
Macros in Word 2003

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Introduction

Macros are useful if you repeatedly perform time-consuming tasks. A macro is a series of Word commands and instructions grouped together which can be activated by a single command. It is possible to assign macros to either to a button on the toolbar, the menu bar or to shortcut keys on the keyboard. You can create your own macros by recording a series of instructions and play them back when required.

Examples for uses of Macros:

- If you often need to insert a specifically formatted table into your document, you can record a macro that inserts the table with the correct borders, size and number of rows and columns.
- To combine multiple commands such as: insert a section break, change paper size to A4 landscape, and change margin dimensions.
- To speed up routine editing and formatting.
- To insert a block of text such as Yours sincerely, Mr J Smith, Manager.

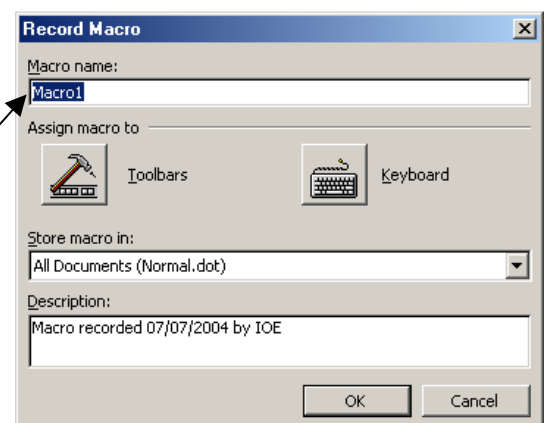
Recording a Macro

1. Select **Macro** from the **Tools** menu and click on **Record New Macro**. The Record Macro dialogue box shown opposite will appear.

2. In the **Macro Name** box, type a name for the macro.

NOTE:

Macro name must be one word without any spaces



3. From the **Store macro in** box select either *All Documents (Normal. dot)* or the current document name. The former will ensure the macro will be accessed by all future new documents (i.e. it will put it into the *Normal template*) and the latter will ensure that the macro will only be inserted into the current document.
4. Type a description of the macro in the **Description** box. This is optional but it can be useful if you plan to create many macros and don't think you will be able to remember what each one has been set up to do.
5. Click **OK** and you should be aware of the following 3 new features:

- A Macro toolbar at the top left side of your screen

Stop recording button

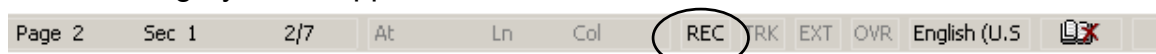


Pause button

- A cassette symbol on your mouse pointer



- REC located half way across the status bar will be activated, i.e. it will go from a greyed out appearance to black text.



These three features should remind you that you are now in recording mode. This means that anything you do next will be recorded

6. Perform the actions you wish to include in your macro.

Actions which CAN BE recorded

Mouse click on menu and menu commands

Mouse click on toolbar buttons

Mouse clicks in dialogue boxes

Keyboard keys

(shortcuts are very useful here such as CTRL+A to select all)

Actions which CANNOT BE recorded

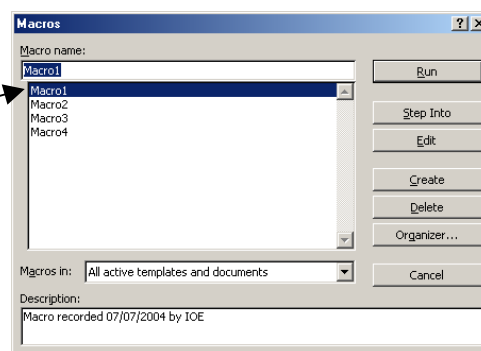
Selecting text with the mouse

Any other actions within the document area

7. **AND DON'T FORGET TO STOP RECORDING:** Click the **Stop Recording** button on the Macro toolbar.

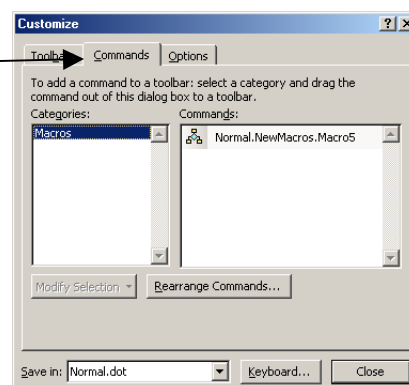
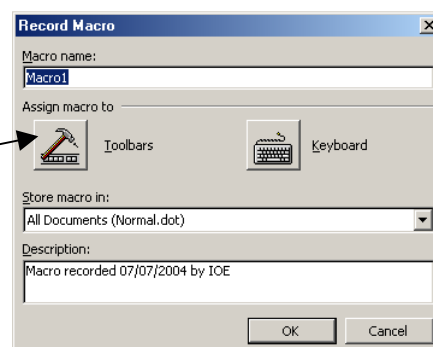
Playing Back a Macro

1. Select **Macro** from the **Tools** menu and click on **Macros**.
Or,
Click on **ALT F8** key on the keyboard
2. Click once on the name of the macro you wish to play back.
3. Click the **Run** button

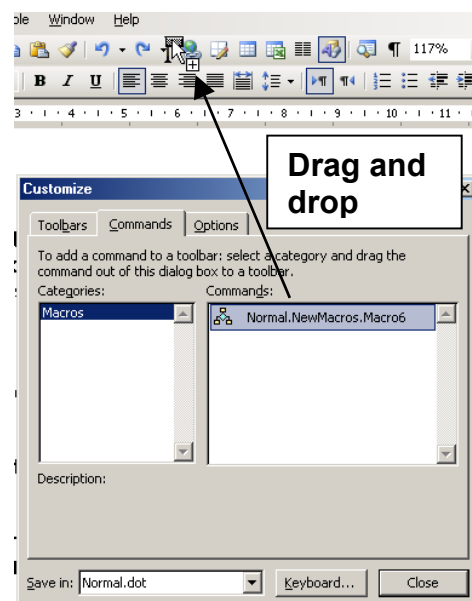


Recording a Macro and Assigning It to the Menu Bar or Toolbar

1. Perform Steps 1-4 from section on *Recording a Macro* on page 2 to bring up the Record Macros dialogue box and enter all the necessary information
2. Click on the **Toolbars** button
3. In the Customize dialogue box which appears make sure the **Commands** tab is selected.

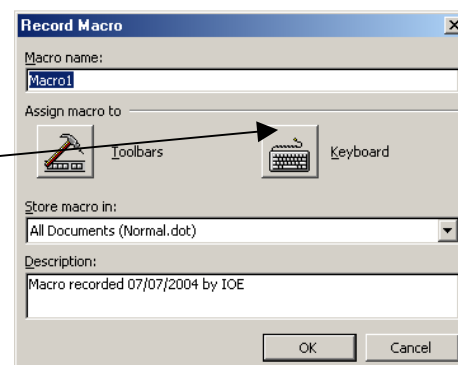


4. Click on the macro name listed and drag it to the position on the toolbar or the menu bar where you wish to assign it to. See the arrow in the diagram opposite
5. Click the **Close** button on the Customize dialogue box and check that a cassette symbol is now attached to your mouse cursor.
6. Perform the actions you wish to include in your macro.
7. To stop recording your macro, click on the **Stop Recording** button on the **Macro** toolbar.



Recording a Macro and Assigning It to Shortcut keys

1. Perform Steps 1-4 from section on *Recording a Macro* on page 2 to bring up the Record Macros dialogue box and enter all the necessary information
2. Click on the **Keyboard** button and the Customize Keyboard dialogue box will appear



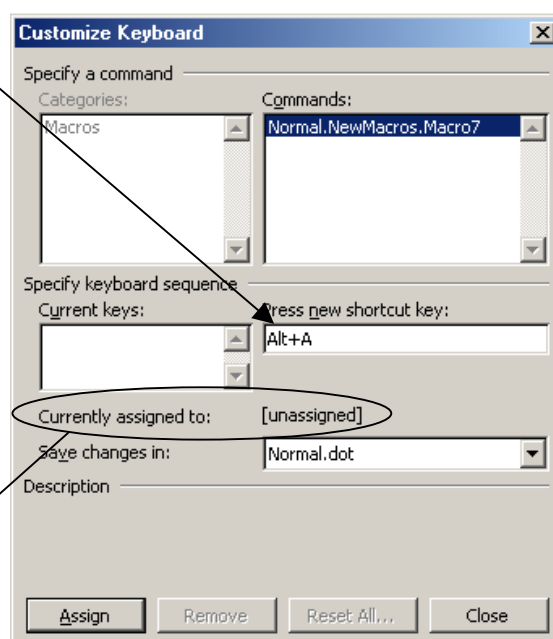
3. In the **Press new shortcut key:** box type in a key sequence that is not being used by any other shortcut command, e.g. not CTRL+C as that already assigned to the shortcut for Copy, etc.

Examples of key combinations you will usually find unassigned are:

ALT+A
ALT+B
CTRL+SHIFT+1

TIP:

If the key sequence is not already being used by another command the note **Currently assigned to: (unassigned)** should appear in the dialogue box.

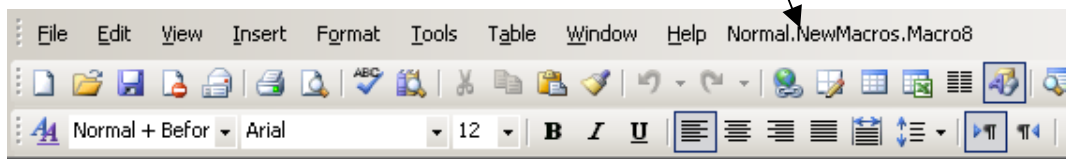


4. Click on the **Assign** button and make sure the key sequence is shown in the **Current keys** box.

5. Click the **Close** button and check that a cassette symbol is now attached to your mouse cursor
6. Perform the actions you wish to include in your macro.
7. To stop recording your macro, click on the **Stop Recording** button on the **Macro** toolbar.

Playing Back Macros Assigned to Menus, Toolbars or Shortcut Keys

To play back assigned macros click the macro button on the menu bar or toolbar bearing the macro's name, or press the shortcut keys on the keyboard.



NOTE:

Pressing the **Undo** button after you run a macro will not necessarily reverse the whole macro.

Renaming Macros Assigned to Menus or Toolbars

It is a good idea to rename macros as the names assigned to them by Word 2003 are usually very long and will clutter up your menu bar or toolbar if you are going to add several. For example *Normal.NewMacros.Macro1* can be shortened to *Table1*.

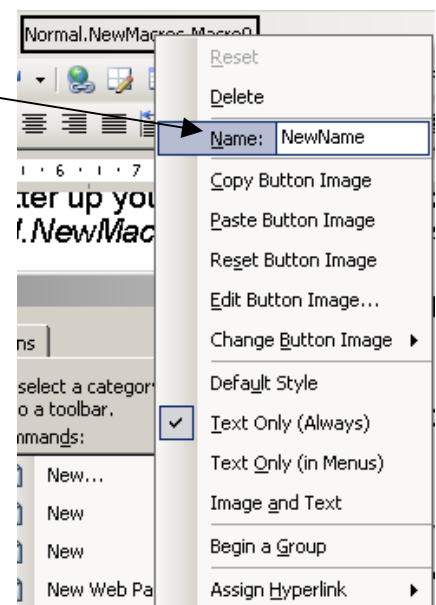
1. Open the Customize dialogue box by right-clicking the macro button and then selecting **Customize**
2. Right-click the macro button once again and the drop down menu shown opposite will appear:
3. Type a new name in the **Name** window.

It is useful to give macros a descriptive name, e.g. *A4Land* if the macro changes the page orientation, or *Tab3-5* if the macro inserts a table of 3 columns by 5 rows, or *YS* if the macro inserts a standard ending to your letters.

NOTE:

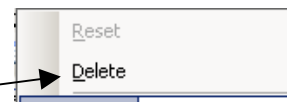
The new name must not contain any spaces

4. Press the **ENTER** key on the keyboard or click anywhere in document outside of the drop down menu. Your macro now has a new name which is applied to the macro button.



Deleting Macros Assigned to Menus or Toolbars

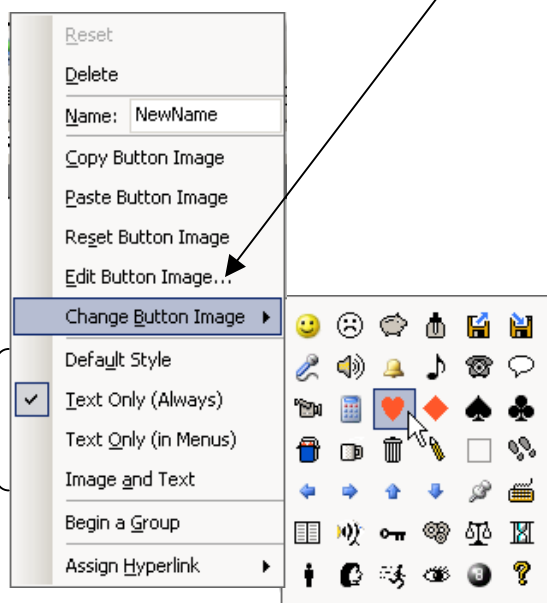
1. Open the Customize dialogue box by right-clicking the macro button and then selecting **Customize**
2. Right-click the macro button once again.
3. Click **Delete** from the drop down menu which appears.



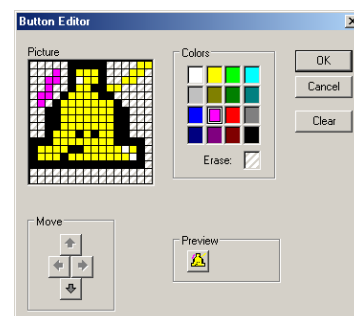
Selecting and Editing Button Images

You can assign a button image to a macro button on the menu bar or toolbar. You may select or edit one of the images from a selection provided by Word, or draw one yourself. To carry out any of these options you must first open the appropriate drop down menu (which is the same one as used for renaming and deleting macros assigned to a menu bar or toolbar).

1. Open the Customize dialogue box by right-clicking the macro button and then selecting **Customize**
2. Right-click the macro button once again.
3. Use the appropriate commands from the drop down menu which appears. The diagram below summarises your options

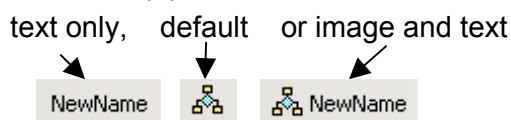


Click on the **Edit Button Image** option and the Button Editor dialogue box shown below will appear. Select a colour and then either click or drag the mouse over the picture to draw with that colour. Keep an eye on the Preview as you draw. Click **Ok** when picture is complete



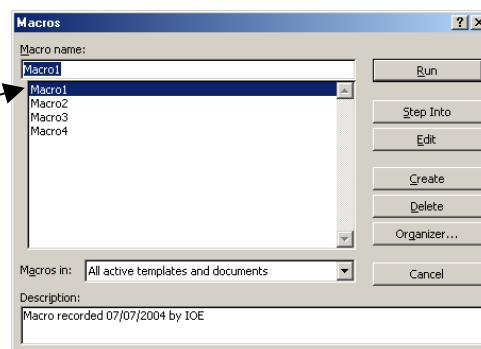
Click on the **Change Button Image** option and the drop down menu of images shown on the left will appear. Click once on your selection and it will appear on the macro button

You can choose to display your macros on the menu bar or toolbar as:



Deleting Macros from the Macro List

1. Select **Macro** from the **Tools** menu and click on **Macros**.
Or,
Click on **ALT F8** key on the keyboard
2. Click once on the name of the macro you wish to play back.
3. Click the **Delete** button



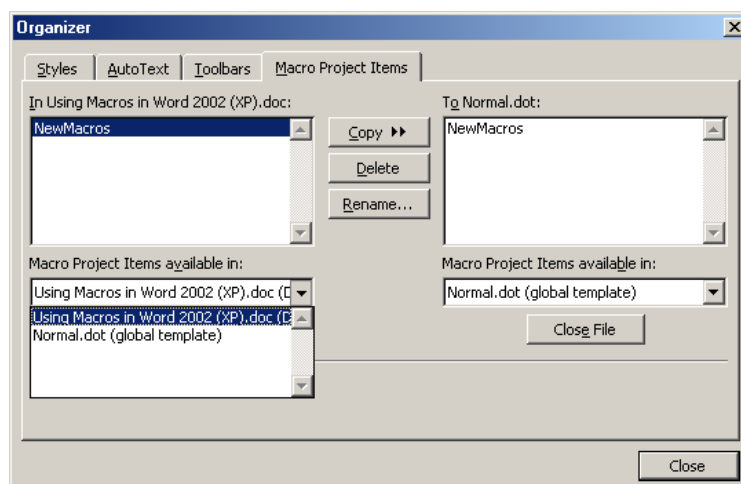
Shortcut for Recording and Stop Recording a Macro

The shortcut to either start or stop recording a macro is to double click on the REC box on the status bar.



Copy Macros from One Template/Document to Another

1. From the **Tools** menu select **Templates and Add-Ins**
2. Click on the **Organizer** button and make sure the **Macro Project Items** tab is selected
3. To copy macro from one document/template to another make sure you have the source and targets open (Click on **Close File**, then **Open File** and navigate to required template/document).
4. Select the macro you wish to copy in the source file and click on the **Copy** button.



Viruses Contained by Macros

Macros can be a source of viruses so be very cautious if you receive an e-mail attachment from an unknown source and Word informs you that the document contains a virus. Word will prompt you to either open the document with the macro or with the macro disabled.