**Janell Kimberly’s**

**Fetching from Word**

To my clients and peers, it’s time I shared with you one of my most powerful editing tools from my toolbox. It’s called Fetch Macros. You say, what? That’s right…FETCH! And of course, all credits are owed to Paul Beverly from the UK, who wrote, developed, and generously shares them for free!

On my website I explained how Macros can streamline fact checking while working in Word. For this tutorial, I will be adding the **Wikipedia fetch**. To quickly explain, we will go to Paul’s website, grab the command and copy it, then open Word and paste it into the coding area, after which we finalize by assigning it shortcut keys. Super simple!

Let me demonstrate from this document a few fetches I already have programmed. If you are looking up one word, set the cursor inside the word anywhere. If you want to research two words or a phrase, simply highlight them. Then hit the shortcut keys. I love Google fetch and Merriam-Webster fetch (if I’m not logged in the website prompts me to and as soon as I hit enter after my login credentials…TA-DA…my fetch search answer pops up!

Now it’s time to show you how to create a Macro for a fetch! Let’s take some action now and follow the below steps:

1. Meet the KING OF MACROS…Paul Beverly!
2. Go to his Macro web library: **Paul’s Archive Pub** at [**www.archivepub.co.uk**](http://www.archivepub.co.uk)**.** It’s safe, as is all the links here and in the following PDFs!
3. From the home page, click on the **Macros Menu**, blue button on left.
4. On the new page, scroll down and find **another Macros menu link** and click on the active link.
5. It opens another browser tab to the **PDF of the Complete Macro Tool list**. There’s hundred of Macros he’s written that have active links to the direct language/command for that specific Macro. Paul sections them off, so when you go to open any of these, they will be batched into another PDF, which will most likely require you, for speed, to CTL+F to find your specific Macro.
6. I’m scrolling to show you the oodles of Macros he’s developed. But to save time for this tutorial, let’s do a **CTL+F to find the FETCH MACROS**.
7. To find Wikifetch, hit **another CTL+F**. Click on the specific one I am adding called, **Wikifetch**, and **click on it**.
8. It opens another browser tab to the **direct command**.
9. To ensure you grab all the language, click anywhere and press **CTL+A to select all**.
10. Press **CTL+C to copy** the selection.
11. Let’s **go to Word** now.
12. In Word, go to the **VIEW tab**, then click on the **Macros button** then let’s first ensure you don’t already have this specific Macro. If you do and add a second one, the Macro command will not work. **Click EDIT. Visual Basics window will open**.
13. **CTL+END** to make sure your cursor is placed at the very end, hit **ENTER** to make sure you have a double space from the last Macro, and click **CTL+PASTE**. A sectional line will appear between the new Macro, and the previous one.
14. Click the **SAVE icon, and then close the Visual Basics window**.
15. You will now see your document again. Open the **FILE menu and choose OPTIONS**.
16. From OPTIONS, click on **CUSTOMIZE RIBBON**. Then click on **CUSTOMIZE KEYBOARD SHORTCUTS**.
17. From the **LEFT DROPDOWN, scroll to MACROS and click on it.**
18. On the right, all your Macros you previously added will show. Scroll to the NAMED MACRO you just added. Make sure there aren’t two of them. If there are, the Macro will not work. **Click on the Macro**. Below you will see **PRESS NEW SHORTCUT KEY, and after you do so, you will see it appear in the left CURRENT KEYS window. Click on ASSIGN on the left bottom, then close.**
19. Back at your document again, let’s try this out now!

Let me know what you’ think of my tutorial!

 