Creating a Letterhead Using Macros in Microsoft Word 2013

Software Guides

This guide covers how to create a letterhead macro in Microsoft Word 2013.

ABOUT MACROS

Macros automate common tasks. A macro can be created for virtually any task that you perform in Word. The amount of steps is irrelevant. You can even create a macro that automatically places certain text in a document with as many attributes as you'd like!

Macros are created with a recording device similar to a common tape recorder. Once you start recording your macro, a toolbar pops up with standard stop and pause buttons. The following is an example of how to create a macro for your customized letterhead paper.
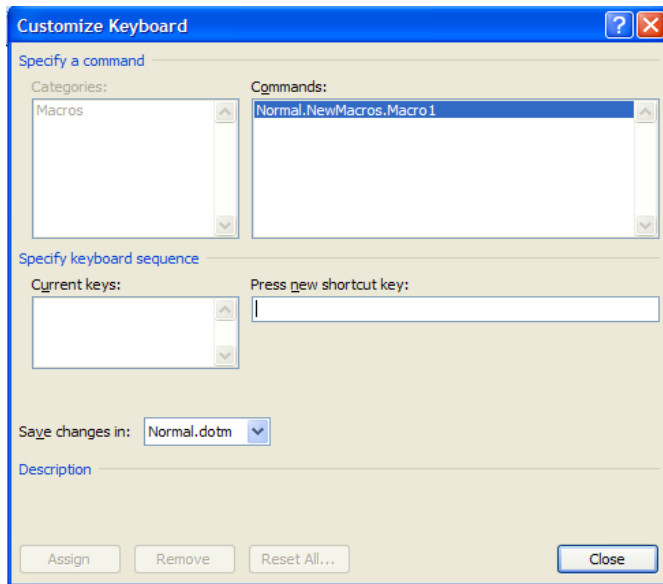
CREATING THE LETTERHEAD MACRO

1. Open a blank document. You want to assign your macro to all documents.
2. From the **View Tab**, choose **Macros** and **Record Macro**. The Record Macro dialog box is displayed as shown below.
3. Type a name for your macro, such as **Letterhead. (**_Spaces are not allowed use an underscore to indicate spacing)._
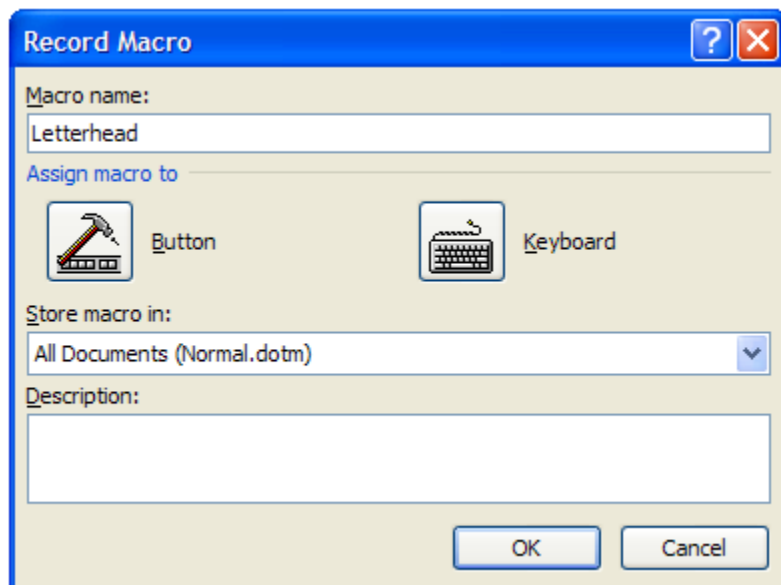
4. Under **Store macro in:** make sure that **All Documents (Normal.dot) or Global Template** is selected.
5. Add a **Description** if you would like, this is helpful if you are creating a lot of macros and need to keep everything organized.

6. To assign the macro to a keyboard shortcut click on **Keyboard.** This provides quick access to your macro.

a. The **Customize Keyboard** dialog box appears as shown above.
b. Assign a key combination. For this macro, since we're creating a letterhead, we'll use Alt-L. On your keyboard, press the **ALT** key and the letter **L** at the same time. The combination is automatically placed in the **Press new shortcut key** field.
c. Click **Assign**
7. Click **Close**.

RECORDING THE MACRO

After you choose **Close**, the recording of the macro immediately begins. To **Stop Recording**, you will need to click on macro again and click **Stop Recording**.
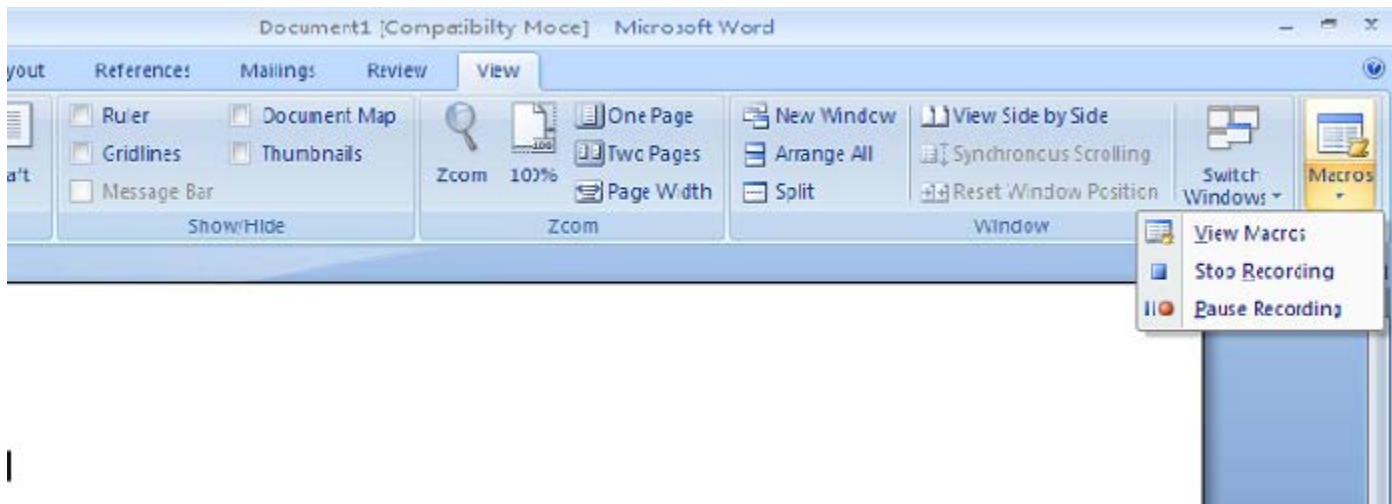
When you record your macro make sure that the following is included in your letterhead.

1. Type the Letterhead information
    a. **Ex:**
        OFFICE OF THE PRESIDENT
        1101 Camden Avenue
        Salisbury, MD 21801-6860
        410-543-6011
        1-888-543-0148
        TTY 410-543-6083
        FAX 410-548-2587
        www.salisbury.edu
2. Once you have completed the letterhead information, place your cursor at the end of the text and click the **Page Layout** tab.
3. Click **Breaks**.
4. From the drop-down menu, select **Continuous**.
5. Hold down the **Shift** key and press the **Up Arrow ↑** on the keyboard multiple times until all of your text is highlighted.
6. Click on **Home** tab.
7. In the **Font** group, click on the **Font Name** drop-down box.
8. Select **Arial.**
9. Click on the **Font Size** drop-down box.
10. Enter **7** and then press the **Enter** key on your keyboard.
11. Make sure the text is still selected (highlighted)
12. Click on the **Page Layout** tab
13. In the **Paragraph** group click on the bottom right corner. You should have a window pop up with the following areas in the **Indents and Spacing** tab.
    a. Under **General**, for **Alignment:** select **Right** from the drop-down menu.
    b. Under **Indentation**, make sure both **Left:** and **Right:** are set to **0.**
    c. Under **Spacing**, for both **Before:** and **After:** enter **8pt**.
14. Click **OK**.
15. In the **Page Setup** group in the **Page Layout** tab, click **Margins**.
16. Select **Custom Margins**.
17. In the **Margins** tab, make sure the **Apply to:** option in the lower left hand corner is set to **Selected Section**.
18. Under **Margins** make sure that both **Top:** and **Right:** are set to **.375**. You may leave the **Bottom:** and **Left:** margins at the default.
19. Click **OK.**
20. Press the **Down Arrow ↓** on the keyboard once to set the cursor at the start of the document, below the letterhead.

Once you have completed these steps, click the **View** tab. Click the **Macro** button and select **Stop Recording** as pictured below.

Click **File>Close** to close the document you just created. If asked to save the document you may do so.

TESTING THE MACRO

1. Click **File.**
2. Click **New.**
3. Select **Blank Document**.
4. If you set a keyboard shortcut above, then click it now. For this example, press the **ALT** key and the letter **L** at the same time. Your letterhead should appear at the top right hand corner of the document.
   a. If you did not choose to set a keyboard shortcut for your macro, click the **View** tab.
   b. Click **Macro** in the **Macro** group.
   c. In the **Macro** window, select your macro and click **Run**.
5. Once your letterhead appears, you may need to change your document font back to the default font, size and/or justification under the **Font** and **Paragraph** groups found in the **Home** tab.