

Formatting Banner Printouts Using Macros

WORD 2003

Steps to setting up a Banner icon on your toolbar. You must have some data on your screen to do this. A line of nonsense is all that is necessary. Perform the following steps exactly as indicated. DO NOT click any buttons not indicated.


1. Select "Tools, Macro, Record New Macro"
2. Type Banner in the filename box and click the "Toolbar" button. "Close"
3. Select "Edit, Select, All"
4. Select "Format, Font, Courier New, Size 8, OK"
5. Select "File, Page Setup" Enter ".5" tab ".5" tab ".5" tab ".5" tab
6. Click "Paper Size" "Landscape" button click "OK"
7. Click Square box n on blue "Stop" window
8. Select "View, Toolbars, Customize" Select "Commands" and click on "Macros"
9. Grab the Banner macro to the right and drag it to the toolbar at the top of the screen where you want it placed. Without closing the "Customize" dialog box, right click on the Banner Icon you added to the toolbar and change the name to "Banner" then click "Default Style."
10. Right click on the icon again and select "Change Button Image".
11. Click on the Icon you want for your macro.
12. Right click on the image you selected which should now be on the toolbar in place of the word "Banner" and select "Edit Button Image".
13. You can modify the icon at this point (change the colors, pixels, etc.)
14. When finished modifying the icon, click "OK" and "Close"
15. Your Banner icon is then on your toolbar, so you can close your document without saving.

To use, copy and paste the Banner report, or open it in a document and click on the new Banner icon. Your report will be formatted and ready to save or print.

WORD 2007

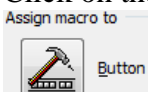
Steps to setting up a Banner icon on your toolbar. You must have some data on your screen to do this. A line of nonsense is all that is necessary. Perform the following steps exactly as indicated. DO NOT click any buttons not indicated.

Show the Developer tab:

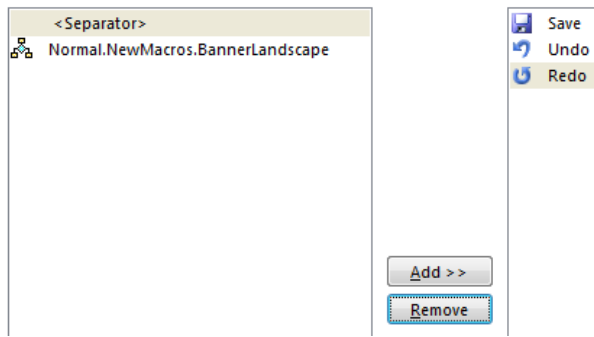
1. Click the **Microsoft Office Button** 
2. Click **Word Options**.
3. Click **Popular**.
4. Under **Top options for working with Word**, select the **Show Developer tab in the Ribbon** check box.

Record the macro:

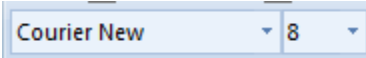
1. On the **Developer** tab, in the **Code** group, click **Record Macro**.
2. In the **Macro name** box, type the name of the macro – something like **BannerLandscape** (no spaces).
3. Click on the **Assign Macro to Button** icon:




4. Click on your macro (this one is "Normal.NewMacros.BannerLandscape") and click on **Add** to move it to the right column:



5. Click on **Modify**.
6. Select the icon you want.
7. Change the name of the macro if you want. (Can get rid of the “Normal.NewMacros.” portion of the name).
8. Click **Ok**.
9. Click on the **Home tab**.
10. Select all text – **Ctrl + A**.
11. Select the **Courier New** font, and the **8 pt** size in the upper left **Font** section.



12. Click on the **Page Layout tab**.
13. Click on **Margins**, then **Narrow**.
14. Click on **Orientation**, then **Landscape**.
15. Click on the **Developer tab**, then **Stop Macro**.
16. Close the document without saving.

The icon you selected for the macro should appear in the upper left corner of the window – next to the **Undo** icon . Click on this icon to launch the macro.

WORDPERFECT

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1. Select “Tools, Macro, Record”
2. Type Banner in the filename box and click “Record”
3. Select “Edit, Select, All”
4. Select “Format, Font, Courier New, Size 8, OK”
5. Select “File, Page Setup” Click “Landscape” button
6. Select “Page Margins” and do the following:
7. Enter “.5" tab “.5" tab “.5" tab “.5" tab Click “OK”
8. Select “Tools, Macro, Record”
9. Select “Tools, Settings, double-click Customize”
10. Click “Edit”
11. Click on Macros tab, Click “Add Macro”
12. Highlight “Banner” click “Select” click “Yes”
13. Click “OK” “Close” “Close”

Your Banner icon is now on your toolbar and looks like a white cassette tape.

You may now close the document you are working on without saving it as the icon is now on your toolbar.