



ANSWER QUEST TIP SHEET

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Macro'ing in Word XP

Do you do the same thing day in and day out in Word? Do you wish there was an easier way?

Well there is! Creating a macro is a quick and easy way to do repetitive keystrokes in any Office product. Here's a quick reference for Word:

To Record a Macro:

1. Select **Tools**.
2. Select **Record New Macro** from the menu.
3. Enter a name and description for the macro.
4. If you want, click the **Keyboard** button and assign a shortcut keystroke to your macro.
5. Click **OK** and *carefully* perform the actions you want to include in your macro.
6. Click the **Stop** button on the Macro Record toolbar when you've finished recording your macro.
7. That's it! Now you can replay those steps exactly as you recorded them.

To Play a Macro:

1. Select **Tools**.
2. Select **Macros** from the menu.
3. Select the macro you want to play and click **Run**.
4. Sometimes you will need to go back and either rerecord your macro to fix problems or edit the Visual Basic Source Code (below).

To Assign a Shortcut Keystroke to a Macro:

1. Select **Tools**.
2. Select **Customize** from the menu.
3. Click the **Keyboard** button.
4. Select **Macros** from the Categories list and select the macro you want to assign a shortcut keystroke.
5. Place the insertion point in the **Press new shortcut key** box and press the shortcut keystroke you want to assign to the macro.
6. Click **Assign**.
7. Click **Close**.
8. This enables you to quickly access your macro at anytime while in Word.

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To Delete a Macro:

1. Select **Tools**.
2. Select **Macros** from the menu.
3. Select the macro you would like to delete.
4. Click **Delete**.

To View and/or Edit a Macro's Visual Basic Source Code:

1. Select **Tools**.
2. Select **Macros** from the menu.
3. Select the macro you want to edit.
4. Click **Edit**.
5. Edit the macro's Visual Basic code as needed and close the Visual Basic Editor window when you're finished.
6. Be very careful with this! If you make one small editing mistake it could change your macro with drastic effects.

A word of caution: Before creating any macro in your document, please make sure to have a current backup copy of that document on hand in case your macro doesn't do exactly what you hoped it would!

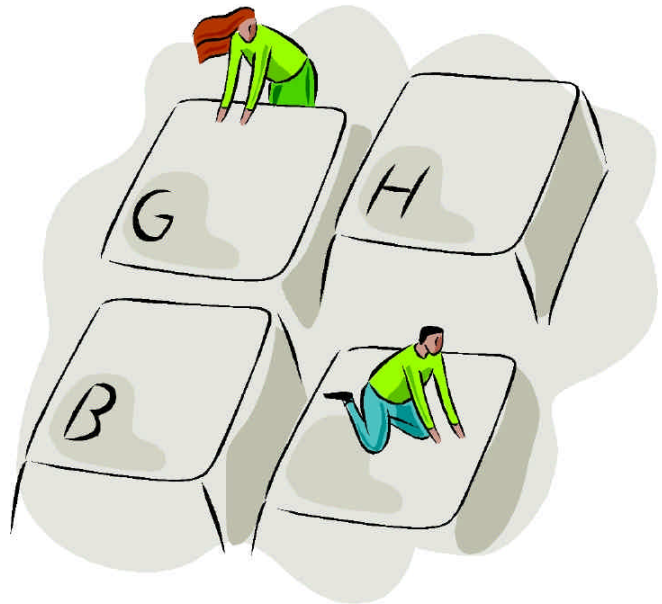
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