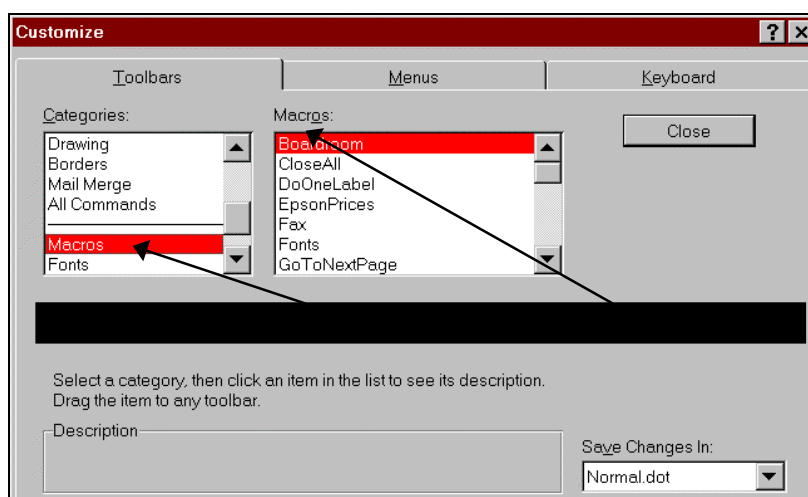
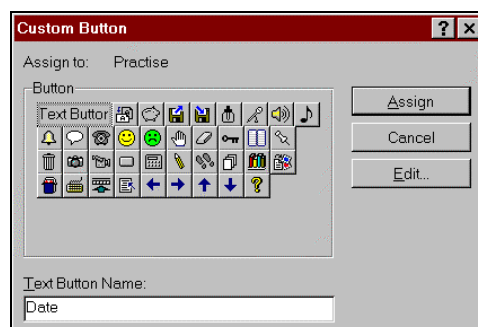


Creating a Toolbar button for an existing macro

- Open Word with a new document, go to the **Tools** menu and select **Customize**.
- The '*Customize*' dialogue box will now appear on screen. Scroll down the Categories list and select **Macros**. When you do this, a box labelled Macros will appear just to the right of the Categories box. See below.

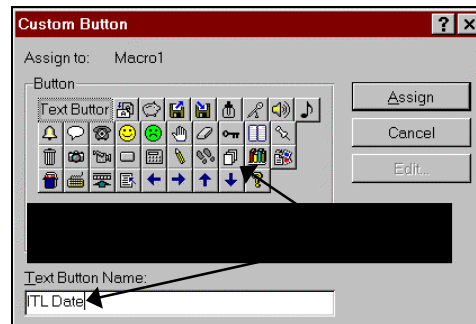


- In the box labelled **Macros**, scroll down and choose the macro for which you want to create a button, e.g. **ITLDate**. You will see that when you select a macro, a square box will appear around the cursor arrow. As soon as this square box appears, drag the macro to the Toolbar exactly where you want your new button to be, release the mouse button, your new button will now appear on the Toolbar. When this happens the '*Custom Button*' dialogue box will appear on screen.



☐ You now have the option of either selecting a special icon for this button, or giving it an actual name, i.e. “**Date**” - you cannot have both in Word 6.0 or Word 7.0 (you can have both an icon and a name in Word 97, however).

- To assign the button to an icon, just click on the icon you like so that it is selected, and then click on **Assign**.
- To assign the button to an actual name, just enter the name in the box labelled **Text Button Name**, and then click on **Assign**.



☐ Close the Customize dialogue box by clicking on the **Close** button, and you will now have successfully assigned a button to an existing macro.

☐ You're done.

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