

Recording & Running Macros

Macros allow you to automate repetitive tasks with a key command. Common uses for Macros are to speed up routine editing and format, insert common comments in a document, or consolidate a series of tasks (for instance, inserting a table with a specific number of rows and columns automatically).

Turning on the Developer Tab

In order to record a Macro, you have to turn on the Developer Tab in your ribbon.

Mac Users:

1. Click on the Word pull down menu at the top of your screen and select Preferences.
2. Click the Ribbon button under Personal Settings.
3. Scroll down in the window that appears and check "Developer."
4. Click OK.

Windows Users:

1. Click on the File menu and then click Options.
2. Click Customize Ribbon in the window that appears.
3. Check Developer under the Main Tabs menu.
4. Click OK.

Recording a Macro

While you can record macros and then run them from the Developer Tab, for easier access, it's best to make a button or use a keyboard shortcut.

To Record a Macro and Create a Button

1. On the Developer Tab, click the Record Button.
2. Name your macro in the window that appears. Names should have no spaces.
3. Click the Toolbar Button.
4. Insert a description for your macro if you'd like
5. Click OK.
6. Drag the button from the window that appears into your toolbar.



7. Click OK again.
8. You are now recording. Perform the task you want the Macro to perform.
9. Return to the Developer Tab and click Stop when you are finished.

Your Macro has now been recorded and you can click the button any time you want the task you recorded performed in your document. By default the Macro is stored with your Normal template, and will be accessible in any Word document you create.

To Record a Macro and Create a Key Command

1. On the Developer Tab, click the Record Button.
2. Name your macro in the window that appears. Names should have no spaces.
3. Click the Keyboard button.
4. Insert a description for your macro if you'd like
5. Click OK.
6. You will need to find a keyboard combination that works for you. You can test them out in the window that appears. If that key command is already assigned to another task (built into Word), you can see what it is and decide whether or not you want to override it.
7. Once your keyboard combination is set, click OK.
8. You are now recording. Perform the task you want the Macro to perform.
9. Return to the Developer Tab and click Stop when you are finished.

If You Make a Mistake in the Recording Process

Unfortunately, if you make a mistake, you'll have to delete your Macro and start over.

1. Click Stop to end your Recording.
2. Click on the Macros Button.
3. In the window that appears, select the Macro.
4. Click Delete.