

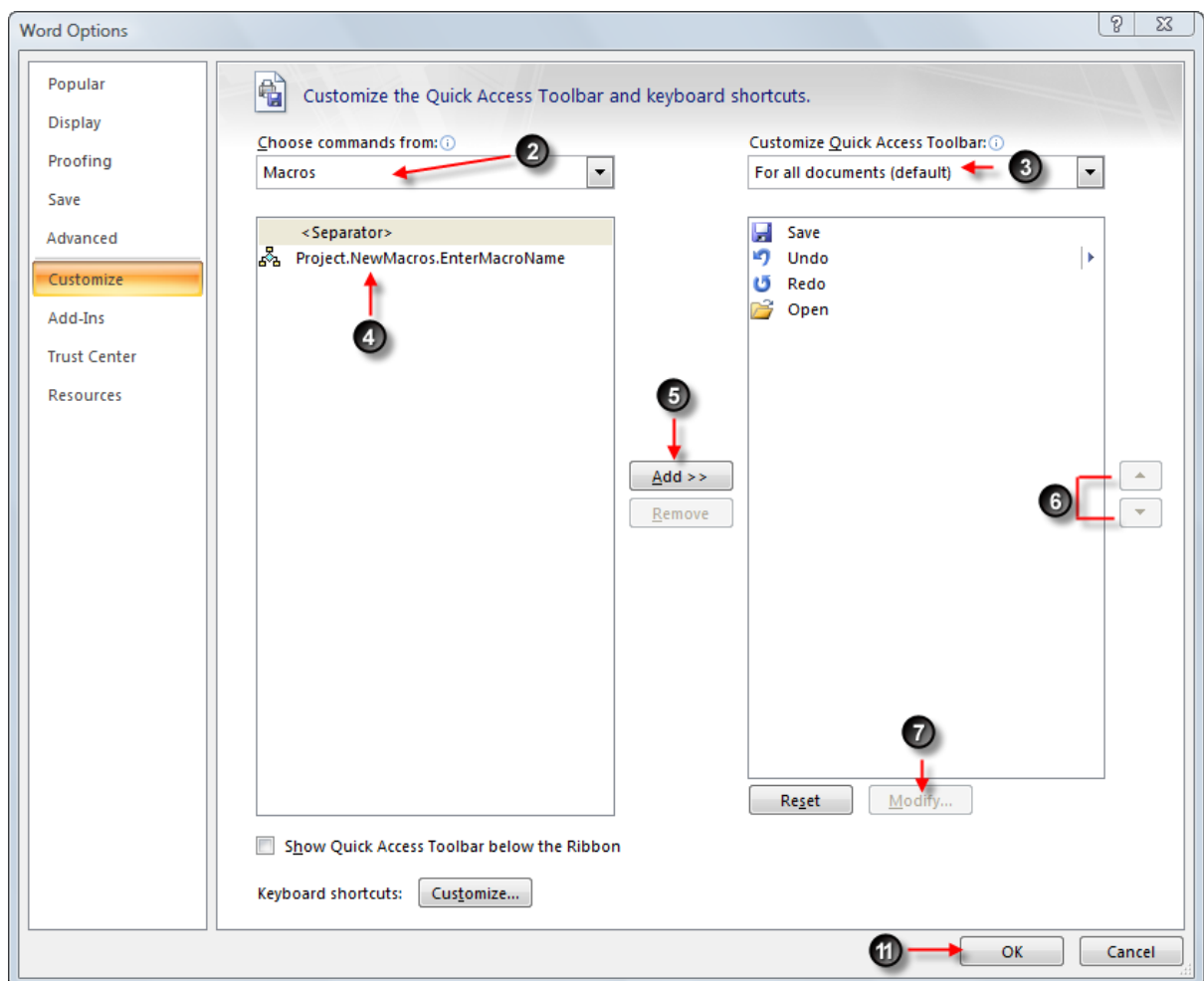
Microsoft Word - Assigning a Macro to the Quick Access Toolbar



Assigning a Macro to the Quick Access Toolbar.

After you have created a macro it is possible to add the macro to the Quick Access Toolbar.

1. Click the **Customize Quick Access Toolbar** → **More Commands**.



2. Click the **Choose command from** → **Macros**.
3. Click the **Customize Quick Access Toolbar** list arrow → **For all documents** (Default).
4. **Select** the macro you wish to run.
5. Click **Add**, the macro name will now be displayed in the right-hand window.

6. To arrange icons use the **Move Up** and **Move Down** arrows.

7. Click **Modify**.

8. **Type** a name for the button.

9. **Select** an icon in the symbol list.

10. Click **Ok**.

11. Click **Ok** – The icon will now be added to the Quick Access Toolbar.

