RPM Tips & Tricks:
Word Macros – Save Keystrokes

Here's an easy way to cut the number of inputting keystrokes – put the power of Word Macros to work for you. Tractor sellers may normally type "John Deere" in the Short and/or Long Descriptions of the item. Golf equipment sellers may type the words 'Arnold Palmer Genuine' in their items. For Art Dealers, perhaps 'Picasso' or 'Fourteenth Century'. And so on, and so on.

The rules are quite simple:

- Any abbreviations may be used, but do not use an abbreviation that is also a word by itself (Example: 'Coal Oil Office Products' may have the Word Macro 'coop', but if farm equipment is sold, another item may be a 'chicken coop'.

- To work properly, the Word Macro ("WM") must be separate from other words and phrases.

  Example (assuming 'apg' as the WM for 'Arnold Palmer Genuine'):
  If an item's Short Description is entered as "New apg Golf Clubs", the resultant Short Description would be "New Arnold Palmer Genuine Golf Clubs".
  However, if the Short Description is entered as "Newapg Golf Clubs", the result would be "Newapg Golf Clubs".

- You may use as many WMs in a single Short or Long Description as you would like.

  "New apg Golf Clubs: uoo by ocd at pbt" may expand to
  "New Arnold Palmer Genuine Golf Clubs: Used Only Once by Oldsmobile Car Drivers at Pebble Beach Golf Tournament"

- WMs work in both Short and Long Description blocks of the Inventory Master table.

- Use or Non-Use of the 'AuctionRPM Spell Checker' has no effect on WMs.

- Suggested: use lower case letters for the WM. Not required, but saves confusion. Adventurous folks may even use combinations of letter cases. Whatever works best for you!

Well, let's get right to it…

Path: Tools – Advanced tab – Spell Checker Word Macro Administration

Let us assume that you ordinarily enter items such as 'Arnold Palmer Genuine This' and 'Arnold Palmer Genuine That' and 'Arnold Palmer Genuine The Other Thing', you can cut input down to a bare minimum by using Word Macros. A Word Macro ("WM", an abbreviation) would be created to shorten the 'Arnold Palmer Genuine' phrase down to three letters. We will use "APG" as our "WM" (which is also a Word Macro for 'Word Macro'!).

1. Go to (Tools – Advanced tab - Spell Checker Word Macro Administration)
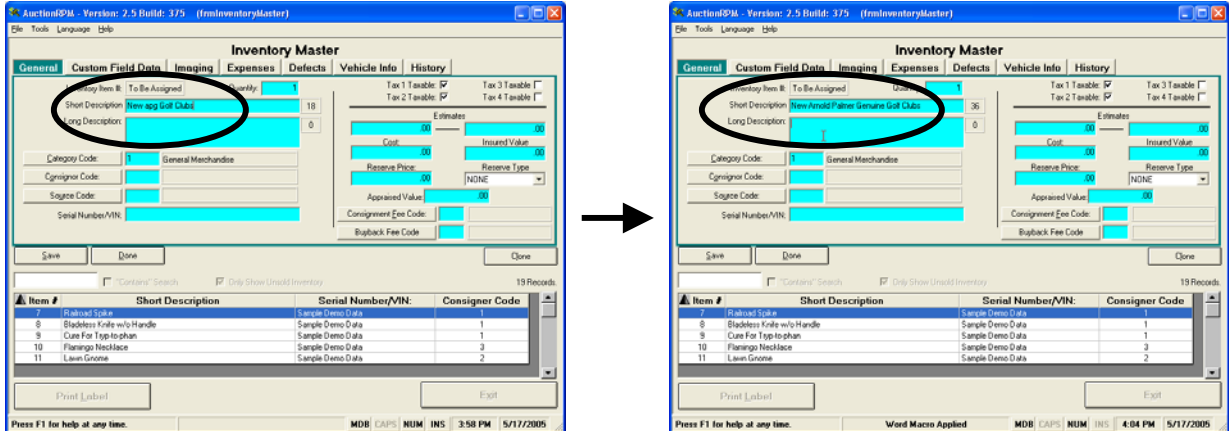2. Click 'Add New Macro'.

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3. In 'Abbreviation', enter 'apg'. Note: WMs are case sensitive. 'APG' differs from 'apg'.
4. In 'Expanded Phrase', enter 'Arnold Palmer Genuine'.
5. Click 'Save'. The new WM will be displayed in the WM list.

6. Now, enter some Inventory, either from (Auctions – Preparation tab – Inventory Master) or (Auctions – Preparation tab – Add/Edit Lots – Add New Item To Current Lot Number). As you <TAB> or <ENTER> out of the affected block, or click in some other block, the WM function is executed.

That's all there is to Word Macros! Enjoy.