anywhere on the Word toolbar or menu bar (the area along the top of the Word screen that contains all your icons) and choose the last option on the list: **Customize...**



Click the middle "Commands" tab and select Macros from the left pane of this window. The macros that appear on the right side of the window will differ from computer to computer and will depend on other software products you have installed. Somewhere in that list, will be: **Normal.NewMacros.OPAS_Italicizer**

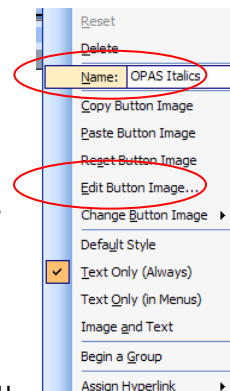
Select that item as shown at left by clicking the mouse on it, and then **drag** it up to the **toolbar**. **Release** your mouse and it will become part of the Word Toolbar.

You may want to put this next to the Bold, Italic and Underline icons that represent other text formatting tools. The italicizer macro is now represented on your Word menu bar as a very long macro name.



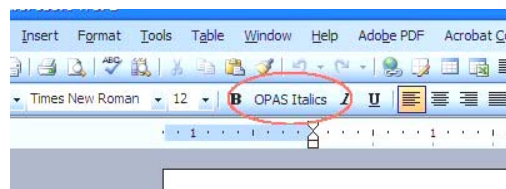
Do Not Yet close the Customize window shown above.

To change the appearance of the Italcizier button you just created, **right-click** on it and this menu will appear. From this menu you can re-**name** the macro (as it appears on the Toolbar) and **add an icon** if you wish.



Close that menu and then the **Customize** window shown above.

Now whenever a report or document is created from OPAS, simply click the new button you have created to run the Italcizier macro.



IMPORTANT - Remember, in Word, to choose the Tools | Macro | Security menu option and reset your security to High.