

## Re: More macro question

**Source:** <http://sci.tech-archive.net/Archive/sci.med.transcription/2004-07/1860.html>

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**From:** 14tonks (mail.2.14tonks\_at\_recurator.net)

**Date:** 07/26/04

Date: Mon, 26 Jul 2004 01:02:58 -0400

Beck, I don't quite know what you're asking here, probably because I don't know how your work is set up now.

If you have a button on a toolbar assigned to a current macro, and you need a button for the new macro instead, you need to make sure the template you have the old macro in is open and then right click on a blank area in the toolbar section of Word and select Customize. Once the Customize dialog box is open, you will be able to right click on the button for the old macro and select delete to remove it from your toolbar. Close the Customize dialog and close the old template. Elect to save changes. If that is a global template loading from Word's startup directory and you want to replace it with the new template, do so now. Then make sure your new template is open, open the Customize dialog again, and on the Commands tab in the Customize dialog box you can click on Macros on the left, then scroll on the right until you can see the new macro you are after. Left click on the macro name and drag it to the toolbar you want a button on for it. (If you need to create a new toolbar to hold it, first go to the Toolbar tab and click on New. Enter a name and indicate the template you want to create the toolbar in, and then drag the new little toolbar that appears wherever you want it to be when you open the template you elected to store it in.) Once you have dragged your macro to a previously existing or new toolbar, you can right click on it to change the name, assign it an icon, etc. When you are done, close the Customize dialog box. Then close your open template/s, saving any changes.

If you aren't trying to remove and create buttons connected to macros in old and new templates, you're going to have to explain to me better what is is you are trying to do.

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Sheila

To reply to me, add the prefix real. to my address.

"Becky Young" <blupencl@aol.combadstuff> wrote in message news:20040726004134.22107.00000457@mb-m07.aol.com...

> ..I have diligently searched for this answer but don't know how to find it.

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> I have a macro that I use for all reports.

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> TPTB have decided that my format isn't what they'd like. They've sent me a

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> corrected template.

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> I don't know how to make that macro turn up on my toolbar for the new macro.

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> Becky Young

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