# Instructions for Creating Macro Buttons in the Quick Access Toolbar

Note: You can add these macro buttons to each individual file or to the default Toolbar for all documents. If you add the macro buttons to the "default all documents" toolbar, you will only have to follow these instructions one time. If you add them to each file individually, then you will have to follow the instructions 2 times (Felony Probation Sentence & Misd Probation Sentence). Using the last option keeps you from having to see all of the added macros buttons every time you use the Word Program.

1. Open 1 of the 2 sentence forms that contains the 'Special Condition' Macros and also the 'List of Special Conditions' Excel file. The Excel file contains the short description of each 'Special Condition' that we will use in step 11 to rename the macro in the Quick Access Toolbar.

2. Enable the Macros in the Security Warning Ribbon by selecting the Options button (green arrow)
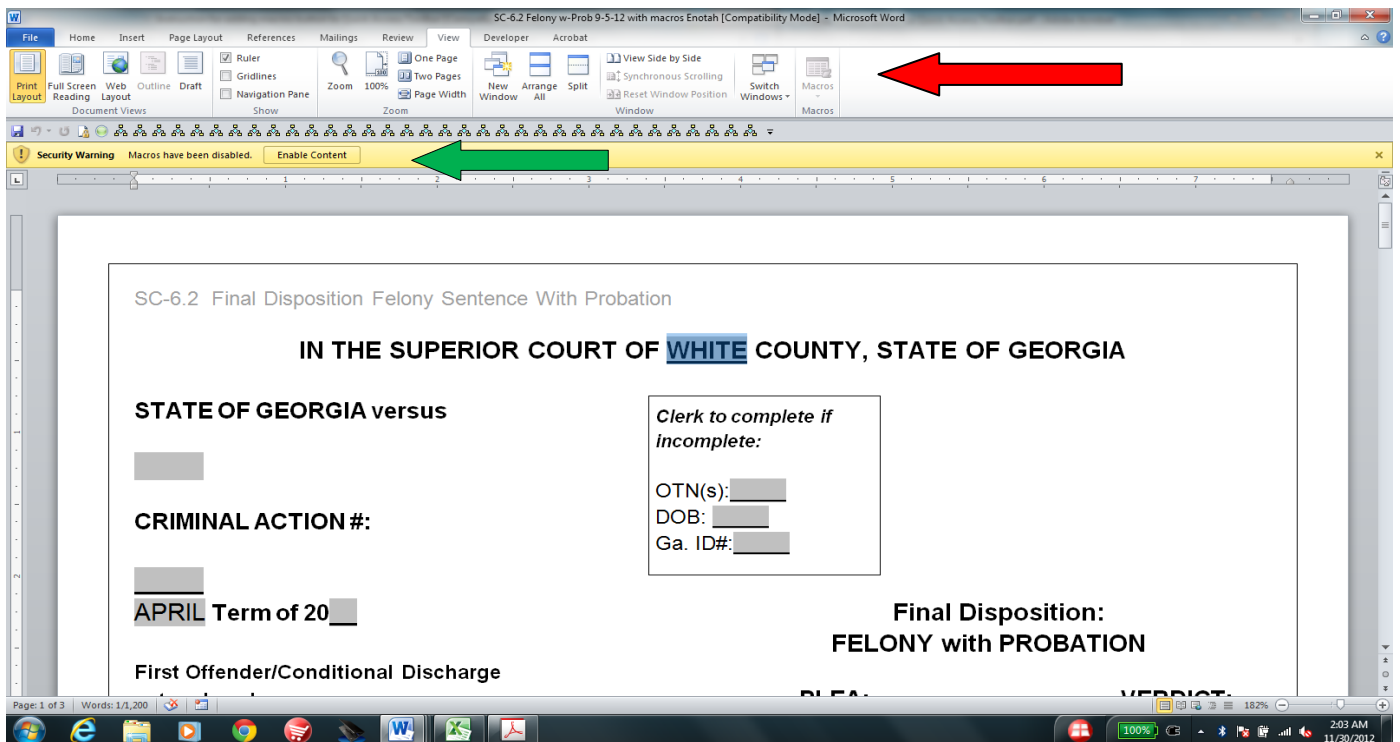
3. Right click your mouse in the ribbon area at the top of the screen (red arrow). In the window that opens, select 'Show Quick Access Toolbar below the Ribbon'.

4. Right click again to open the same window and select 'Customize Quick Access Toolbar'. The following window will open.
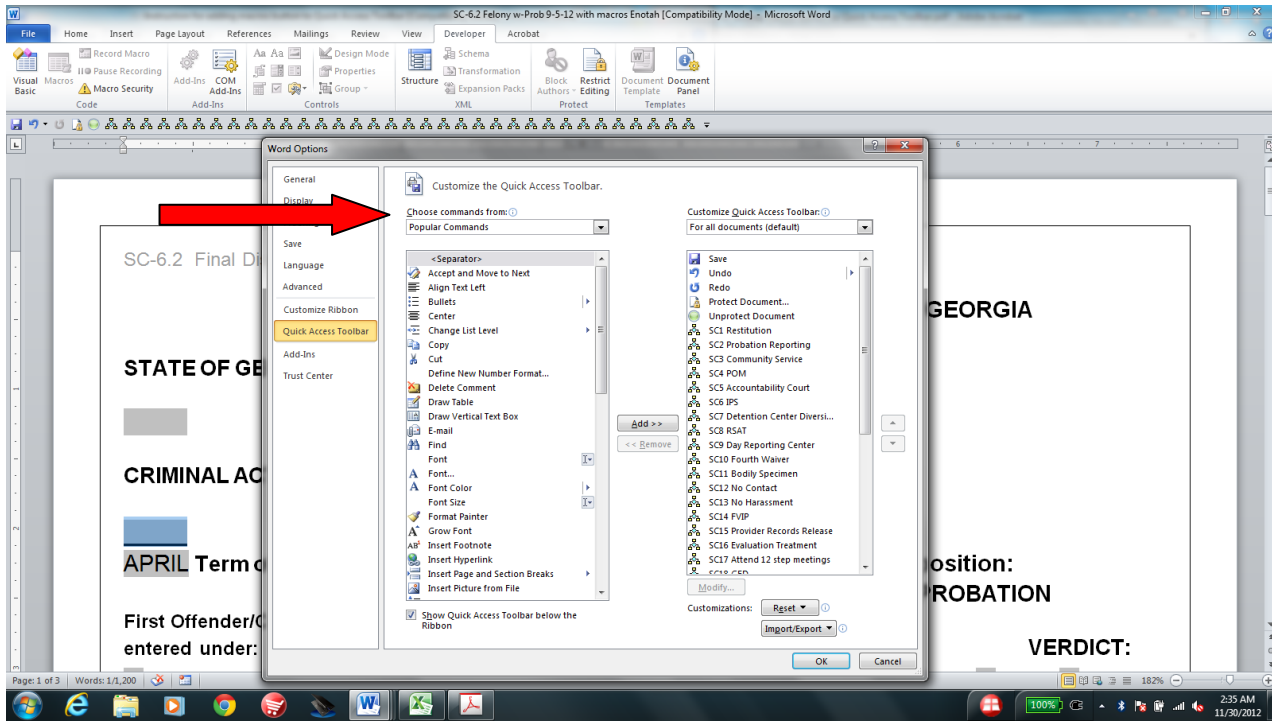
5. Open the drop down menu in the 'Choose Commands from' and select 'Macros' from the list. (red arrow above)

6. The Macros stored in your sentence form will appear in the left hand column. (green arrow below)
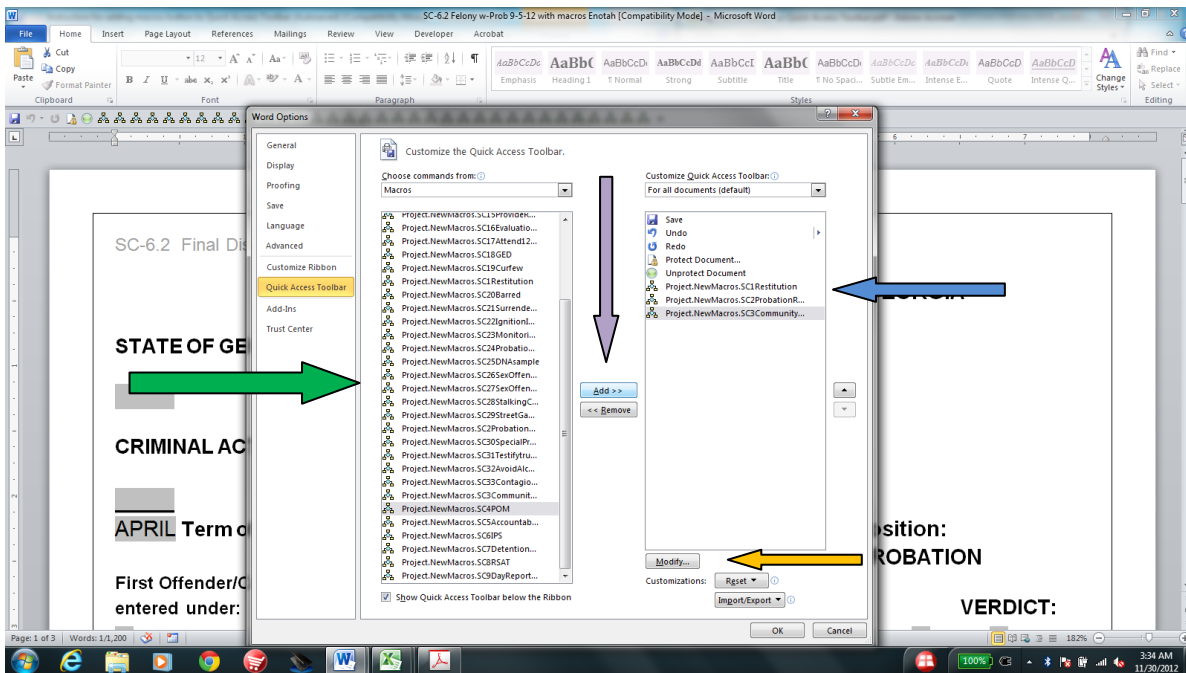
7. Select the '….SpecialCond1' macro, then click the 'Add' button located between the 2 columns, and it will create a button in the Quick Access Toolbar. (purple arrow)

8. Continue adding all the Special condition macros in correct numerical order, until you have all 34 in the right hand column in number order. (blue arrow)

9. Now you will select the '….SpecialCond1' macro in the left hand column (blue arrow) and click the Modify button at the bottom of that column. (orange arrow)

10. The modify button window will open. *(I reduced the screen size of both the Word & Excel Programs so they fit on my computer screen and I can click between the 2 programs to copy new macro description name.)*
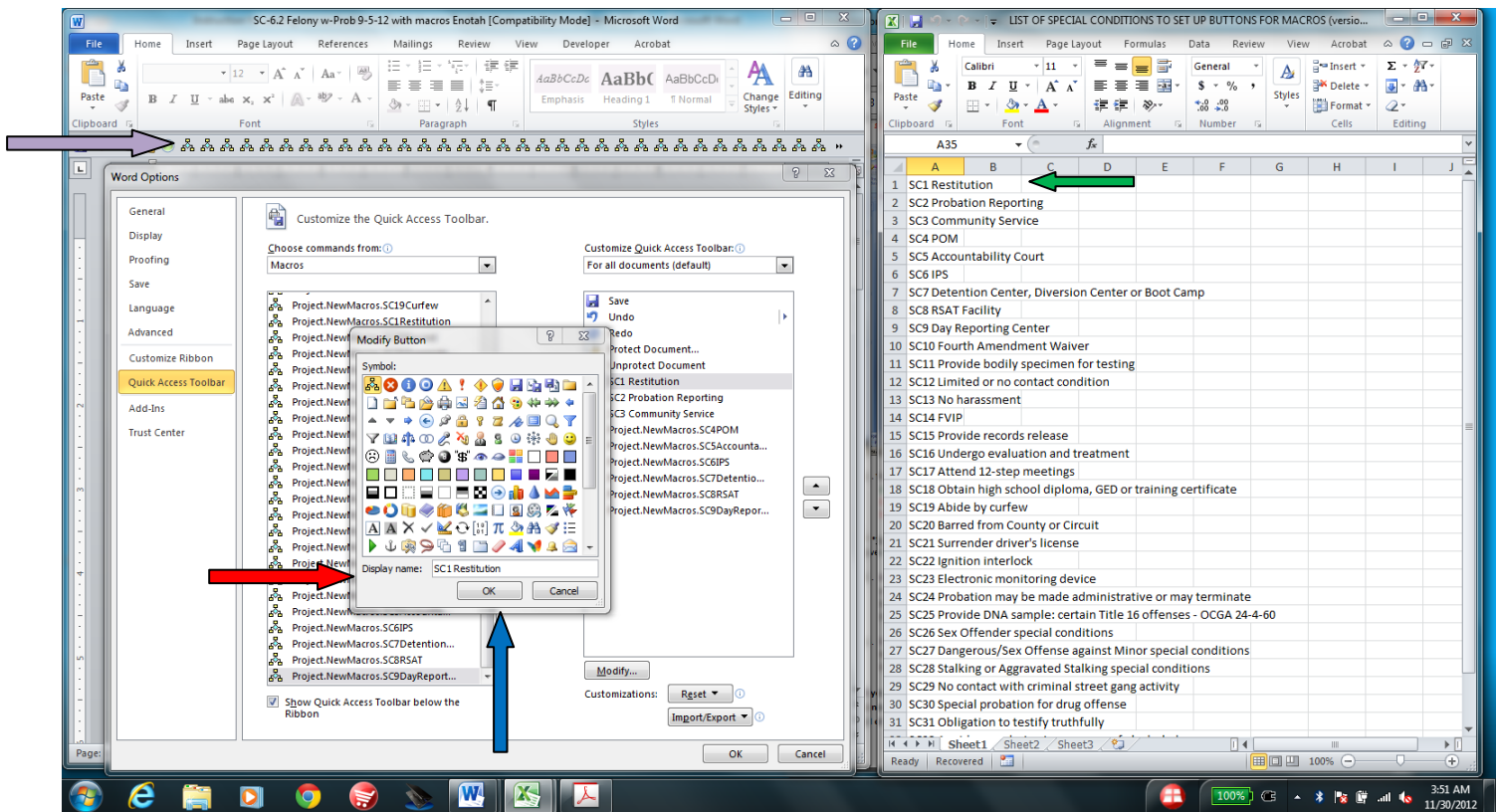
11. You are going to replace the 'Display name' (red arrow) by copying and pasting our short description name from the Excel sheet. (green arrow). Select the OK button to save the change of the name. (blue arrow) *(If you double click on the Macro name in the right column it will be removed from the list. Don't panic, just add it again from the left column and use the up & down button on right side of the column to put it back in the correct numeric order)*

***Very Important – When you are finished renaming the macros, you must click on the 'OK' button at the bottom of the window to save the changes you just made, then close the window. If you forgot and just closed the window, you will have to start all over.

12. Now look in your Quick Access Toolbar and you will see the long line of 29 Micros that all look the same. (purple arrow) However, when you place your mouse pointer over any of macro button the new name of the macro will appear in a window. The macros will be in number order with the 1st one being on the left hand side and the 34th macro being on the right hand side. Just move your mouse back and forth to select the condition # needed when completing the sentence sheet.

13. If you do not already have a lock button or Protect/Unprotect button in the Quick Access Toolbar, you should add it now by using the same steps starting with step 3. You will choose the 'All Commands' from the drop down instead of Macros. Scroll down the list of buttons until you find the 'Lock' or 'Protect' button then add it to the left column. You will not need to rename this one.

If you saved the macro buttons to the 'All documents default' then you are finished and are ready to start preparing sentence sheets. If you saved the Macro buttons only in the currently opened document, then you will need to repeat all of the above steps for each file that contains the macros.