



How do I add a macro item to a WordPerfect toolbar?

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms

If you frequently use a macro, it can be very handy to add it to a WordPerfect toolbar.

Resolution

To add a macro icon to the toolbar:

1. Right-click on the WordPerfect toolbar and choose Edit...
2. Click on the Macros tab at the top right
3. Click "Add Macro"
4. Highlight the macro you wish to add to the toolbar and click "Select"
5. Regarding the "Save macro with full path?" prompt:
 1. If the macro you selected is in the default folder (you didn't need to browse to a different folder):
When prompted to save macro with full path, select "No"
 2. If you had to browse to a different folder to find the macro: When prompted to save macro with full path, select "Yes"
6. You can change the icon on the macro icon as follows in WordPerfect X7 and higher:
 1. Right-click on the icon
 2. Choose "Customize"
 3. Click Import
 4. Either select one of the letter or shape icons provided OR browse to an image of your choice.
Icons are displayed as 16x16 icons, but any PNG format image can be used.
7. You can change the icon on the macro icon as follows in WordPerfect X6 and earlier:
 1. Right-click on the icon
 2. Choose "Customize"
 3. Click "Edit"
 4. Use the 16-color icon editor to edit the icon.

A note on Toolbars v the Property Bar

The Property Bar is a special context-sensitive bar in WordPerfect. It shows the content that is relevant to what you are working on now. If you add a macro icon to the Property Bar, it will not show all the time. Instead, it only shows when you're in the same context as when you added the macro icon.

We recommend adding it to a toolbar rather than to the Property bar. When you right-click on the property bar, you will see an option to Hide Property Bar. If you see this, don't add the macro icon to that bar.

