

MS Word for Windows® Macros Version 1.2

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WARNING: These macros are provided free of charge. Use at your own risk!

Descriptions

DuplexPrinting : A macro to simplify printing on both sides of the paper.

PrintPage : This macro will print one copy of the current page of your document as indicated by the position of your cursor.

Instructions

To install the macros:

1. Go to **Tools/Macro/Organizer**.
2. Close the file on the left-hand window and open **Macros10.dot**.
3. Copy the macros to **Normal.dot**, which is on the right-hand window.
4. Close the dialog. The macro is copied into your **Normal.dot** template.
5. Make your you select “**Yes**” when exiting Winword to keep the macros there!

To put the macros into your toolbar:

1. Go to **Tools/Customize**.
2. Select the “**Toolbars**” tab.
3. Select “**Macros**” under the “**Categories**” window (you need to scroll down).
4. Drag the Macro and position it into your toolbar.
5. Assign or Edit a design for the button.
6. Close dialog.
7. Make your you select “**Yes**” when exiting Winword to keep the buttons there!