



WPO: Adding Macros to the toolbar in WordPerfect X7 and later.

- WordPerfect Office Suite
- WordPerfect Home & Student

Note: This article applies to WordPerfect 7 and later versions.

WordPerfect has powerful macros which you may wish to add to your toolbars. Here is how to add them to your toolbars:

1. Right-click on the toolbar and choose Edit...
 2. Click the Macros tab
 3. Click Add Macro
 4. Double-click on the macro you wish to add.
 5. You'll see a prompt "Save Macro with full path?". If you did not browse to a different folder to find the macro, answer "No". If you did browse to a different folder, answer "Yes".
 6. to change the appearance of the toolbar icon:
 1. Right-click on the macro icon on the toolbar and choose Customize...
 2. Click Import to import a new image for the icon
 3. Edit the button text and quicktip (the text you see when you hover over the button)
 4. I recommend not changing the properties.
 5. Click OK.
 7. Repeat steps 3-6 as needed to add more macros to the toolbar
 8. Click OK when done adding macros to the toolbar.
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