This guide covers how to create a letterhead macro in Microsoft Word 2011 for Mac.

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 Tools menu, choose Macro and Record New 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) 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.

![Customize Keyboard dialog box](image)

- The **Customize Keyboard** dialog box appears as shown above.
- Assign a key combination. For this macro, since we’re creating a letterhead, we’ll use Control-L. On your keyboard, press the **Control** key and the letter **L** at the same time. The combination is automatically placed in the **Current Keys** field.
- Click **Assign**

7. Click **OK**.

## RECORDING THE MACRO

After you choose **Close**, the recording of the macro immediately begins. To **Stop Recording**, you will need to click on **Tools** and then **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
   - **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](http://www.salisbury.edu)

2. Once you have completed the letterhead information, place your cursor at the end of the text and click the **Layout** tab.
3. Click **Break**.
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 Format
13. Click Paragraph. You should have a window pop up with the following areas in the Indents and Spacing tab.
   a. Under 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 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 Sections.
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 Tools. Click Macro and select Stop Recording.

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 Blank Document.
3. If you set a keyboard shortcut above, then click it now. For this example, press the Control 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 Tools.
   b. Click Macro, and then Macros…
   c. In the Macro window, select your macro and click Run.
4. 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.