Macro/ Toolbar

I am going to create a macro that will allow Mr Gascoigne's company, (Shoes 'n all) to insert a different response into a template letter, so that the letter will contain the necessary information appropriate for the use.
 I am going to create 4 different Macros. They will input a short paragraph that will tell the reader about their credit bill to the company.
The 4 Macro's will be:

1. To open the Master Letter
2. Telling the reader that their credit bill is up to date and that they hope that t he customer will continue using the company to buy their shoes.
3. Telling the customer that their credit bill is slightly behind and that the require the credit bill as soon as possible
4. Telling the customer that they haven't paid their bill for quite a while   and that their credit account has been closed.
5. A slogan that will appear in the footer.

I first created a simple letter and put in '<' where information will be inserted. (See first of documents)
On the same document but on a different page I created the responses that will eventually be the different macros. (See second of documents)

I then saved the document as a '.dot' file, as this then becomes the master copy.

Once they were created I had to start recording a macro.
I went to, file -> new and opened a blank document.
New was the time to start recording.

I wanted to record a macro that would open the master Document.

1. To start to record the Macro I went to tools -> Macros ->Record new Macros *(left)*

Once I had pressed it a new box came up, whe re I inputted the Name. I named it master and pressed OK *(Below)*
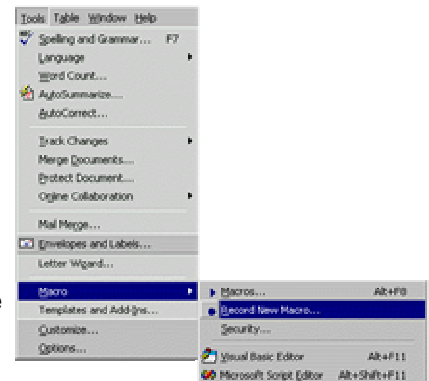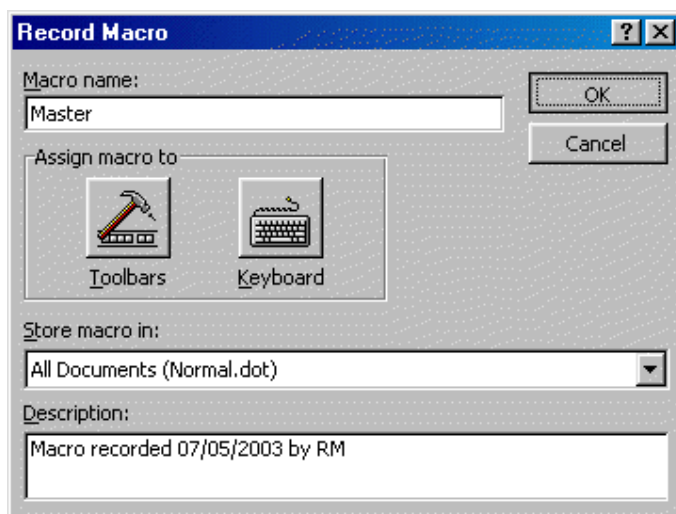
When Ok is pressed, a new toolbar appears which are the controls for the Macro Recording. (*Below*)

Also to show that the macro is recording, the mouse cursor turns into a little picture of a tape.

So to tell the Macro to open the master document, I did just that. I went to File -> New-> and then pressed, Master.dot

Now that I had opened the file I pressed Stop on the Macro Tool bar.
Now that the master had been created. I wanted to start recording the responses to go in the letter.

So to record in the first response I first needed to load the master Macro because it contains the different responses and the blank letter.

To load the Macro I went to Tools -> Macro -> Play Macro
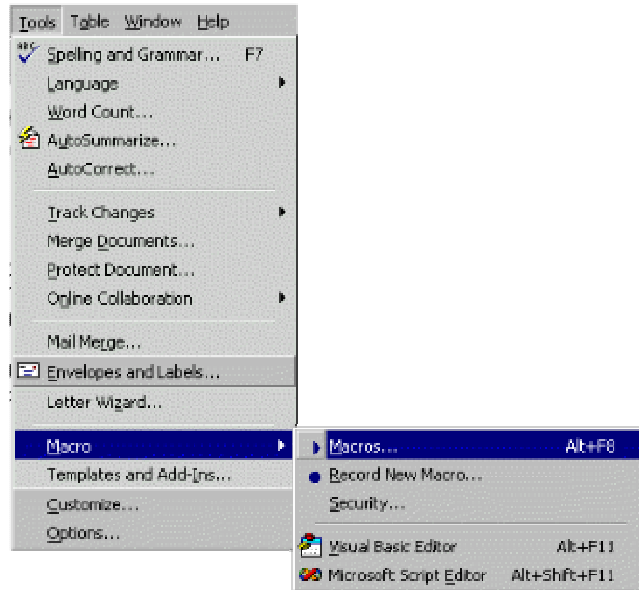
Once Macro was pressed a box appeared which allowed me to choose the recorded macro. I had only recorded the master Macro so that was the only one in the list.

I highlighted that Macro named master and pressed run.

The Document containing the letter and the responses appeared.

2. Now that the letter had been opened I wanted to start to recor d a new macro. I started it the same way as I did at point 1 and entered the name as Para. Again, like before the cursor turned into a picture of a tape, to signify that it is recording.

When recording macros it is unadvisable to use the mouse to select t ext because it sometimes causes complications. So what I wanted to do was to select the paragraph, Copy it, Move up to the blank space in the letter and paste in the paragraph.

So to do this all on keyboard I moved down the page to the paragraph by using the cursor keys.

Once I got to the first paragraph I wanted to highlight it. To do this without the mouse I went to the point before the paragraph, held down shift and scrolled along the text using the cursor keys. I stopped scrolling at the end of the p aragraph. This then highlighted the text.

Now I wanted to copy it. The hotkey to copy it on a keyboard is Ctrl+C. This then saved the information to the clipboard.

Now I wanted to paste the paragraph in the blank space. So I scrolled up to the space using the cursor keys. To paste the copied text in I just pressed Ctrl+V. This then pasted the paragraph in to the slot needed. I then used the mouse to stop recording the macro like I did at point 1.

I recorded the other three macros like I did at point 2 an d named each one Para 1,
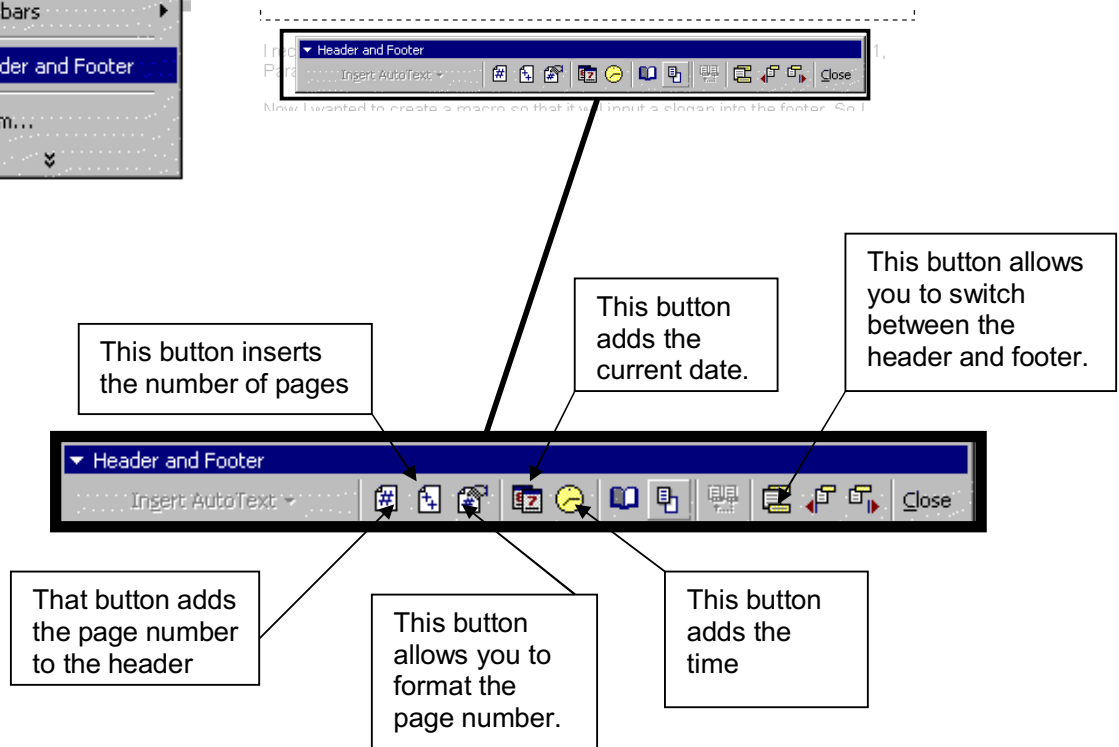Para 2 and Para 3.

Now I wanted to create a macro so that it will input a slogan into the footer. So I
started off recording it and named the macro as Slogan.
Using the mouse is necessary when creating a footer, but it is usually advisable to
use the keyboard whenever possible.
So I used the mouse and pressed View -> Header and Footer (Bottom Left)
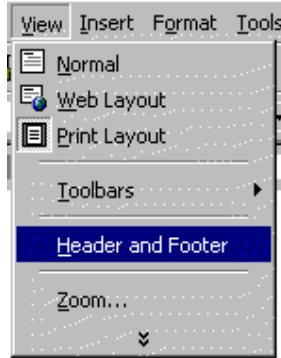
Once this was pressed the vi ew of the main workspace moved up
to the top and a new Toolbar appeared. (Bottom Right)

This button inserts
the number of pages

This button
adds the
current date.

This button allows
you to switch
between the
header and footer.

That button adds
the page number
to the header

This button
allows you to
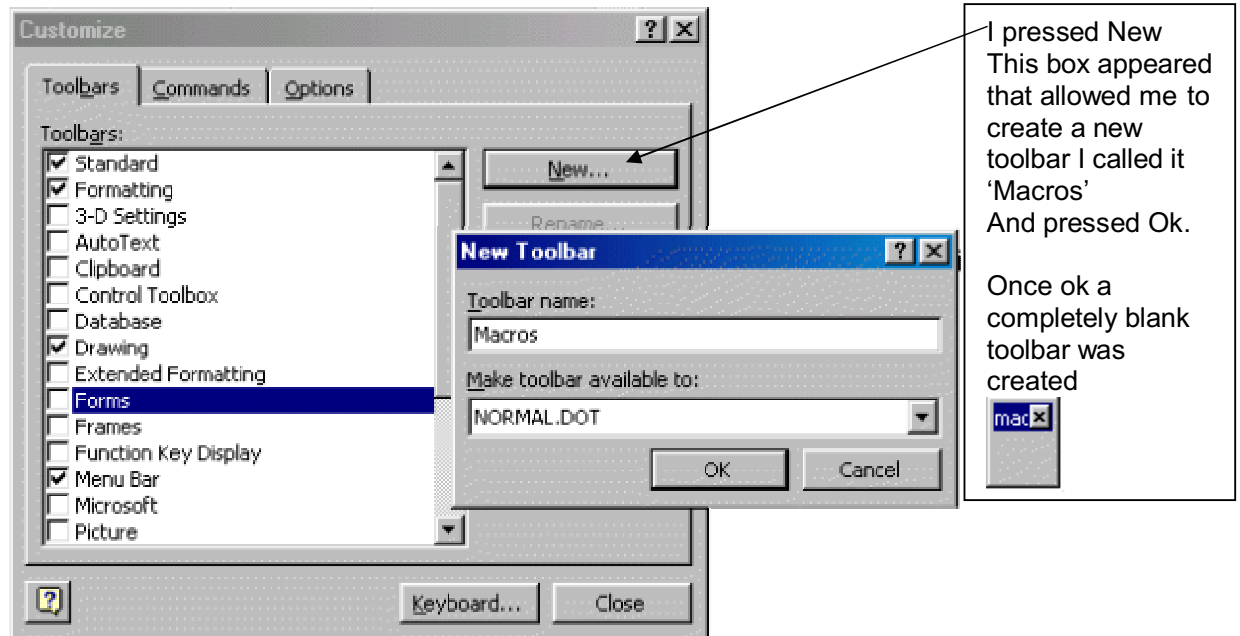format the
page number.

This button
adds the
time

So, back to the recording - Now that the Header and Footer toolbar was open I wanted to
alternate between the header and footer. Now that the footer was   selected I wrote 'Buy our
Shoes it will be good for you', I realise now I could have come up with a better slogan.

Now that I had put the slogan in the footer I just stopped the macro recording.

Now that all macros had been recorded I wanted to put the macros in the toolbar and use
symbols to represent the different macros.
To do this I pressed the right mouse button on any toolbar and went down to customise.

Once pressed a new box appeared. (Next Page)

I pressed New
This box appeared that allowed me to create a new toolbar I called it 'Macros'
And pressed Ok.

Once ok a completely blank toolbar was created

Now That the actual bar was created I just wanted to insert the macros in to the toolbar. So I pressed the commands tab and dragged each of the macros into the toolbar.
Once they had been dragged in, they looked like this.
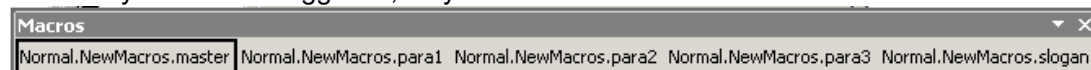
As you can see the icons are very wordy. So I decided to assign a picture to each of them so it would be easier select th em and understand them.

So, to do this I:

1. Selected the icon.

2. Press Modify Selection

3. Select Change Button Image

4. Select the picture

So I selected a different picture for each icon. I tried to make it as appropriate as I could

Master=Speak
Para1=Happy Face
Para2=Piggy Bank
Para3=Unhappy Face
Footer=Steps
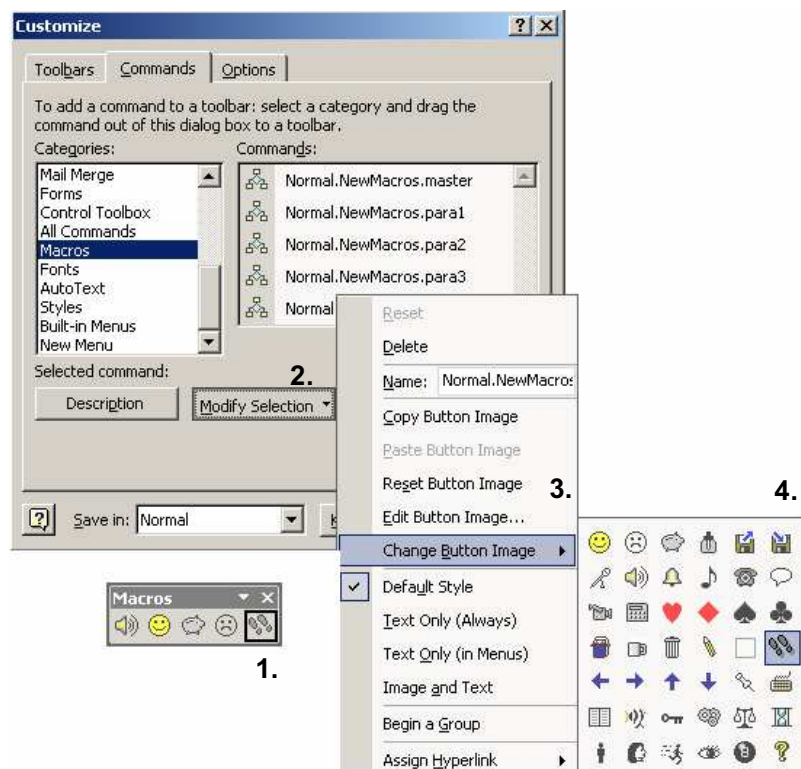
It is also possible to change the Macro in the actual code. To open the macro code I
went to Tools-> Macro->Macros
 I then selected the Macro I wanted to edit and Selected edit.
 The code then appeared. I then Edited it. See documents 6 & 7