

WordPerfect 7 – X4

# ADD A MACRO TO TOOLBAR



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Macros perform repetitive or complex tasks automatically, performing a series of instructions without having to go through those steps each time yourself. For example, you can create a macro that retrieves a file, gives it a new name, and saves it to another format. You can then play the macro to repeat the action.

A macro can consist of keystrokes, programming commands, product commands, and comments. The simplest way to create a macro is to “record” the keystrokes in WordPerfect. You can also write a macro if you want to include non-recordable tasks. (For example, you can define a macro to play until a certain event happens.)

WordPerfect lets you create three types of macros:

❶ *WordPerfect* is stored in the document it applies to or in a macro library file. Create this macro when your task is contained within WordPerfect.

❷ *PerfectScript* is stored with a “.wcm” filename extension. This macro is useful if you want to interact with other WordPerfect Office applications, such as Quattro Pro and Corel Presentations.

❸ *Visual Basic for Applications (VBA)* lets you develop scripts that are saved in specific projects that use a robust version of the Visual Basic programming language. You can access the VBA editor from WordPerfect.

If you’re like me, you use some macros more than others.

This lesson details how to place a button on your ToolBar to access more quickly a given macro. I’ll be using my own “Correct It Menu” macro which gives options to correct grammatical formatting.

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1. Edit the ToolBar (**Figure 1**).
  - ➊ RIGHT-click on the MenuBar.
  - ➋ Left-click on “Edit” in the resulting pop-up menu.

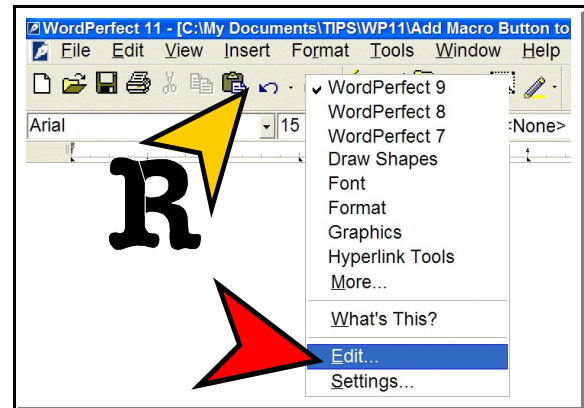


Figure 1



Figure 2

2. ToolBar Editor appears (**Figure 2**):
  - ➊ Left-click on “Macros” tab.
  - ➋ Left-click on “Add Macro” button.

3. Select the macro (**Figure 3**):
  - ➊ Left-click on the macro.
  - ➋ Left-click on “Select” button.

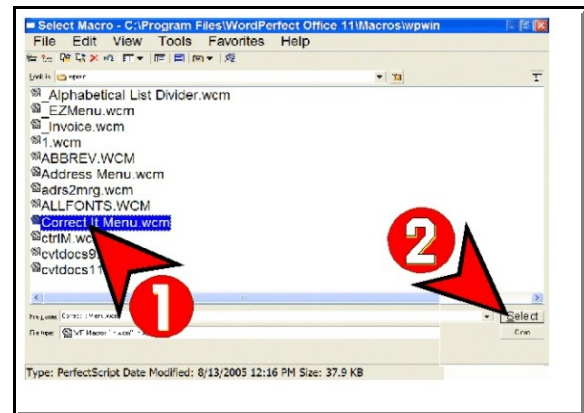


Figure 3

4. When prompted to “Save macro with full path?”, select “No” button (**Figure 4**).

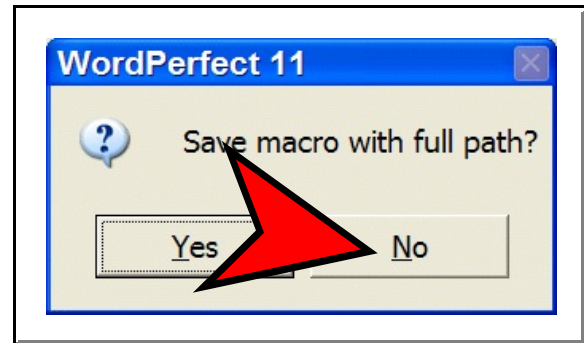


Figure 4

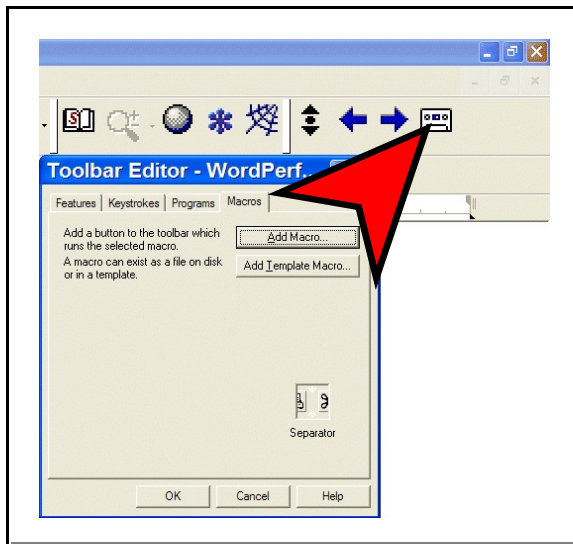


Figure 5

5. Double-click on the macro's icon (a cassette recording) to make changes in how it looks (**Figure 5**).

6. Click on the “Edit” button in the new window so that you can change its default appearance (**Figure 6**). All macros appear as a cassette tape so if you don't change the appearance, you will lose the ability to tell which macro does what action.

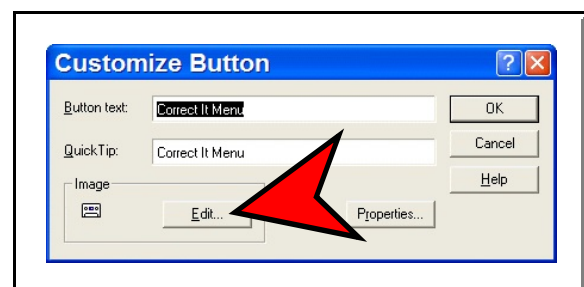


Figure 6

7. Click on the “Clear” button to remove the cassette drawing from the preview area (**Figure 7**).

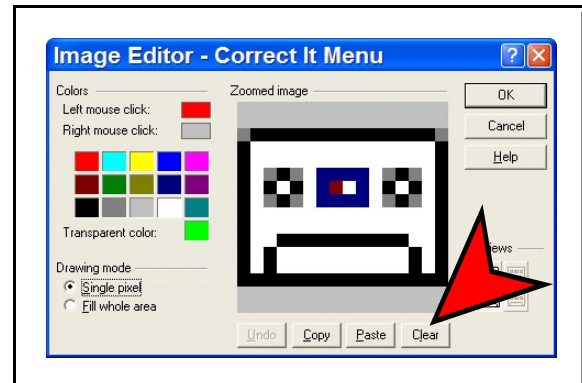


Figure 7

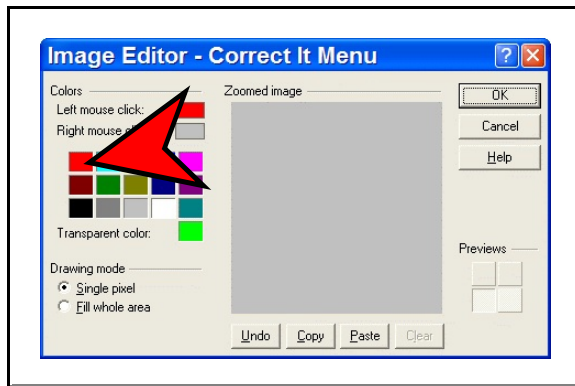


Figure 8

8. Click on the color you want to draw with (**Figure 8**). I’m using red because it stands out as a color in an outline which I’ve decided to create.

9. Left-click, hold, and drag to draw the outside border of the “C” icon (**Figure 9**).

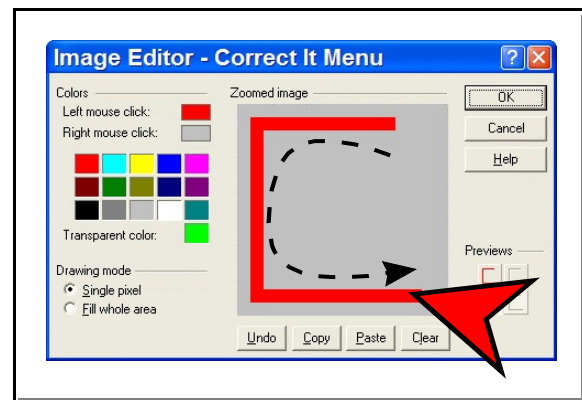


Figure 9

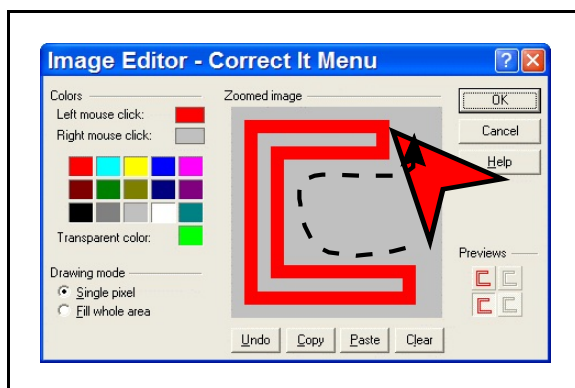


Figure 10

10. Continue to drag until you have completed the outline of the “C” letter (**Figure 10**).

11. Prepare to fill the “C” icon  
(**Figure 11**):

- ❶ Left-click on “Fill whole area”.
- ❷ Left-click on the desired color.

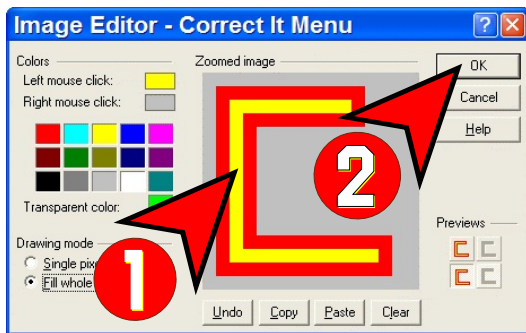


Figure 12

12. Complete the filling of the “C”  
(**Figure 12**):

- ❶ Left-click on anywhere inside the red outline and the yellow fills it.
- ❷ Touch the *Enter* key, on the keyboard, or click on the “OK” button.

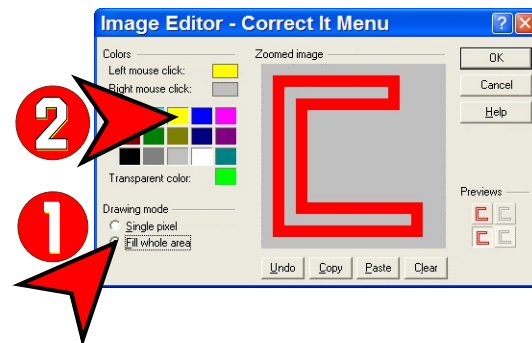


Figure 11

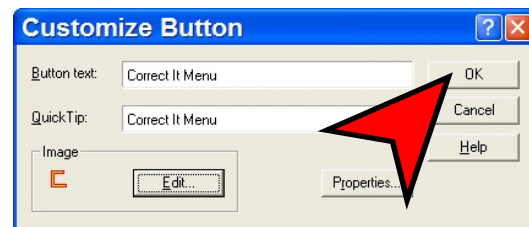


Figure 13

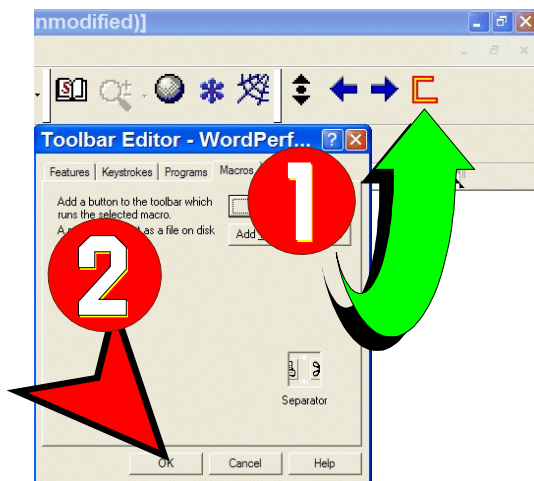


Figure 14

13. When prompted, touch the *Enter* key, on the keyboard, or click on the “OK” button (**Figure 13**).

14. Complete the job (**Figure 14**):

- ❶ The icon, for the macro, appears.
- ❷ Touch the *Enter* key, on the keyboard, or click on the “OK” button.

To run the macro, Left-click on the macro’s icon on the ToolBar.