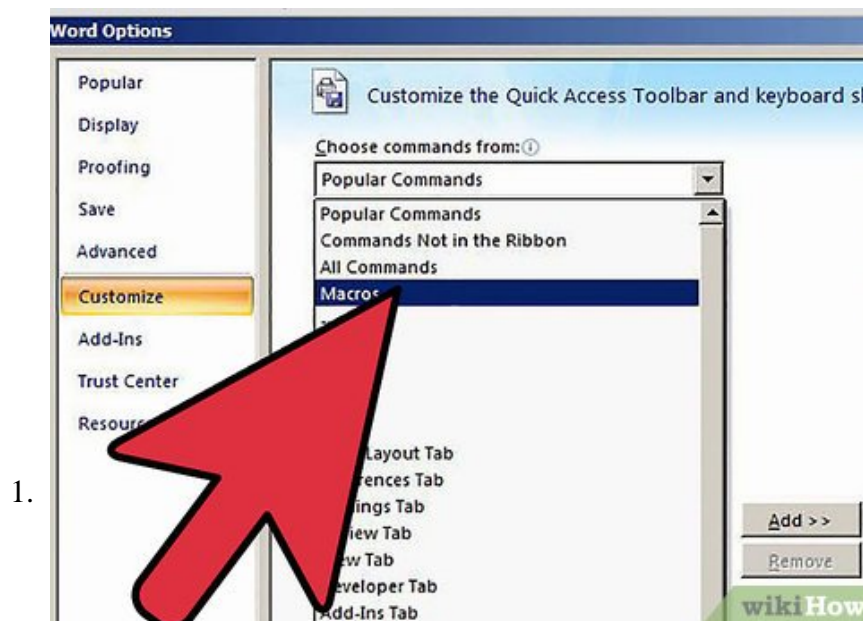


# How to Add a Button to a Macro

A prerecorded macro, saved to the macros library, can be assigned to a button in the Microsoft Office Quick Access toolbar. When a macro has been assigned to a button in the Quick Access toolbar, you can 'run' or execute the macro by...

Method 1 of 2:

## Add a Macro to a Toolbar in Microsoft Office



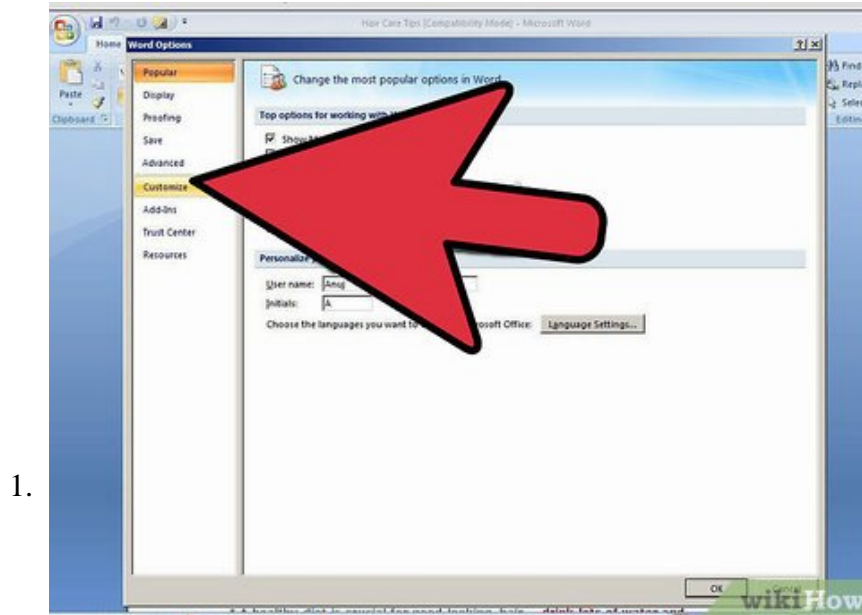
### Assign a preexisting macro, saved to the macro library, to a button in the Quick Access toolbar.

1. Open a new document and click the "Office" button in the upper-left corner of the application window.
2. Click "Word options" located at the bottom of the pull-down menu. The Word options dialog box will open.
3. Click the "Customize" button, located in the column on the left, to display the "Customize the Quick Access Toolbar and keyboard shortcuts" dialog box.
4. Select Macros from the "Choose commands" menu located above the column on the left. The macro you wish to add to the Quick Access toolbar should be visible in the column on the left.
5. Locate the macro you wish to add to the toolbar in the column on the left.
6. Highlight the macro and click the "Add" button situated between the 2 columns in the "Quick Access toolbar and keyboard shortcuts" dialog box. The selected macro will now be visible in the column on the right.

7. Click "OK" to exit the dialogue box. The selected macro will now be visible in, and has been assigned to, a button in the Quick Access toolbar.

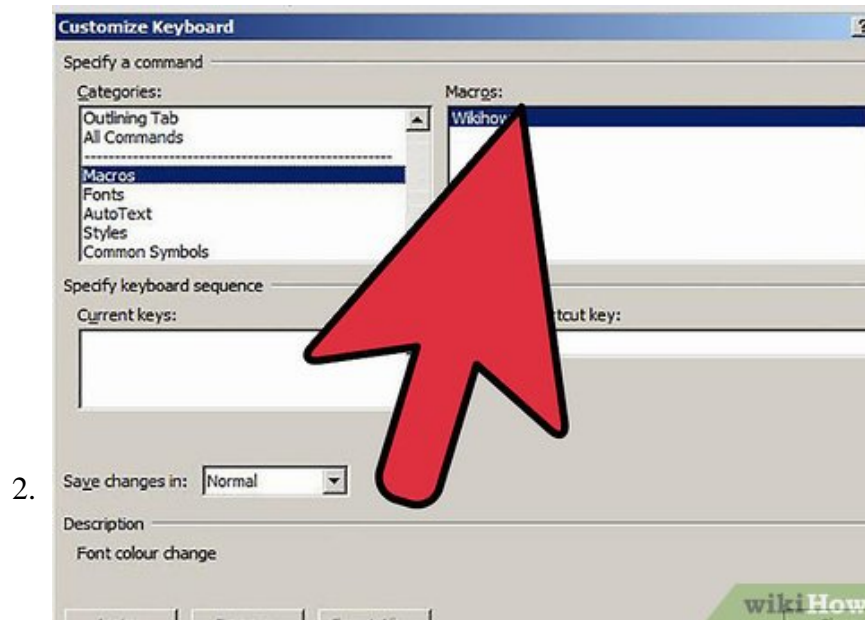
Method 2 of 2:

## Assign a Keyboard Shortcut to a Macro



### Access the "Customize Keyboard Shortcuts" dialogue box.

1. Click the "Office" button in the upper-left corner of the application window.
2. Click "Word options" located at bottom of the pull-down menu. The Word options dialogue box will open.
3. Click the "Customize" button, located in the column on the left, to display the "Customize the Quick Access Toolbar and keyboard shortcuts" dialogue box.
4. Click the "Customize Keyboard shortcuts" button located beneath the column on the left. The "Customize Keyboard" dialogue box will open.



### Assign a keyboard shortcut to a preexisting macro previously saved to the macros library.

1. Highlight the Macros option in the "Categories" menu, located on the left side of the dialogue box. A list of the macros stored in the macro library will now be visible in the column on the right.
2. Highlight the macro you wish to assign a keyboard shortcut to, which should be visible in the column on the right.
3. Click inside the "Press new shortcut key" field located on the lower right side of the dialogue box so that the cursor can be seen flashing in the empty field.
4. Type a combination consisting of 2 to 3 keys using your computer keyboard. The combination you've selected will be visible in the "Press new shortcut key" field. If the combination you have chosen is already being used, it will appear beneath the "Current keys" box under "Currently assigned to." Delete the key combination located inside the "Press new shortcut key" field if the shortcut is already being used and type a new one.
5. Click the "Assign" button, and then click close once you have entered a key combination that is not already in use in order to exit the dialogue box.
6. Click OK to close the "Customize the Quick Access Toolbar" and keyboard shortcuts dialogue box. A keyboard shortcut has been assigned to the macro and the macro will run whenever the combination of keys assigned are pressed.

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