

Word 2013 Macro Quick Reference Guide

What is a macro?

A macro is a collection of commands that you can apply with a single click. A macro is a way to automate actions you may perform often, such as adding special formatting to certain paragraphs or inserting a specific size table into a document.

Record a macro

1. On the *Developer* tab, in the *Code* group, click **Record Macro**.

Note: If the Developer tab is not on your ribbon:
(1) Go to **File > Options > Customize Ribbon** and click the **Developer** check box at right.
(2) Click **OK**.
2. In the *Macro name* box, type a name for the macro.

Note: The macro name must begin with a letter and cannot contain special characters, symbols, or spaces.
3. In the *Store macro in* box, click the template or document to store the macro in.

Note: To make your macro available in all documents, be sure to click **Normal.dotm**.
4. In the *Description* box, type a description of the macro.
5. At this time you can choose one of three options: Begin recording, create a button or assign a keystroke.

Option 1: Begin recording

- a. To begin recording the macro without assigning it to a button on the Quick Access Toolbar or to a shortcut keystroke, click **OK**.
- b. Perform the actions you want to include in the macro and then click **Stop Recording** (on the *Developer* tab, in the *Code* group).

Note: When you record a macro, you can use the mouse to click commands and options, but not to select text. Instead use **SHIFT+ arrow keys** to manually select text.

Option 2: Create a button

To assign the macro to a button on the Quick Access Toolbar, do the following:

- a. In the *Record Macro* dialog box, click **Button**.
- b. Under *Choose commands from*, click the macro that you will be recording, and then click **Add**.
- c. Under *Customize Quick Access Toolbar*, select the document (or all documents) for which you want to add the macro to the Quick Access Toolbar.

Note: To make your macro available in all documents, select **For all documents (default)**.
- d. To customize the button, click **Modify**.
- e. Under *Symbol*, click the symbol that you want to use for your button.
- f. In the *Display name* box, type the macro name that you want to display.
- g. Click **OK twice** to begin recording the macro.
- h. Perform the actions that you want to include in the macro. (See Option 1 note.)
- i. To stop recording your actions, click **Stop Recording** (on the *Developer* tab, in the *Code* group).

Note: The symbol that you chose is displayed in the Quick Access Toolbar. The name of the macro is displayed when you point the mouse at the symbol.

Option 3: Assign a keyboard shortcut

To assign a keyboard shortcut to the macro, do the following.

- a. In the *Record Macro* dialog box, click **Keyboard**.
- b. In the *Commands* box, click the macro that you are recording.
- c. In the *Press new shortcut key* box, type the key sequence that you want.
- d. From the *Save changes in* dropdown, select the document in which you want to store the macro.

Note: To make your macro available in all documents, be sure to click **Normal.dotm**.
- e. Click **Assign**.
- f. Click **Close** to begin recording the macro.
- g. Perform the actions that you want to include in the macro. (See Option 1 note.)
- h. To stop recording your actions, click **Stop Recording** (on the *Developer* tab, in the *Code* group).

Macro Quick Reference Guide (side 2)

Run a macro

If you created the macro with a button or an assigned keystroke, simply click the button or press the appropriate key combination to run the macro.

If you simply recorded and named your macro, to run it do the following:

1. On the *Developer* tab, in the *Code* group, click **Macros**.
2. From the list under *Macro name*, select (click) the macro that you want to run.
3. Click **Run**.

Edit a macro

Unless you have had some programming experience using Visual Basic, I would not recommend editing a macro. However, if it is only to correct content errors, then do the following:

1. On the *Developer* tab, click **Macros**.
2. Select the macro you wish to edit, then click **Edit**.
3. Once the change is made, click **File** and then click **Close and Return to Microsoft Word**. The changes are saved automatically to the macro.

Assign a keystroke or button to an existing macro

Assign a keystroke to a macro

1. Go to **File > Options**.
2. Click **Customize Ribbon**.
3. Next to *Keyboard shortcuts*, click **Customize**.
4. In the *Categories* list, click **Macros**.
5. In the *Macros* list, click the macro that you want to change.
6. In the *Press new shortcut key* box, type the key combination that you want to choose.
7. Check below the *Current keys* box to make sure that you aren't assigning a key combination that has already been assigned (ex: Currently assigned to: EditCopy).
8. In the *Save changes in* list, click the option that matches where you want to run your macro.
Note: To make your macro available in all documents, be sure to click **Normal.dotm**
9. Click **Assign**, then **Close**.
10. Click **OK**.

Assign a button to a macro

1. Go to **File > Options**.
2. Click **Quick Access Tool Bar**.
3. In the *Choose commands from* dropdown, choose **Macros**.
4. Select the macro you want displayed on the Quick Access Toolbar, then click **Add**.
Note: If necessary, arrange the order of the buttons in the *Customize Quick Access Toolbar* area.
5. Click **OK**.