For a description of a global macro, see the “Local vs. Global Macros” section on page 246.

New Local

Choosing *New Local* automatically creates a local macro, and raises the window where you can enter its instructions. By default, the new macro will be titled Macro1, Macro2, etc. To rename it, raise the Macro Panel and enter a new name. For more information, refer to “New, Rename and Open buttons” section on page 247.

For a description of a local macro, see the “Local vs. Global Macros” section on page 246.

Run Global

If you use a global macro repeatedly, you may want to add it to ParaSheet’s Macro menu, to alleviate you from having to raise the Macro Panel every time you want to execute its instructions. When a global macro is added to ParaSheet’s Macro menu, it is stored in the Run Global submenu. To access a stored global macro, choose *Run Global*, then select the macro.

For information on adding a macro to ParaSheet’s Macro menu, refer to the “Add Macro to Menu button” section on page 248.

Run Local

If you use a local macro repeatedly, you may want to add it to ParaSheet’s Macro menu, to alleviate you from having to raise the Macro Panel every time you want to execute its instructions. When a local macro is added to ParaSheet’s Macro menu, it is stored in the *Run Local* submenu. To access a stored local macro, choose *Run Local*, then select the macro.

For information on adding a macro to ParaSheet’s Macro menu, refer to the “Add Macro to Menu button” section on page 248.

When you complete the macro, click *Run* to test it out.

For more information on writing and editing macros, refer to the "Creating a New Macro" section on page 9 of the Macro and Function Reference manual.

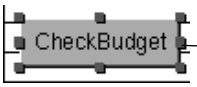
Delete and Run buttons

To delete a macro from the Macro Panel, select it and click *Delete*. To run a macro, select the cell or cell range in your spreadsheet to which you want to apply the macro instructions, select the macro in the Macro Panel and click *Run*.

Create Macro Button button

To add a button to your spreadsheet which automatically executes the macro instructions when clicked, click the *Create Macro Button* button. This places a button in your spreadsheet with the name of the macro. Each time you select a cell or cell range and click the button, the macro instructions will be applied to that selection.

Once a button is added to your spreadsheet, it can be moved anywhere on the spreadsheet by clicking and dragging, or resized by grabbing and dragging its handles:



Grab a handle and drag to resize the button.

Add Macro to Menu button

If you use a macro over and over again, you may want to add it to ParaSheet's Macro menu, to alleviate you from having to raise the Macro Panel every time you want to execute the macro instructions. To do this, select the macro and click the *Add Macro To Menu* button. Depending on the whether it is a local or global macro will determine to which macro submenu it is added.

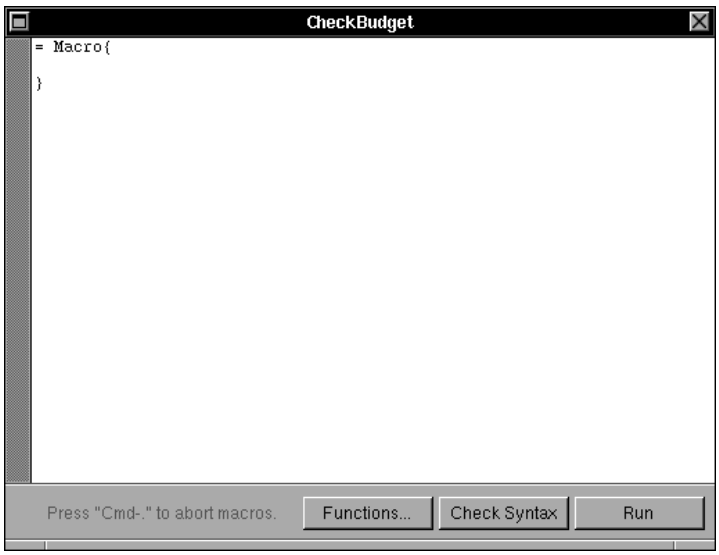
New Global

Choosing *New Global* automatically creates a global macro, and raises the window where you can enter its instructions. By default, the new macro will be titled Macro1, Macro2, etc. To rename it, raise the Macro Panel and enter a new name. For more information, refer to "New, Rename and Open buttons" section on page 247.

New, Rename and Open buttons

To create a new macro, click the *New* button. By default, a new macro will be titled Macro1, Macro2, etc. To change the name select it in the panel, enter a new name in the *Macro Name* field and click *Rename*. Choose whether it is a local or global macro through the pop-up list.

To open a macro, select its name and click the *Open* button. A window like this one will appear:



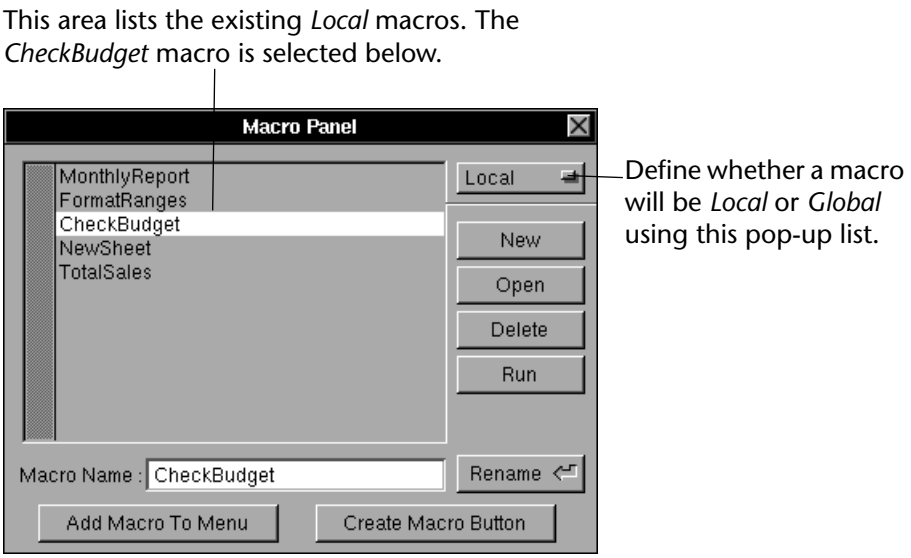
Note *Remember that when the pop-up list reads "Local," only local macros will be visible in the panel. To open a global macro, make sure "Global" is selected in the pop-up list.*

Once you open a macro you can enter, read, edit, and copy all or portions of the macro instructions in the window.

When entering instructions, terminate each instruction with a semicolon. Click the *Function* button to raise the Functions panel, from which you can choose functions to include in your instructions.

For more information on working with the Functions panel, refer to the "Functions (T)" section on page 252 in Chapter 21.

While you're writing or editing a macro, click the *Check Syntax* button at any time to check for syntax errors.



Local vs. Global Macros

Before creating a new macro, decide whether it will be a *local* or *global* by using the pop-up list. Whether a particular macro should be global or local depends on how you'll use it. In general, make the macro local when it performs actions specific to one spreadsheet. For example, if one of your spreadsheets requires a unique format, you could create a local macro to set up that format. A local macro is only available when its parent spreadsheet is open.

Make the macro *global* if the procedure you're automating can be used in more than one spreadsheet. For example, if your printed reports always have the same format, put the formatting commands into a global macro. Or if many of your spreadsheets summarize results across four quarters (Quarter 1, Quarter 2, and so on), create a global macro that formats column labels. Global macros must be created in a macro window. They're always available when you're using ParaSheet, regardless of which spreadsheets are open.

For more information on local and global macros, refer to the "The Types of Macros" section on page 4 of the Macro and Function Reference manual.

Chapter 20

Macro

The commands found in this menu are used to create, run, rename, edit, and delete macros. To learn all about creating and using ParaSheet macros, you should read Chapter 1 of your Macro and Function Reference manual, which is part of your ParaSheet documentation.

Macro Panel (M)

A *macro* is a stored series of actions that is useful for quickly completing repetitive procedures. For example, at the end of every month, you need to turn your sales activity spreadsheet into a report for the division manager. Rather than repeat the steps to create these reports month after month, you can create a macro that contains the steps, and run the macro whenever you need a monthly report.

The Macro Panel is where ParaSheet macros are stored, added, named and deleted. Choose *Macro Panel* to raise the following panel:

You can also raise the Macro Panel by clicking the

button on the icon bar.