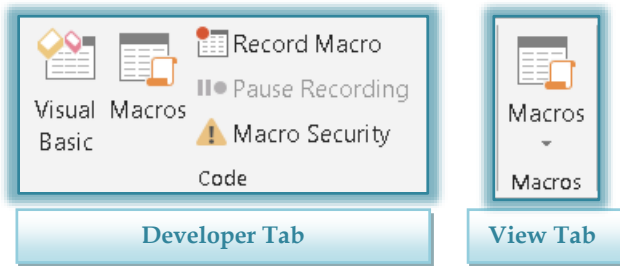


RECORD MACROS

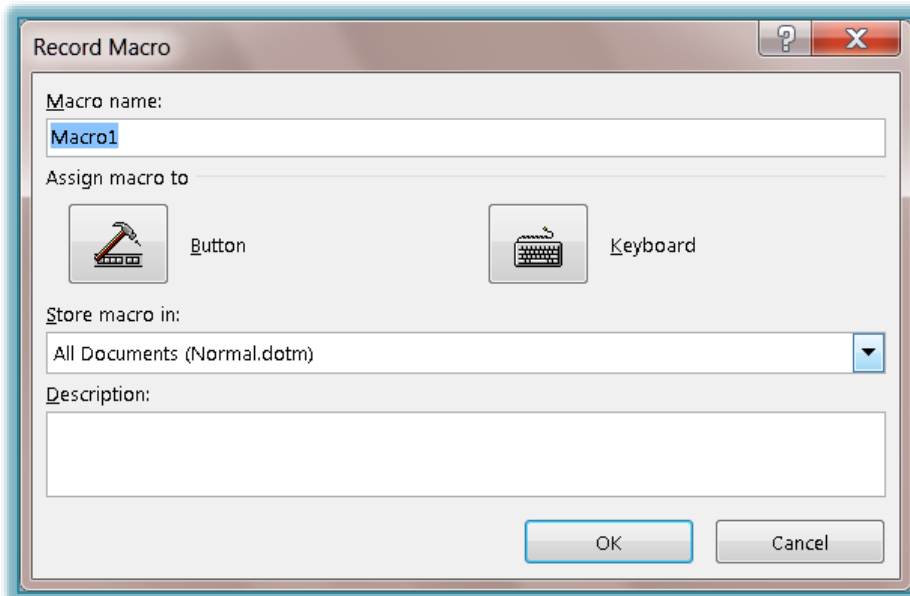
Macros are used to speed up routine formatting, combine multiple tasks, and automate tasks. The Macro Recorder is used to record every keystroke and mouse click until the recorder is stopped. When the series of recorded actions need to be repeated, the macro can be run again. Microsoft Word comes with built-in macros such as Ctrl+S for Save or Ctrl+P for Print. If a new macro is given the same name as a built-in macro, the new macro actions will replace the built-in macro.

SPECIFY MACRO PARAMETERS

- † Open a **New Blank Page** in Word.
- † Do one of the following:
 - ★ Click the **Developer Tab**.
 - ★ In the **Code Group**, click **Record Macro** (see illustration below left).
or
 - ★ Click the **View Tab**.
 - ★ In the **Macros Group**, click the **Macro** list arrow.
 - ★ Click **Record Macro**



- † The **Record Macro** dialog box will display (see illustration below).

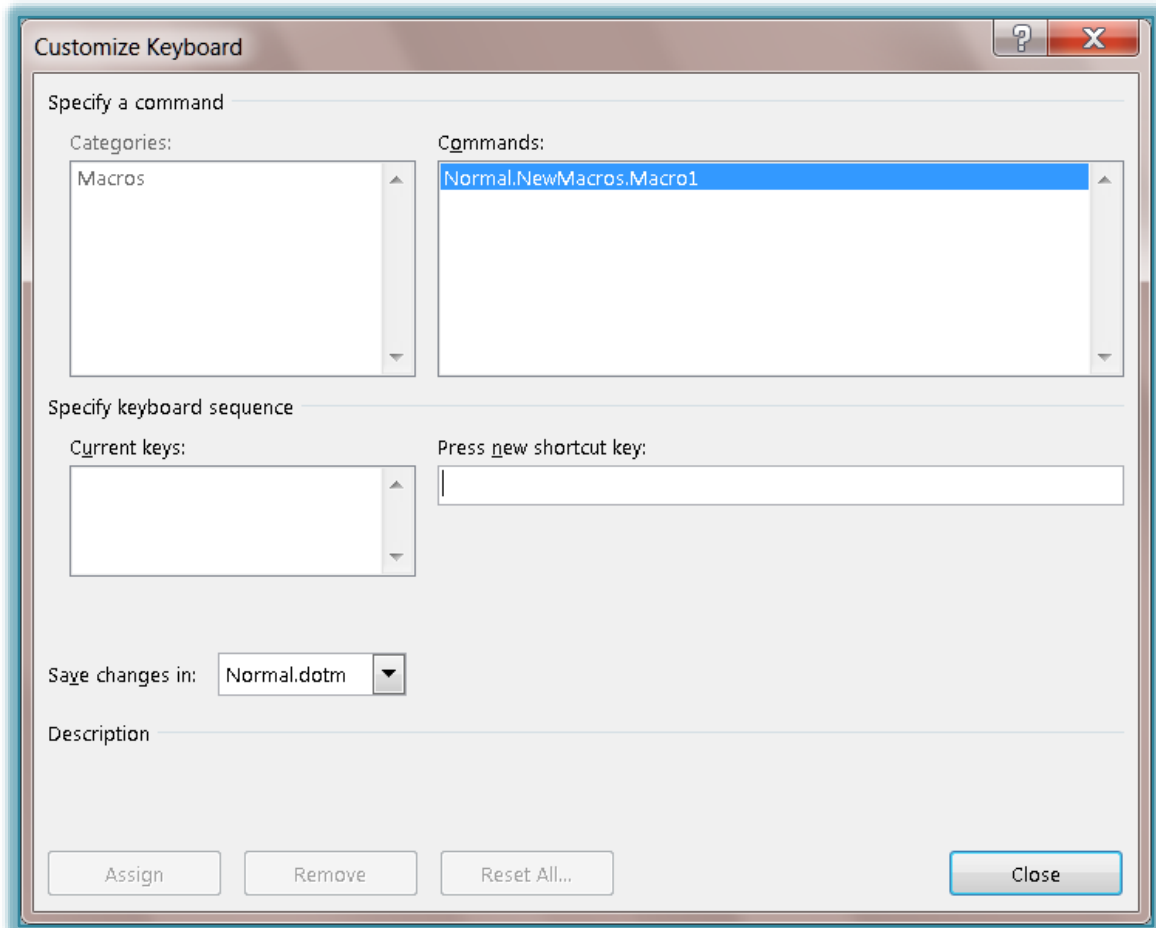


- † In the **Macro name** box, input a name for the Macro. Macro names:
 - ★ Must start with a letter.
 - ★ Can be as many as 80 letters and numbers.
 - ★ Cannot contain spaces, periods, or other punctuation.
- † In the **Store macro in** box, click the template or document in which the macro is to be stored.
 - ★ The default for this option is **All Documents (normal.dotm)**.

- ★ If a Macro is to be available in all Word documents, store it in the **Normal template**.
 - ★ If it is to be available for just the current document, choose the document name under the **Store macro in** list.
- ✚ Input a description of the Macro.
- ★ The description should be detailed.
 - ★ It should explain what the Macro is to be used for.

ASSIGN KEYBOARD SHORTCUT

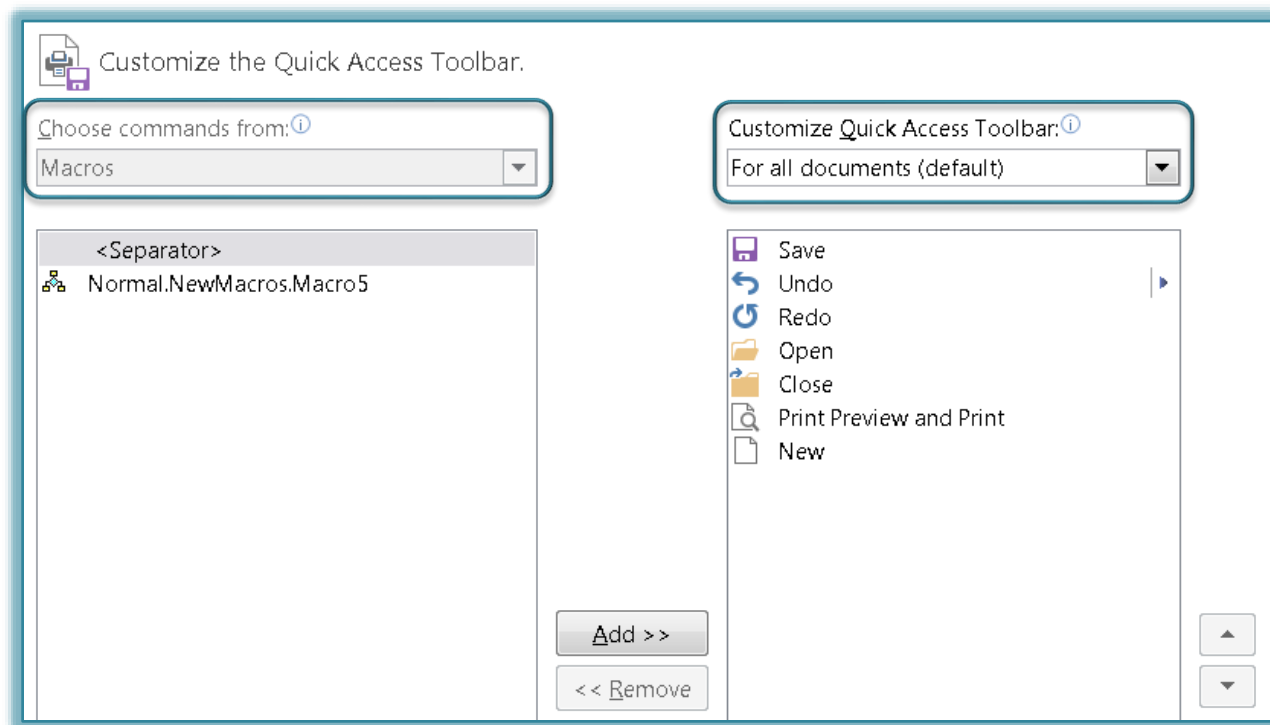
- ✚ To assign a keyboard shortcut to the Macro, click the **Keyboard** icon in the **Record Macro** dialog box.
- ✚ The **Customize Keyboard** dialog box will display (see illustration below).



- ✚ In this dialog box, click in the box for **Press new shortcut key**.
- ✚ Hold down one or more of the control keys, such as **Ctrl** or **Alt**.
- ★ It is possible to use two keys or just one key to assign the Macro to.
 - ★ Once the **Ctrl** or **Alt** key or a combination of both has been selected, press a number or letter on the keyboard.
 - ★ There are several pre-recorded **Macros** in Word that use the **Ctrl** key plus a letter on the keyboard.
 - ★ When recording a new **Macro** it is a good idea to use the **Ctrl + Alt** key and then the letter or number.
- ✚ Once all the information has been input, click the **Assign** button.
- ✚ Click the **Close** button to begin recording the **Macro**.

ASSIGN MACRO TO QUICK ACCESS TOOLBAR

- ✦ In the **Record Macro** dialog box, click **Button**.
- ✦ The **Word Options** dialog box will display (see illustration below).

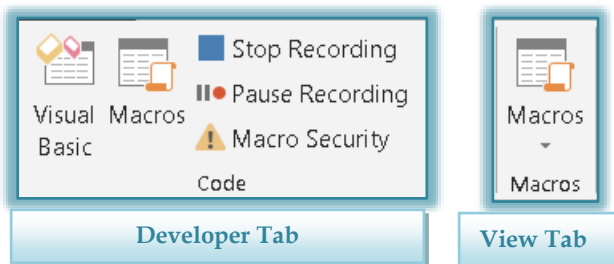


- ✦ Under **Customize Quick Access Toolbar**, select the document(s) for which the **Macro** is to be added.
- ✦ Under the **Choose commands from** list, click the **Macro** that is being recorded.
- ✦ Click the **Add** button.
- ✦ Click **OK** to begin recording the **Macro**.

RECORD THE MACRO

Once all the options have been specified and either the OK or Closed button is clicked, the Macro will start recording.

- ✦ The mouse pointer will appear in the window with the shape shown at the right.
- ✦ Perform the actions that are to be included in the **Macro**.
- ✦ To pause the recording of the **Macro**, do one of the following:
 - ★ Click the **Developer Tab**.
 - ★ Click **Pause Recording** in the **Code Group**.or
 - ★ Click the **View Tab**.
 - ★ In the **Macro Group**, click the **Macro** arrow, and click **Pause Recording**.



- ✦ To stop recording the **Macro**, use one of the options above except click **Stop Recording**.