

Assigning a Macro to a Toolbar Button

In addition to assigning a Macro to shortcut keys, it is possible to place a button on the toolbar that will run the Macro. When the button is clicked, the Macro will run. To do this:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Customize** from the list of options.
- ❖ The **Customize** dialog box will appear.
- ❖ In the **Categories** list, scroll down until **Macros** is displayed.
- ❖ Click the **Macros** option.
- ❖ A list of **Macros** for the **Normal** template will display.
- ❖ Click the **Save In** drop-down list arrow. This list appears at the bottom of the dialog box.
- ❖ Select **Document__** in this list.
- ❖ The **Macro** that was created for this document will display in the **Commands** list.
- ❖ Click on the **ProjectNewMacros._____** macro. The last part of the option will be the name of the Macro that you created.
- ❖ Drag the **Macro** to the location on one of the toolbars where it will be convenient for you.
- ❖ The button should appear on the toolbar with the name of the Macro displayed.
- ❖ Right-click on the button that was just created.
- ❖ Click the **Change Button Image** option from the list.
- ❖ A gallery of buttons will display (see illustration at right).
- ❖ Choose a style for the button.
- ❖ Right-click the button again and select, **Text Only (in Menus)**.
- ❖ The text on the button will disappear.
- ❖ The button image will display on the toolbar.
- ❖ Click the **Close** button to exit the **Customize** dialog box.
- ❖ Close the document saving the changes, if desired.

