

A Macro to Navigate between Graphics  
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If you like to use lots of graphics in your documents, you've probably noticed one annoying thing: it can be plain tedious to edit all those graphics boxes. If you need to adjust the size or position of a graphics box, in most cases you have to wade through a number of menus to get there. But even before you can do that, you have to locate the right graphics box in your document, which is sometimes difficult.

When you edit a graphics box, you're usually prompted for the box number. But what if you're not sure what box number you need? You could make a guess, but if you guess wrong you have to exit back to the document screen and start all over.

Fortunately, there's an easier way. In this article I'll give you a macro that can help you edit the right graphics box in a flash.

#### The ALTJ.WPM Macro

The included ALTJ.WPM macro lets you quickly jump to the next or previous graphics box in a document. You can be in the graphics definition screen, edit screen or even in the caption window, and this macro moves you to the same screen for the next or previous box. *As an additional bonus, the macro also lets you quickly edit and move between headers, footers, footnotes and endnotes.*

*Note: This macro must be played by pressing an Alt-letter keystroke, such as (Alt-J), since that's the only way you can play a macro from the graphics definition and edit screens.*

#### Using the Macro

The macro is easy to use. First, you need to edit a graphics box in your document. To do this, press Graphics (Alt-F9), then press the type of graphics box, such as (1) Figure or (4) User Box. Press (2) Edit, type a box number, such as 1, and press (Enter). The graphics definition screen displays. You can play the macro from this screen, or you can press (9) Edit to switch to the graphics edit screen. Remember, you can also use this macro from the edit screen of a footnote, endnote, header or footer.

Now, if you want to move to the next or previous graphic, press (Alt-J) or the Alt-letter combination you used for your macro. The prompt Find: (1) Next; (2) Previous: appears at the bottom of your screen. Press the option you want, such as (1) Next, and the macro takes you to the same screen of the next graphic in the document, where you can make any changes to the size, position or content of the box.

You can continue jumping through the graphics boxes by pressing (Alt-J), then pressing the option you want. Tip: You can also press (Up Arrow) or (Down Arrow) instead of (1) Next or (2) Previous. If you're at the first or last graphics box in the document and try to move to the next or previous graphic, the macro beeps and remains at the same screen. When you're finished making changes, press Exit (F7) until you're back at the document screen.

*Note: This macro only takes you to the next or previous graphic of the same box type. For example, if your document contains both figure boxes and text boxes, pressing (Alt-J) from a text box edit screen takes you to the next or previous text box and won't include any figure boxes. You'll need to edit a figure box before playing the macro to be able to jump between figure boxes.*