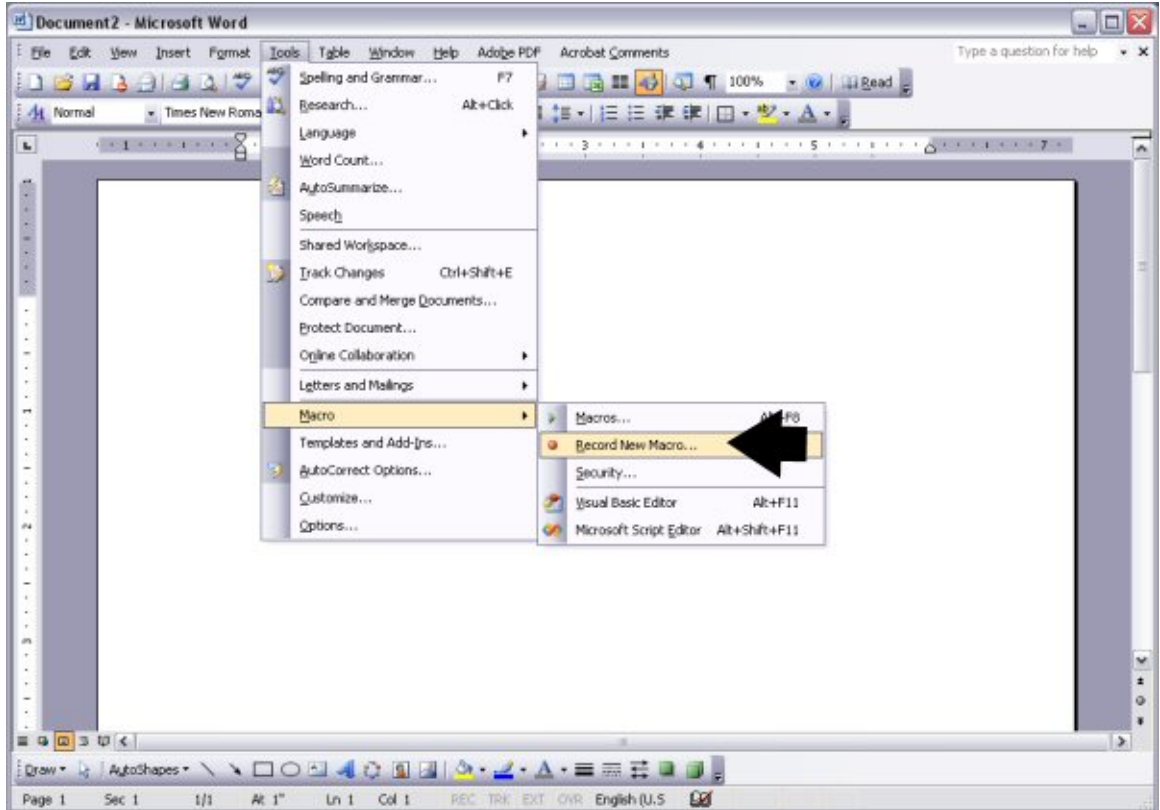
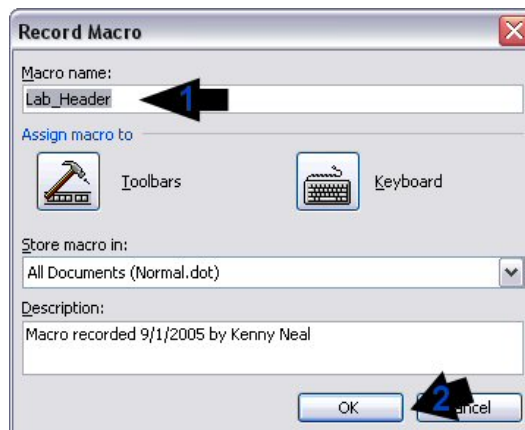


Creating MS Word macros to make a header for Labs (or anything else):

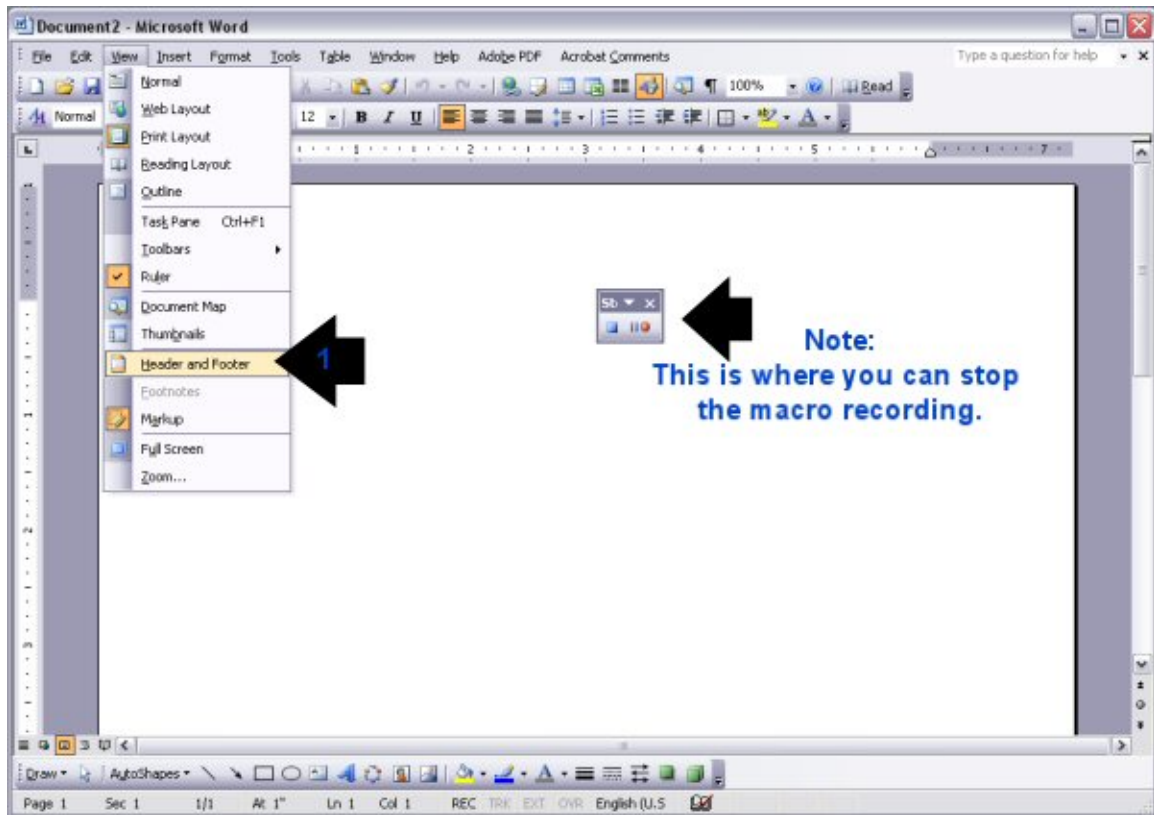
1. Open Microsoft Word (the screen shots are for 2003, but both XP and 2000 versions should be the same).
2. From the main window of Word, Click Tools -> Macro -> Record New Macro



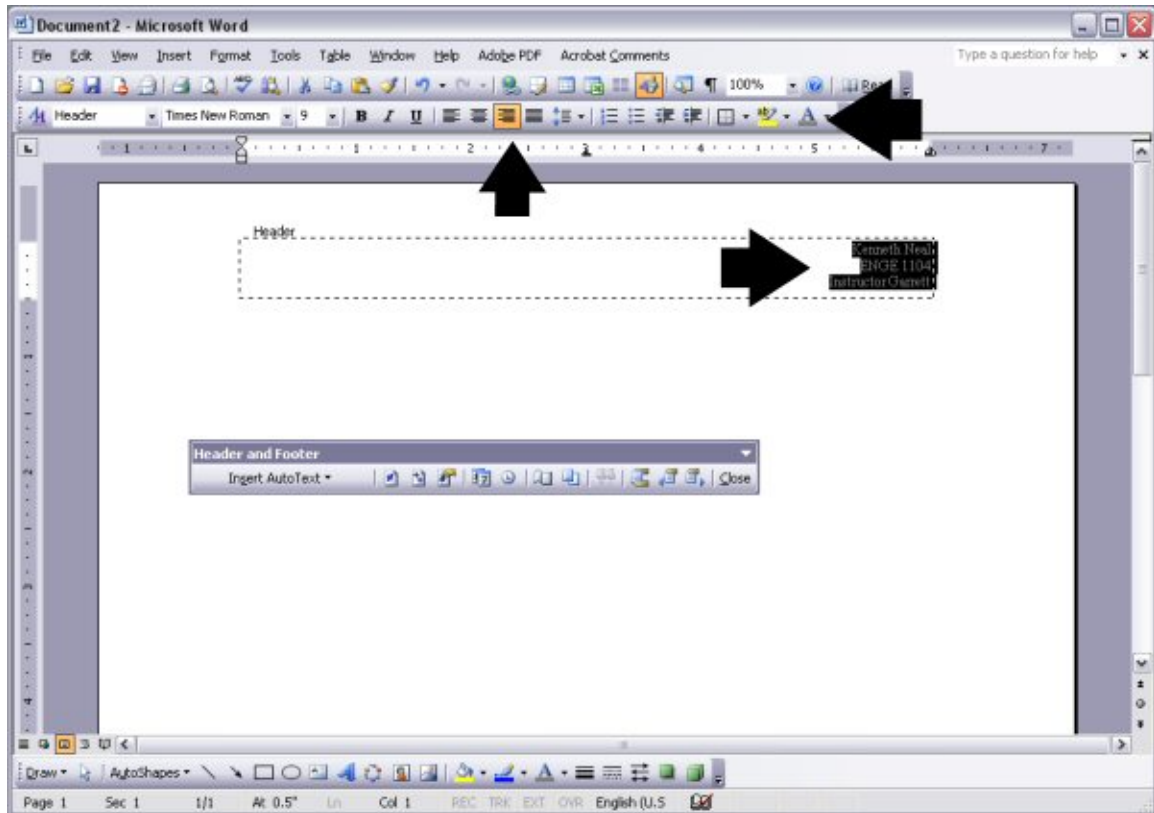
3. In the window that comes up, name your macro (see #1 in pic), then click OK.



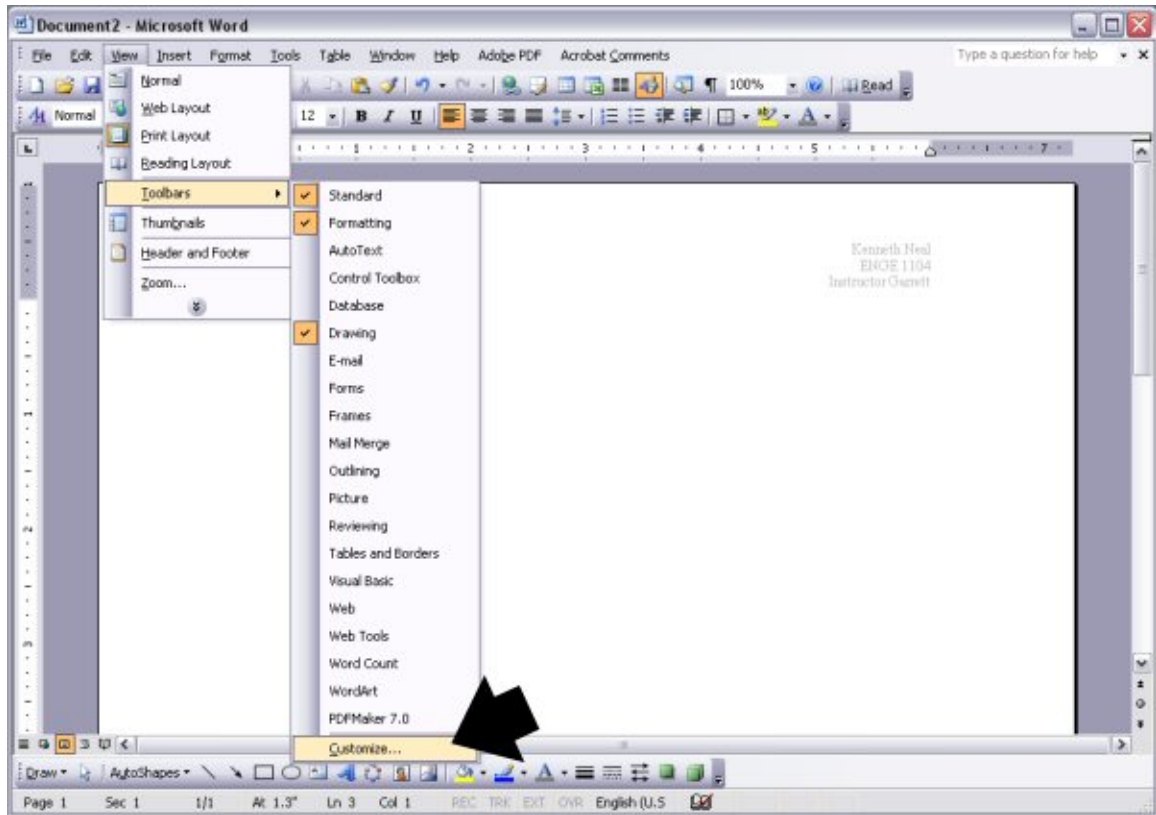
4. Now you are recording a macro, you can do almost all of the normal Word functions, and they will be recorded and can be redone with a single mouse click! So at this stage, lets make a header for the lab: Click View - > Header and Footer



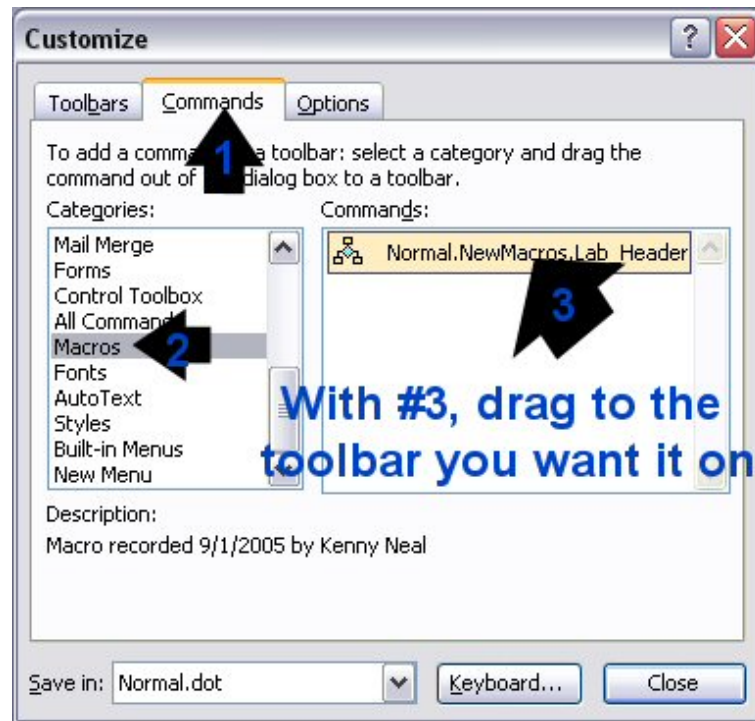
5. Enter whatever information you want to have included in your labs (ie your name, instructors name, course name & number, etc.). Click the close button (found on the popup toolbar show in the middle of the screen) when you are done creating the header (or you can just click out of the header editing area).



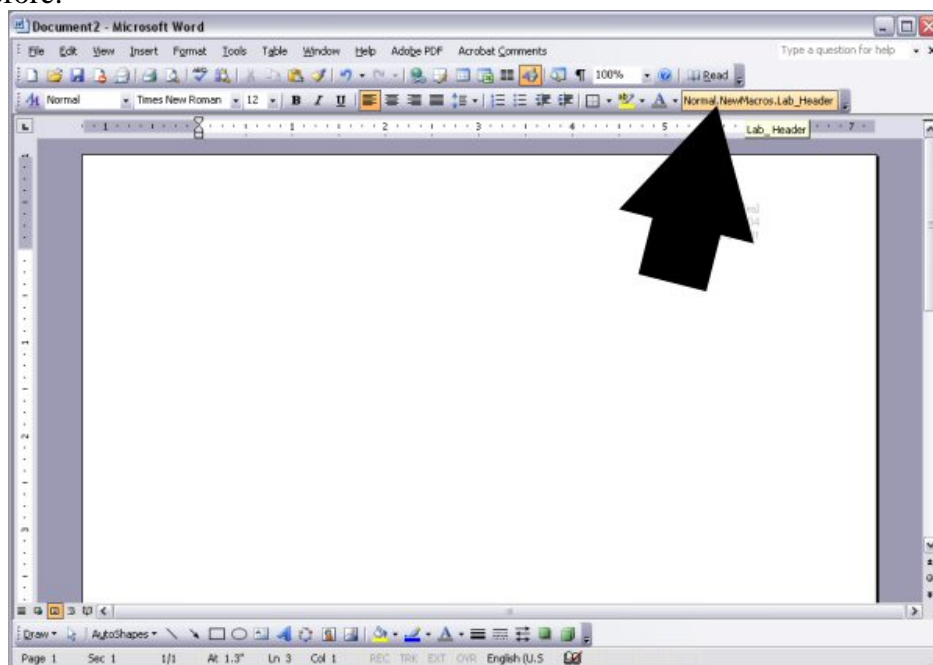
6. Now click the Stop Recording button (shown in step 4). Once clicked, you have created a macro. Now it's time to make it a nice single click from a toolbar, click View -> Toolbars -> Customize...



7. Now click the Commands tab(#1) button. Now scroll down the list and click Macros (#2). Next, Drag the button to somewhere on one of your Word toolbars (#3).



8. That's it, you should now be able to see the button and whenever you click it, you generate a header with the same basic info you had to enter in every single lab before.



Questions? Feel free to email me @ neogeek83@hotmail.com.