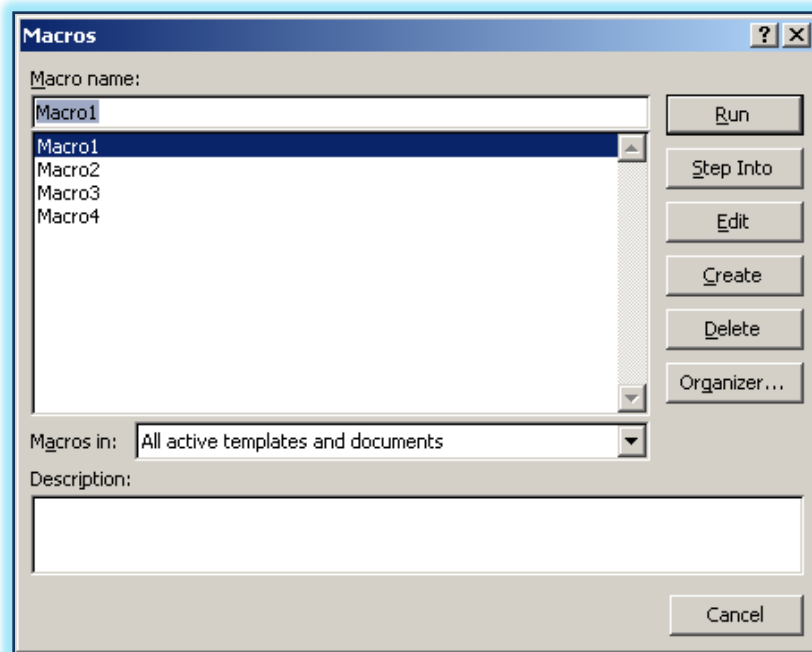


Running a Macro

When the Keyboard option is selected when recording a Macro, it is a simple process to run the Macro. Just press the key combinations specified when the Macro was created. When this is done, the Macro will run. However, you could also run the Macro by completing the steps below:

- ❖ Click the **View Tab**.
- ❖ Click the **Macros** button in the **Macros Group**.
- or
- ❖ Click the **Developer Tab**.
- ❖ In the **Code Group**, click the **Macros** button.
- ❖ The **Macros** dialog box will appear (see illustration below).



- ❖ Click the **Name** of the **Macro** that is to be run.
- ❖ Click the **Macros In** drop-down arrow to obtain a list of the documents where Macros have been created.
- ❖ Click the document that contains the Macro that is to be run.
 - The default is **All active templates and documents**. This means that the Macro that was just created will run using this option.
 - If the Macro was created in another document, you would have to select the other document name.
- ❖ To run the Macro, click the **Run** button in the **Macros** dialog box.