

# 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).

Customize the Ri <u>b</u> bon: ① Main Tabs	•
Main Tabs	•
New Tab New Group Rename   Customizations: Reset ▼ ①   Import/Export ①	
ОК	Cancel

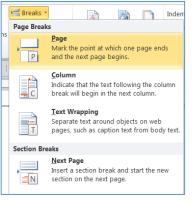




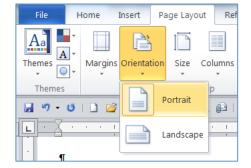
1. Press Alt P (to get to Ribbon / Page Layout)

File	Home H	Insert N ecoro Maci	(	Layout P	Refere	Aa	Aa	Mailing	is Review Vi
	II Pa	ause Recor	ding	sçe A dal Tara	<u>~-</u> 0	ſ			Properties
Visual N Basic	lacros 🔔 M	lacro Secur	ity	Add-Ins	COM Add-Ins	<b></b>	<b>V</b>	🦗 •	Group -
	Code			Add	-Ins			Co	ontrols

- 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)

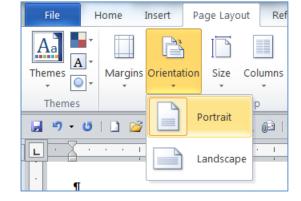
Pa	ge Layout	References	Mailings	Rev							
on	Size C	Breaks الله Eine Nu olumns الله الله	mbers *	Nateri							
ا ۵		Letter 8.5" x 11"		P							
•		Tabloid 11" x 17"									
		Ledger 17" x 11"									
		<b>Legal</b> 8.5" x 14"		=							
		Executive 7.25" x 10.5"									
		A3 11.69" x 16.54"									
		<b>A4</b> 8.27" x 11.69"									
		<b>11 x 17</b> 11" x 17"									
		Screen 6.5" × 5.18"									
		<b>ARCH A</b> 9" x 12"									
		ARCH B 12" x 18"		-		🖶 Breaks 🔹			2		Indent
	AMo	re P <u>a</u> per Sizes				Page Break	5				
					ns	P		ne point at next page		page enc	ls
								<b>n</b> e that the te vill begin in			umn
						T	Separat	<b>Trapping</b> te text arou such as cap			y text.
						Section Bre	aks				
							<u>N</u> ext Pa Insert a	age section br	eak and st	art the ne	w

section on the next page.

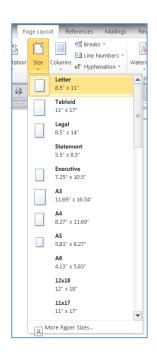




- 15. Press Alt P (to return to Ribbon / Page Layout)
- 16. Press **O** (to get to Orientation)
- 17. Use Arrow keys to select **Portrait** (if not already highlighted)
- 18. Press the Enter key



- 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)

File Home Insert Page	Layout Refere		ew Develo	per Acrobat	Enterprise Connec	t
Record Macro	<i>🇳</i> 🗒	Aa Aa Design Mode		Schema	&	
Visual Macros Beric V PM Core	Add-Ins COM	K F N ontrois	(T) T	Expansion Packs	Block Restrict	Document Document Termalate Document U emplates

#### 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.

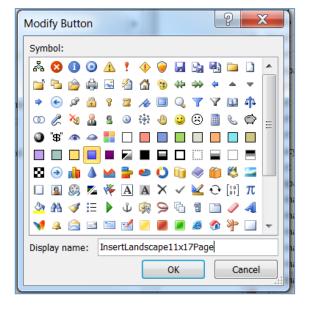
- File / Options / Quick Access Toolbar
- Select the macro you created. Click Modify.

For	all documents (default)		•	
4	Print Preview and Print			
0-	E-mail			
	<separator></separator>			
	Go to TOC			
	Insert Table of Contents			
ħ	Insert Table of Figures		-	
	<separator></separator>		Ξ	
<b>2</b>	Insert Caption			
1	Insert Cross-reference			
~	Insert Picture from File			-
8	Insert Hyperlink			
	Legacy Tools		•	
	Quick Parts		•	
	<separator></separator>		_	
	Normal.NewMacros.Insertlandscape	11x17sheet	~	
	1odify			
Cust	omizations: Reset 🔻 🛈			
	Import/Export 🔻 🛈			
		ок		Cancel





- 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 curser where you want the page inserted, then click once on that button from your QAT.

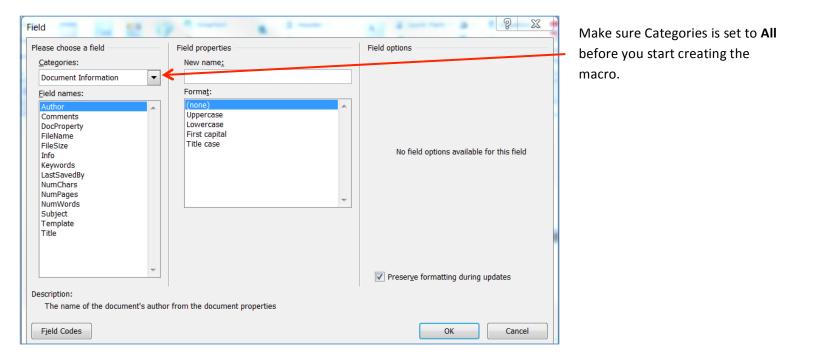




# Create a Macro to Auto-insert the Document's File Name and File Path (Word 2010 & 2013)

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).



### Figure 1: Quick Parts Field window



© 2015 Society for Design Administration, Seattle Chapter www.sda-seattle.org / sdaseattle@gmail.com



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)

File Home	e Insert	Page Layo		gs Revie	w View Dev	eloper	Acrobat Ent	terprise
Cover Page -			SmartArt		Header -	Α	Quick Parts	G
NPank Page		Picture Clip	Shapes	Links	O ooter ▼	Text	✓WVordArt ▼	5D
Page Break	Tames	P F	Illustrations		■] Page Number ▼ NU Header & Footer	B	A≣ Drop Cap ▼ RC Fext	

	-
📄 🖪 Quick Parts 🔹 🔉 Signature Line 👻 🎵 Equation 👻 🛒	1
General	
AWVSRP	
Alaskan Way Viaduct and Seawall Replacement Program	
BDD	-
Bolima Drafting and Design	-
DRB Meeting - Top of Sign-in She	
Stöppin     Disputes Review Board Meeting     D10     March 13, 2015       #Statistic     Joe Kosing (2HB Casiman)     Time     8,50m - 3,30m	-
Pacificade Joe Koaling (2015 Chaiman) Titte 8.30an - 3.30pm Location 23 Tenning Rooms	
Name (initial by your name) Agency/Firm Emsil Phone	
	•
AutoText	•
Document Property	
F Eield	
Building Blocks Organizer	
Save Selection to Quick Part Gallery	



© 2015 Society for Design Administration, Seattle Chapter www.sda-seattle.org / sdaseattle@gmail.com



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

Categories:	Field properties Forma <u>t</u> : (none)		Field options       Image: Add path to filename
Eield names: AutoNumLgl AutoNumOut AutoText AutoTextist BarCode Bibliography BidiOutline Citation Comments Compare CreateDate Database Date	Uppercase Lowercase First capital Title case	Ţ	
DocProperty DocProperty EditTime Eq FileName escription: The document's name and loca	ion		✓ Preserve formatting during updates





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**.)

ne macro, it	File	Но	me Insert	Pag	e Layout	Refere	ences		Mailing	js	Review	Vie	w De	eveloper	Acrobat
os list. 🛛 🗕			🛅 Record Ma	icro	æ		Aa	Aa		<b>K</b>	Design Mo	ode	000	🛺 Sche	ma
get to that		Macros	II Pause Reco	ording	Add-Ins	© <b>⊒©</b> COM	ſ			r	Properties				sformation
	Basic	IVIACI US	🔔 Macro Sec	urity		Add-Ins		<b>V</b>	🦗 <del>-</del>	Ъ.	Group 👻		Structur	🕯 📸 Expa	insion Packs
			Code		Add	-Ins			Co	ontro	ls			XML	

Select the macro you created and press Run.

Footerpage	Number	$\rightarrow$	R
CaseChang CaseChang Cleanup			<u>S</u> ter
Cleanupdoo DeleteRow	c WithSpecifiedText		E
DoRepeat DoubleInde Footerpage			Cr
FormatWor HighlightSe HLDarkYello HLGray25	ds lection	-	<u>D</u> ∈ Or <u>g</u> a
M <u>a</u> cros in: Description:	All active templates and documents	•	

