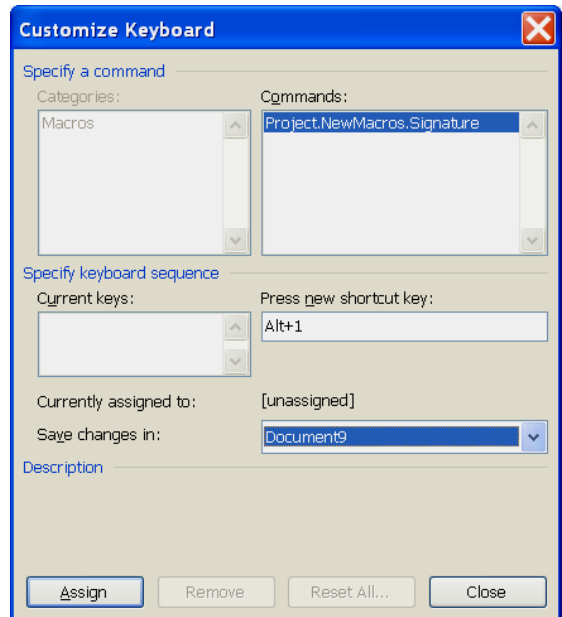
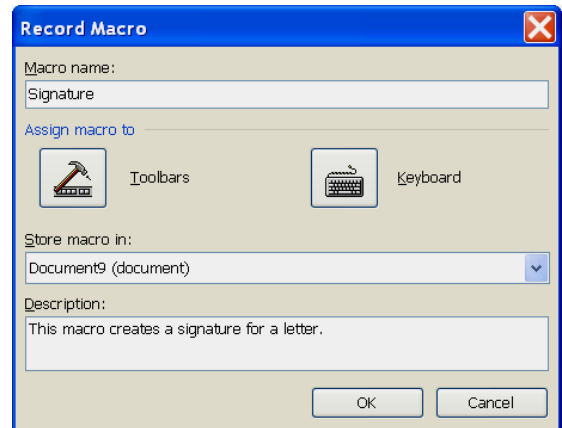


RECORDING MACROS

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 actions that were recorded need to be repeated, you can run the macro.

Recording a Macro

- ❖ Open a **New Blank Page** in Word.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Point to **Macro**.
- ❖ Click **Record New Macro**.
- ❖ 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 **Save Changes in Document**, select **Document 1**.
 - The default for this option is **All Documents (normal.dot)**.
 - 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.
- ❖ To assign a keyboard shortcut to the Macro, click the **Keyboard** icon.
- ❖ The **Customize a Keyboard** dialog box will display.
- ❖ In this dialog box, click in the box for **Press new shortcut key**.
- ❖ Hold down the one or more of the control keys, such as **Ctrl** or **Alt**.
 - It is possible to use two keys to assign the Macro to.
 - It is also possible to use just one of the keys.
 - 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.
- ❖ The **Macro** toolbar will display in the window (see illustration at right).
 - The button on the left side of the toolbar is the **Stop Recording** button. When this button has been clicked, the **Macro Recording** process will be stopped.
 - The button on the right side of the toolbar is the **Pause Recording** button. When this button has been clicked, the **Macro Recording** will pause until the button is clicked again.
- ❖ When recording a **Macro**, you need to keep the following things in mind.
 - The Macro Recorder **DOES NOT** record mouse movements within a document.
 - You **CAN NOT** use the mouse to select, copy, or move objects.
 - You **MUST** use keystrokes.
- ❖ Once all the steps for the Macro have been completed, click the **Stop Recording** button on the **Macro** toolbar.
 - If a mistake was made while recording the **Macro**, re-record the **Macro** using the same name as before.
 - When asked, click **Yes** in the dialog box to replace the existing **Macro** with the new one.
- ❖ Select and then delete the information that you just input.

