WordPerfect 7 – X4

MACRO BUTTON EDITED

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Click on any blue, underlined text to go to its linked reference.[1]

Sometimes, you'll find that you want to edit the look of a macro's button on one of your Toolbars. Here's how to do it.

1. Get the Edit menu (**Figure 1**):
❶ RIGHT-click on the macro button you want to change.
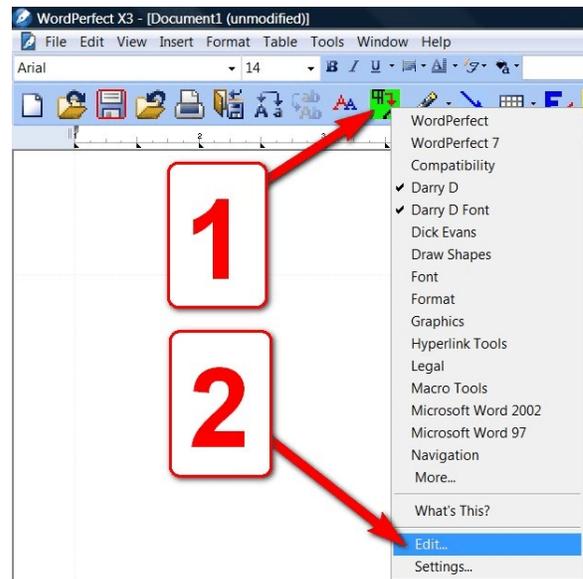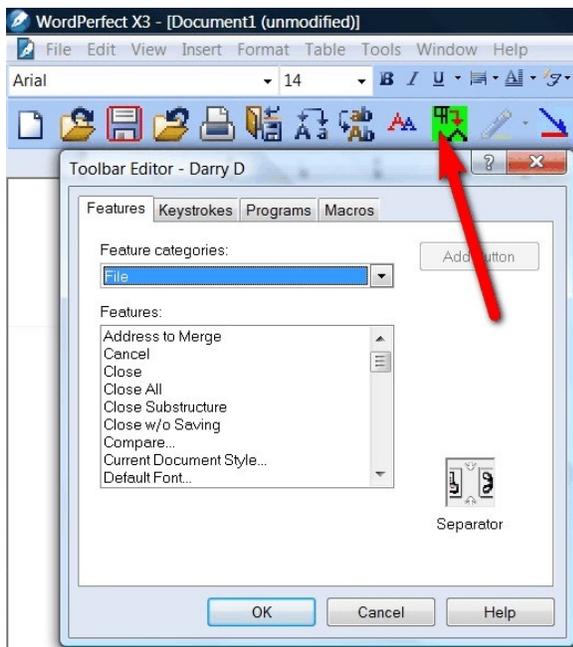❷ Left-click on "Edit..." option.

Figure 1

Figure 2

2. When the Toolbar Editor appears, double, left-click on the macro button (**Figure 2**).

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3. In the Customize Button window (**Figure 3**):
➤ To change the title of the macro, type the new name on the "Button text" line.
➤ To change the Quick Tip, type next to it.
➤ To edit the image, Left-click on the "Edit" button.
➤ If the button does not open the right macro, Left-click on the "Properties" button and use the Browse button to find the right location for the macro.
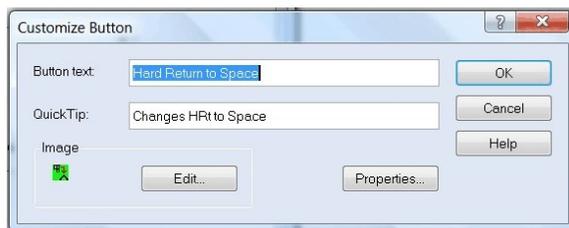
Figure 3

4. The "Image Editor" (**Figure 4**) permits changing the appearance:
❶ Left-click on "Clear" to be a clean work area.
❷ Left-click on "OK" button when you're happy with your changes.
➤ The "Left mouse click" select the color for that button when you're painting a new design
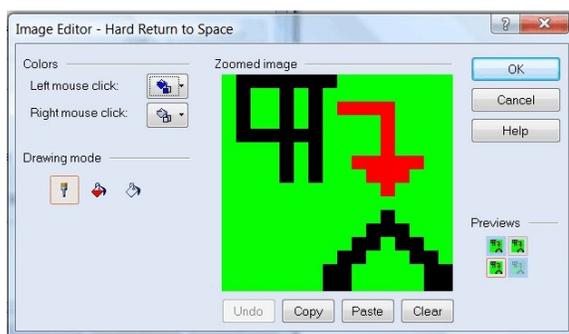➤ The "Right mouse click" does the same for the right button.

Figure 4 — Symbol for convert hard returns to spaces

➤ The "Drawing modes" include, in order, brush paint bucket and second paint bucket. These buttons only fill or remove *contiguous* (side-by-side) pixels.

☆ Brush: Fills one pixel with the color selected for the left or right mouse button.

☆ Paint Buckets: Fills all contiguous pixels with the color selected for the left or right button.