

Create a Macro to Insert a New Landscape, 11x17-inch Page (Word 2010 & 2013)

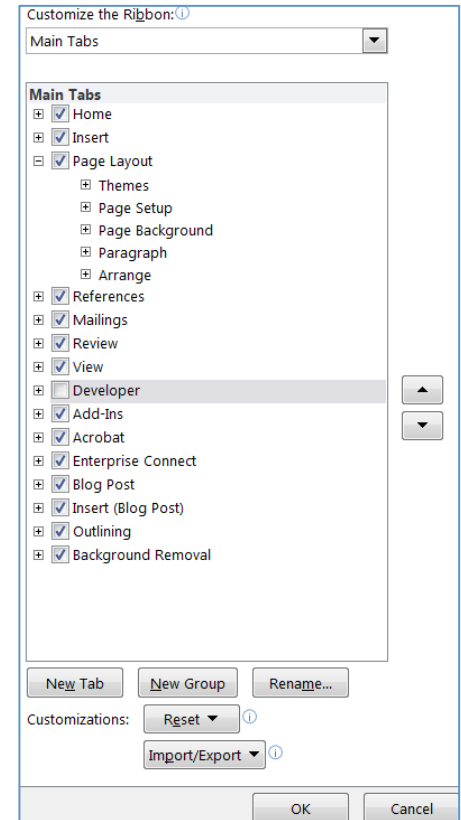
Here's how to create a macro that inserts a new landscape-oriented, 11x17-inch page in your MS Word 2010 or 2013 document.

Make sure you have **Developer** showing on the ribbon. To do that: **File / Options / Customize Ribbon**. Select **Main Tabs** from **Customize the Ribbon**. Check the **Developer** box. Click **OK**.

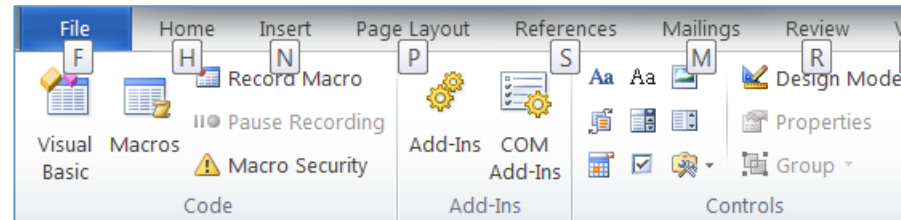
It's good practice to read through the steps first to get a feel for the keys you'll be pressing (and what happens when you press them). Also note that if you are using a version other than 2010 or 2013, you might not have the same shortcut keys. (Case in point: Two people in the same office running the same version of Word—one can press Alt L to get to the Developer, but the other has to press Alt Y1 to get to the Developer. *Go figure!*) So do a dry run first (start with Step 1, without recording), to see what opens/what happens when you are going through the steps.

Create the Macro

- Click **Developer**
- Click **Record Macro**
- Enter a **name** for this new Macro (no spaces allowed)
- Enter a **description** for this Macro (not required)
- Click **OK** (you are now in recording mode; use the keyboard steps below to record the macro).

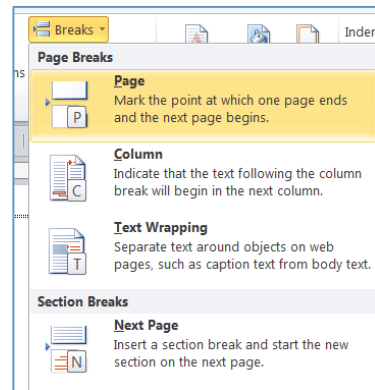


1. Press **Alt P** (to get to Ribbon / Page Layout)



2. Press **B** (to open Page Breaks)

3. Press **N** (to insert Next Page)

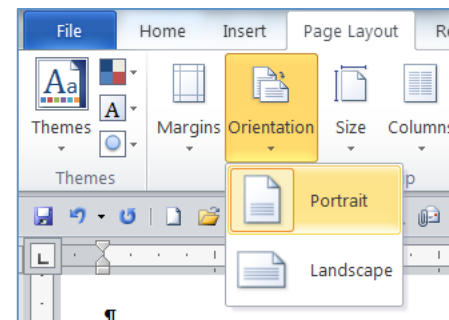


4. Press **Alt P** (to return to Ribbon / Page Layout)

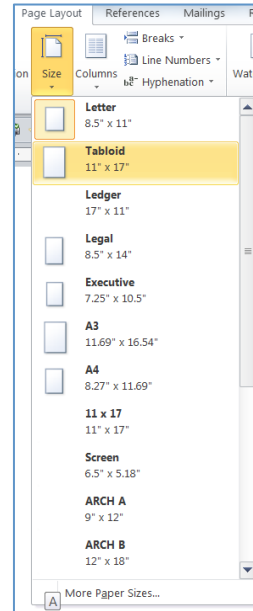
5. Press **O** (to get to Orientation)

6. Arrow down to **Landscape** (if Landscape is not already highlighted)

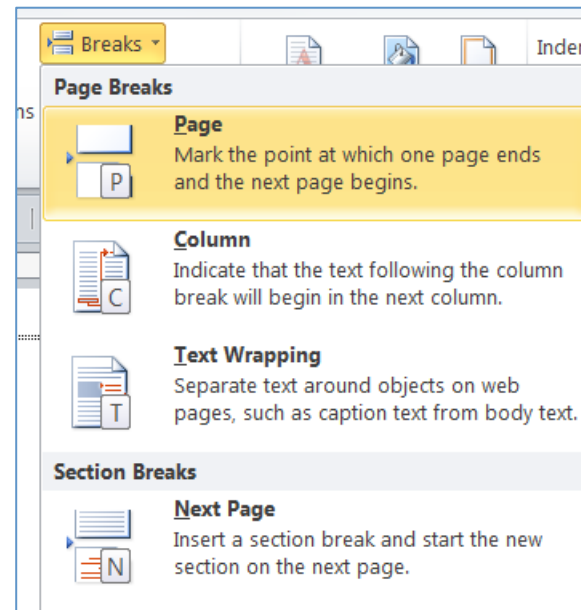
7. Press the Enter key



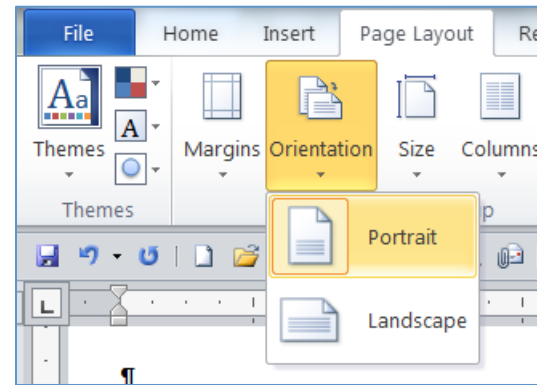
8. Press **Alt P** (to return to Ribbon / Page Layout)
9. Press **SZ** (to get to Page Size)
10. Use Arrow key to select 11"x17"
11. Press the Enter key



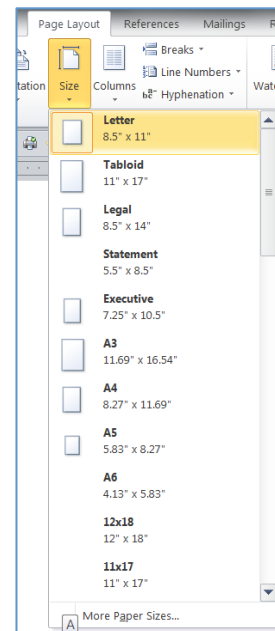
12. Press **Alt P** (to return to Ribbon / Page Layout)
13. Press **B** (to open Page Breaks)
14. Press **N** (to insert Next Page)



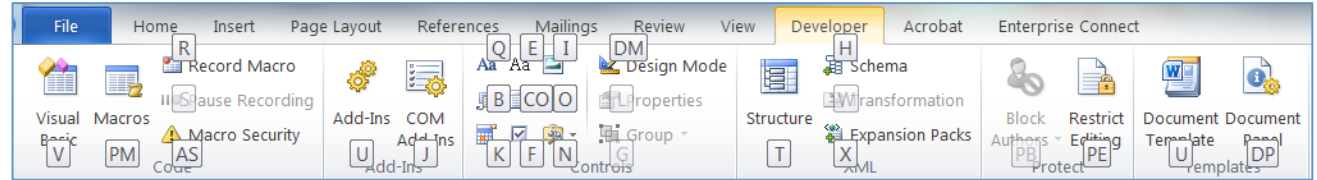
15. Press **Alt P** (to return to Ribbon / Page Layout)
16. Press **O** (to get to Orientation)
17. Use Arrow keys to select **Portrait** (if not already highlighted)
18. Press the Enter key



19. Press **Alt P** (to return to the Ribbon / Page Layout)
20. Press **SZ** (to get to Page Size)
21. Use Arrow keys to select **Letter**
22. Press the Enter key



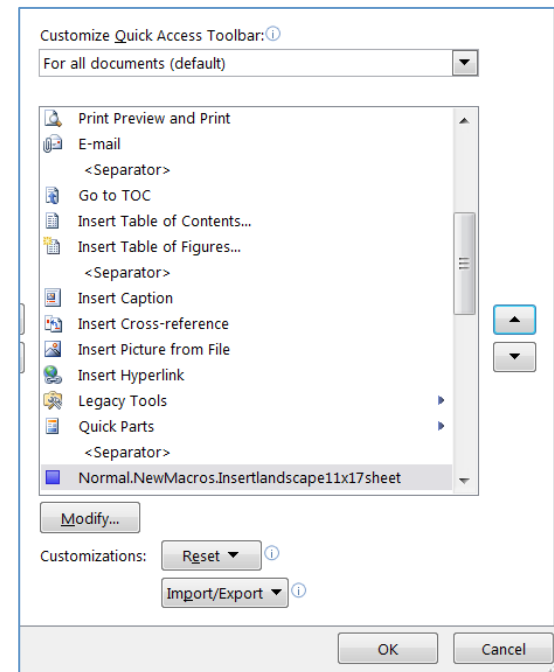
23. Press **Alt L R** (to return to Developer / Record Macro and stop the recording)



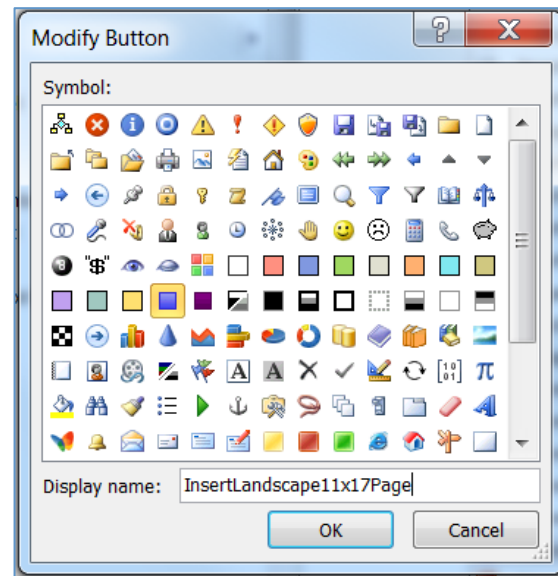
Last step: Make it a one-click effort.

Add the new macro to your Quick Access Toolbar (QAT), and choose whatever button you want to represent the macro.

- **File / Options / Quick Access Toolbar**
- Select the macro you created. Click **Modify**.



- Select the button you want to represent the macro.
You can also change the display name for the button if you want.
- Press OK

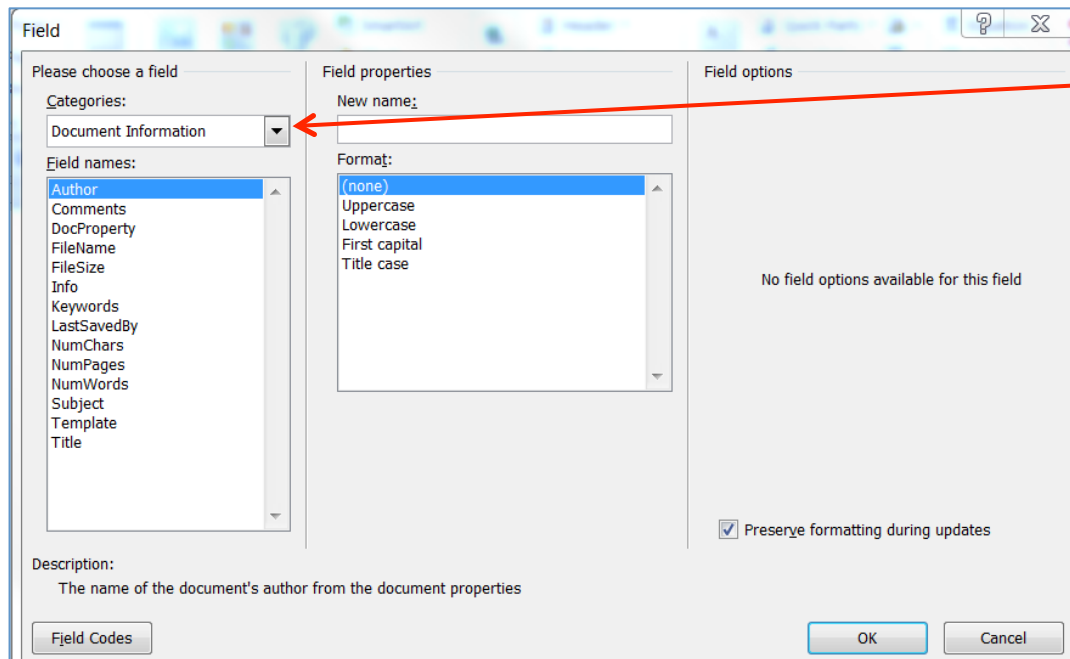


The next time you need a new, 11x17-inch landscape page inserted in a document, put your cursor where you want the page inserted, then click once on that button from your QAT.

Create a Macro to Auto-insert the Document's File Name and File Path (Word 2010 & 2013)

Before you start recording the macro, check to see what's showing in the **Categories** box when you open Quick Parts (to get to what's shown in Figure 1, from the Ribbon, select **Quick Parts / Field**).

If it shows **All**, or **Document Information**—that's good. If it shows anything else, such as **Links and References**, or **Date and Time**—change it to **All** then close the window (**Categories** typically doesn't default back to **All**; it will show what you last used until you change it again).



Make sure Categories is set to **All** before you start creating the macro.

Figure 1: Quick Parts *Field* window

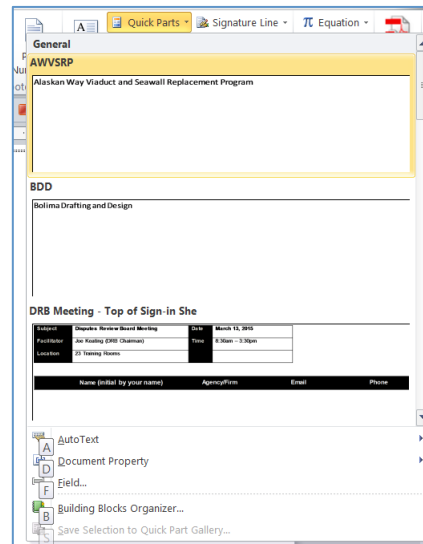
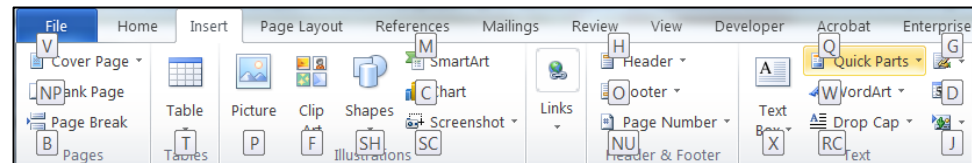


Create the macro (this presumes you have the **Developer** tab showing).

- Click **Developer**
- Click **Record Macro**
- **Name** the macro
- Enter a **Description** (optional)
- Click **OK**

Now, press the keyboard keys to create the macro.

1. **Alt N Q** (to get to Ribbon / Insert / Quick Parts)
2. **F** (to get to Field)



3. **F** (to get to *FileName* from within the *Field names* area)
4. Press **Alt + P** (hold down Alt while pressing P, to select *Add path to file name*, from the *Field options* area)
5. Press Enter

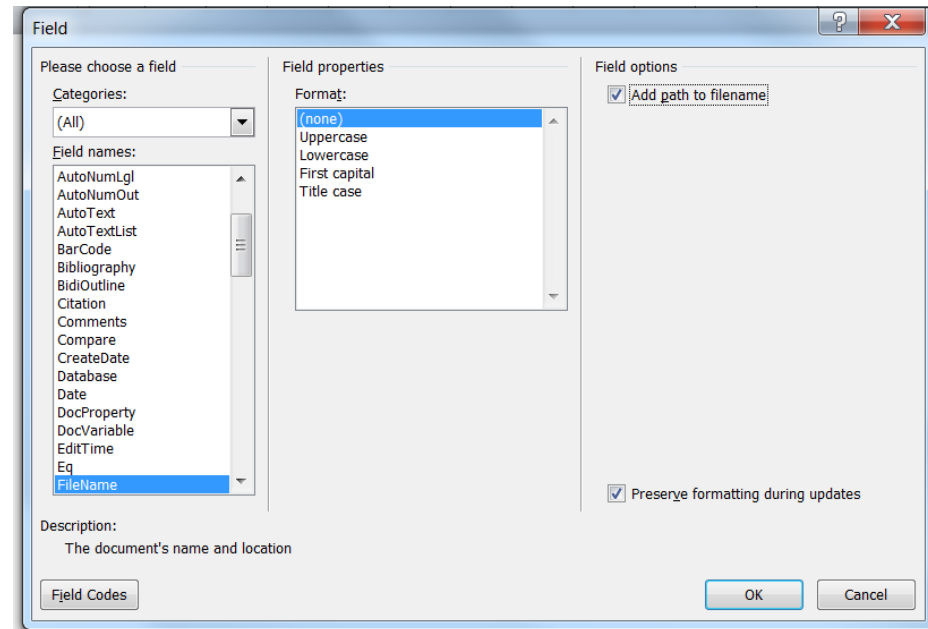
6. **Alt L R** (to return to Developer / Record Macro and stop the recording)

That's it. You're ready to run your macro.

Put your cursor where you want the file name and file path to be inserted. What you'll get when you run the macro depends on where your document is stored and its file name. For example: `X:\SanDisk\document2.docx`

Last step: Make it a one-click effort.

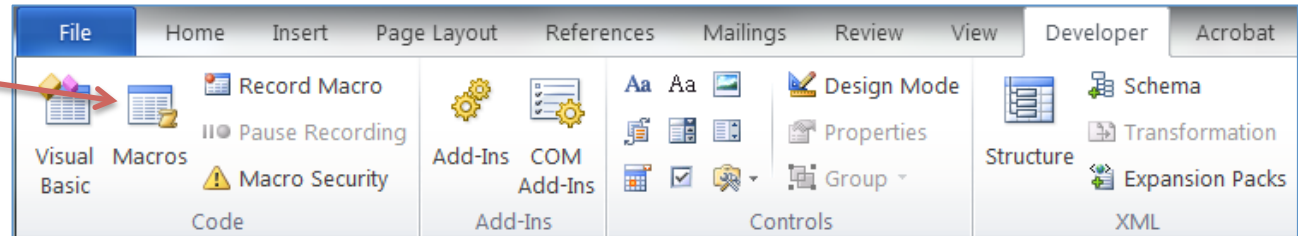
Add the new macro to your QAT.



Not a fan of the QAT taking up space in your Word window? You can run the macros from within **Developer**.

Once you've created the macro, it shows up in the Macros list.

(The keyboard way to get to that list is **Alt L PM**.)



Select the macro you created and press **Run**.

