

Debugging a Macro Using Step Mode

If an error occurs when a Macro is being run, it may need to be debugged. This means that changes can be made to the Macro.

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Point to **Macro**.
- ❖ Click **Macros**.
- ❖ Click the **name** of the **Macro** that is to be debugged.
- ❖ Click **Step Into**.
- ❖ Click **Debug** on the **Menu Bar**.
- ❖ Click **Step Into** to proceed through each action.
- ❖ When finished, click the **File** menu.
- ❖ Click **Close and Return To Word**.