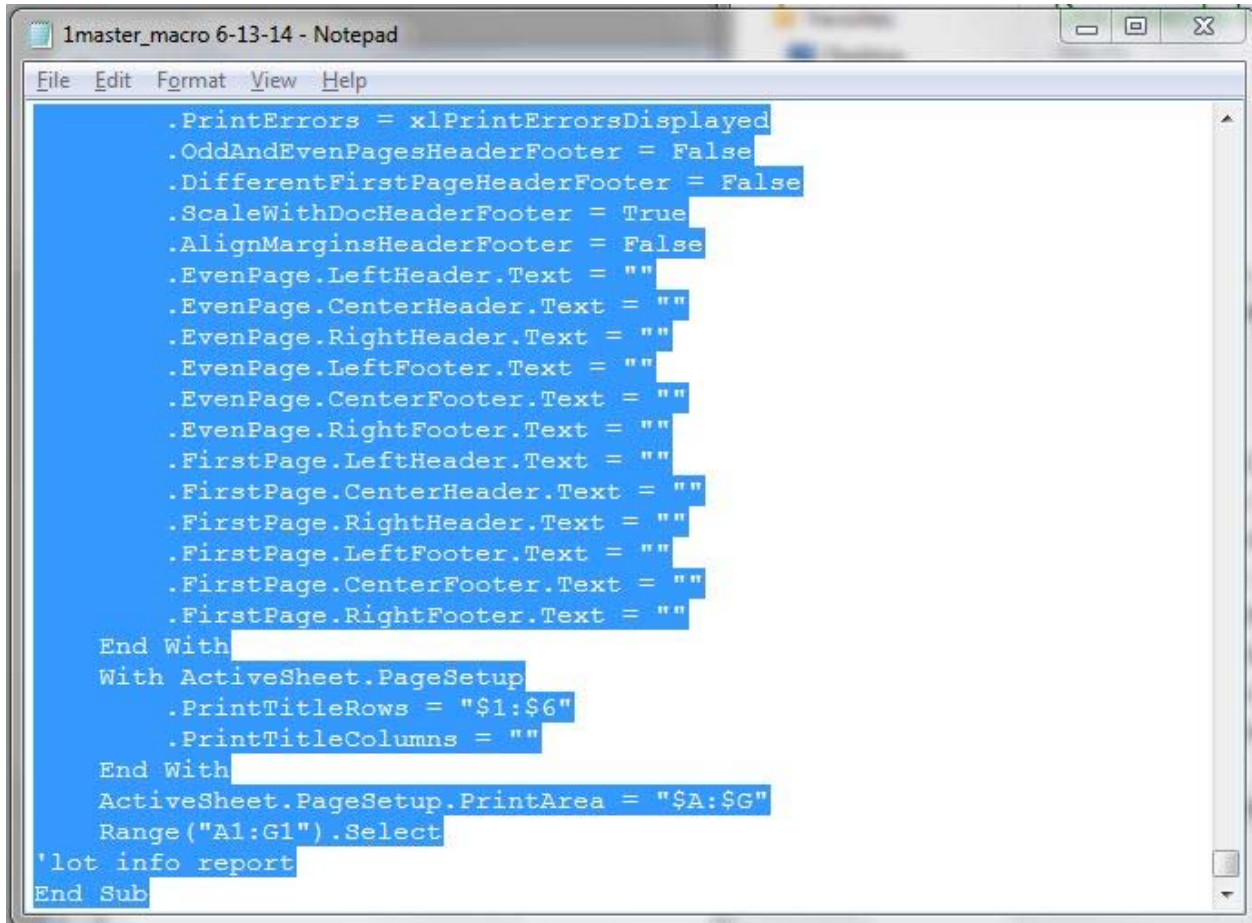


Instructions for adding macros to Microsoft Excel.

The purpose of these macros is to bring ease and uniformity to formatting reports generated in SHARES.

1. Open the text file containing the macro code; it will likely open in Notepad. Select Ctrl+A on your keyboard to select all text and Ctrl+C to copy to clipboard. Close or minimize Notepad.

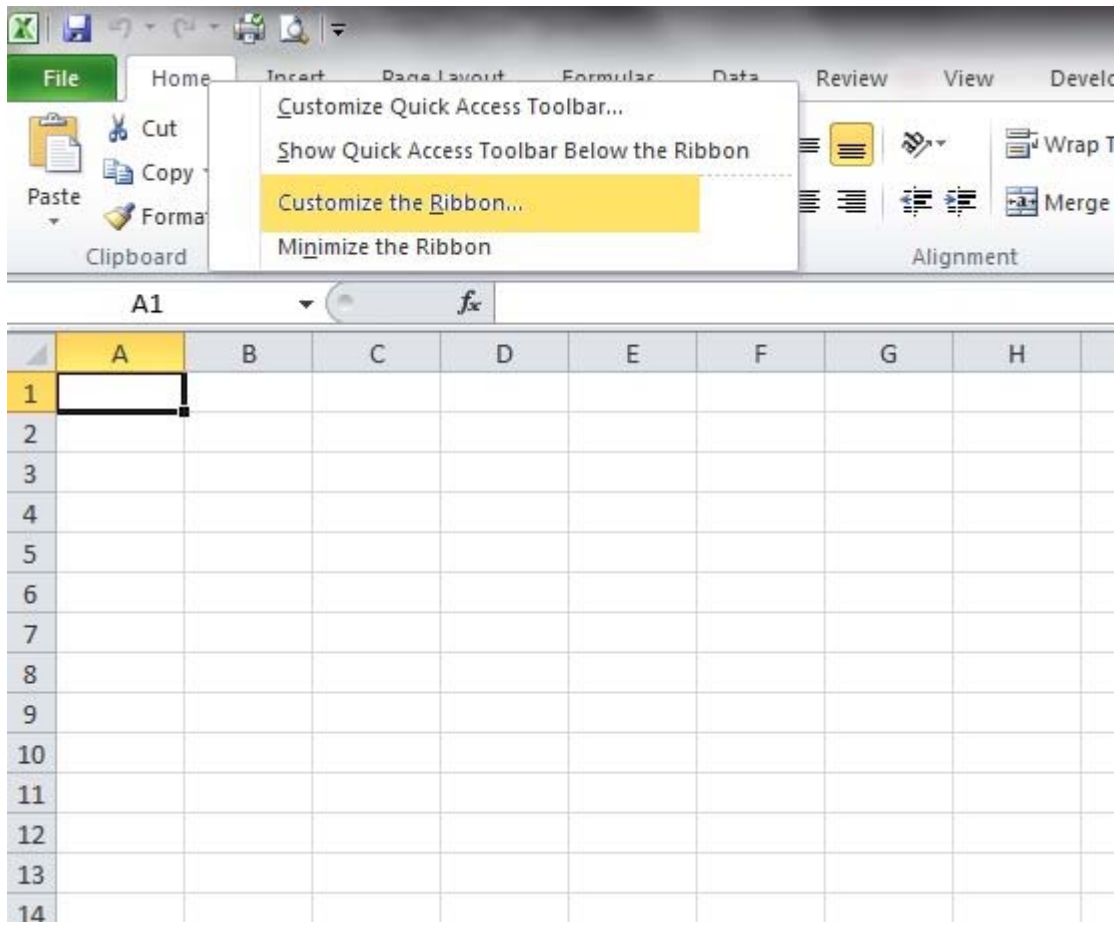


```
1master_macro 6-13-14 - Notepad
File Edit Format View Help
.PrintErrors = xlPrintErrorsDisplayed
.OddAndEvenPagesHeaderFooter = False
.DifferentFirstPageHeaderFooter = False
.ScaleWithDocHeaderFooter = True
.AlignMarginsHeaderFooter = False
.EvenPage.LeftHeader.Text = ""
.EvenPage.CenterHeader.Text = ""
.EvenPage.RightHeader.Text = ""
.EvenPage.LeftFooter.Text = ""
.EvenPage.CenterFooter.Text = ""
.EvenPage.RightFooter.Text = ""
.FirstPage.LeftHeader.Text = ""
.FirstPage.CenterHeader.Text = ""
.FirstPage.RightHeader.Text = ""
.FirstPage.LeftFooter.Text = ""
.FirstPage.CenterFooter.Text = ""
.FirstPage.RightFooter.Text = ""
End With
With ActiveSheet.PageSetup
.PrintTitleRows = "$1:$6"
.PrintTitleColumns = ""
End With
ActiveSheet.PageSetup.PrintArea = "$A:$G"
Range("A1:G1").Select
'lot info report
End Sub
```

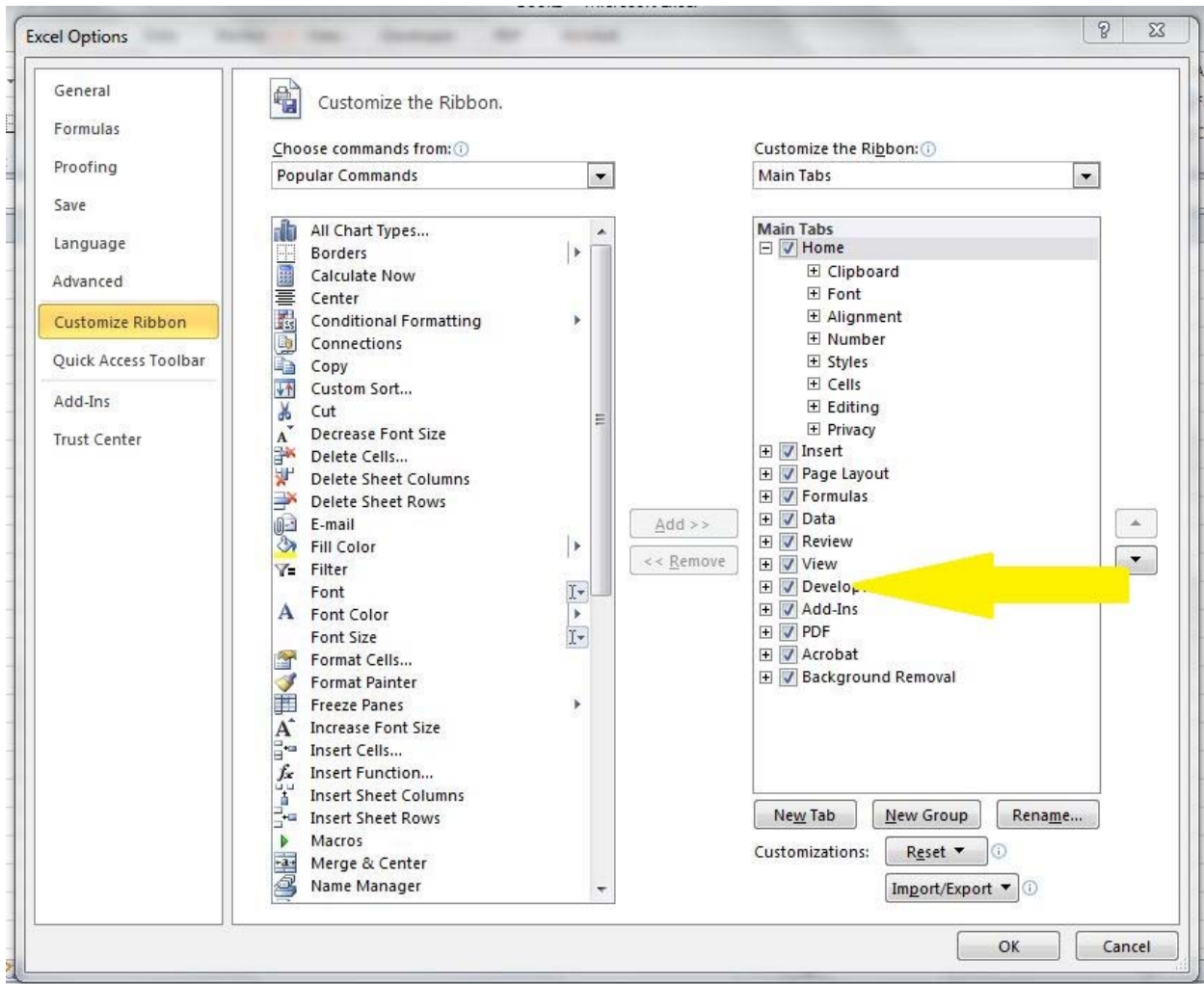
Open Microsoft Excel.

Instructions 2 and 3 are for users of Microsoft Office 2010. If you are using Microsoft Office 2007, the next two instructions **do not apply**; please skip down to [Instruction 2a](#).

2. Right-click on any of the menu tabs and select "Customize the Ribbon."

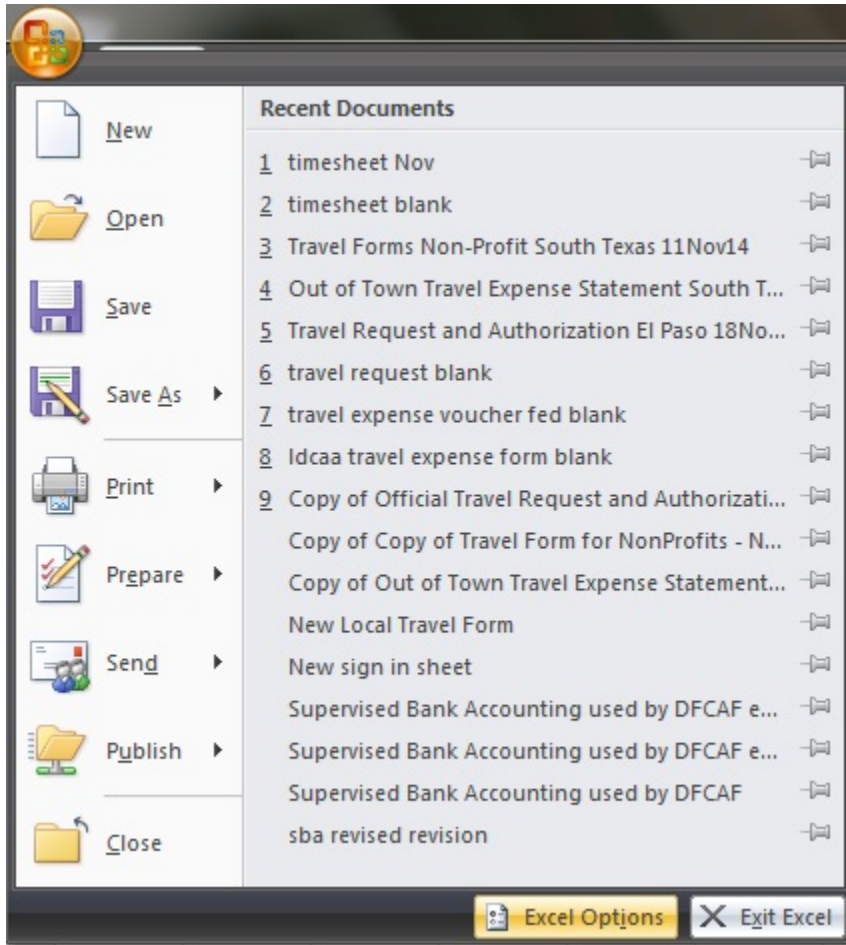


3. Check the box beside “Developer” and click “OK.”

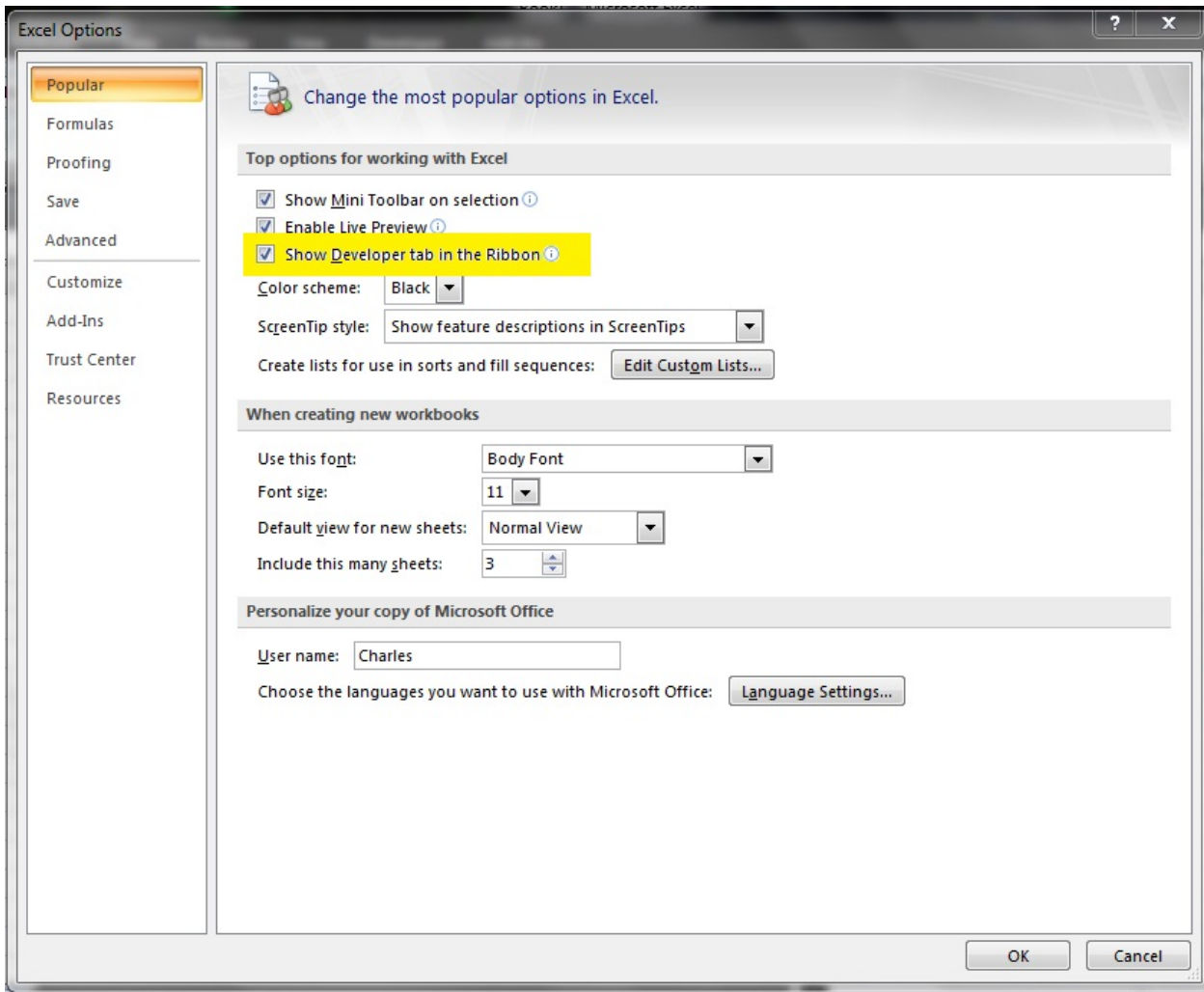


The following 2 instructions (2a and 3a) apply to Microsoft Office 2007. If you are using 2010, please skip down to [Instruction 4](#).

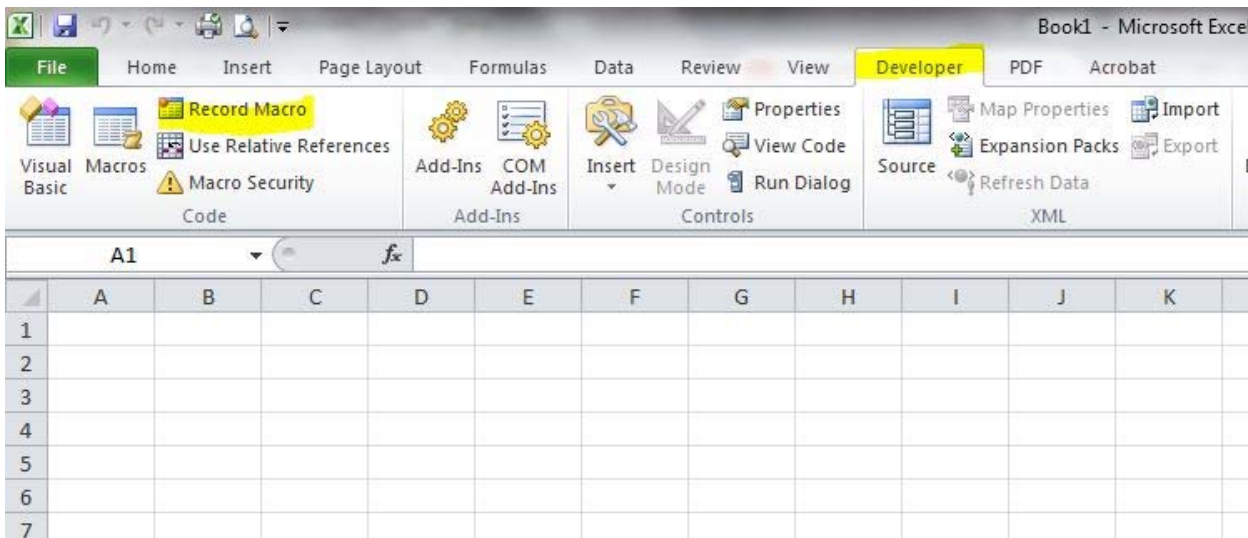
2a. If you are using Office 2007, select the icon at the top-left of your screen and click “Excel Options” at the bottom of the menu.



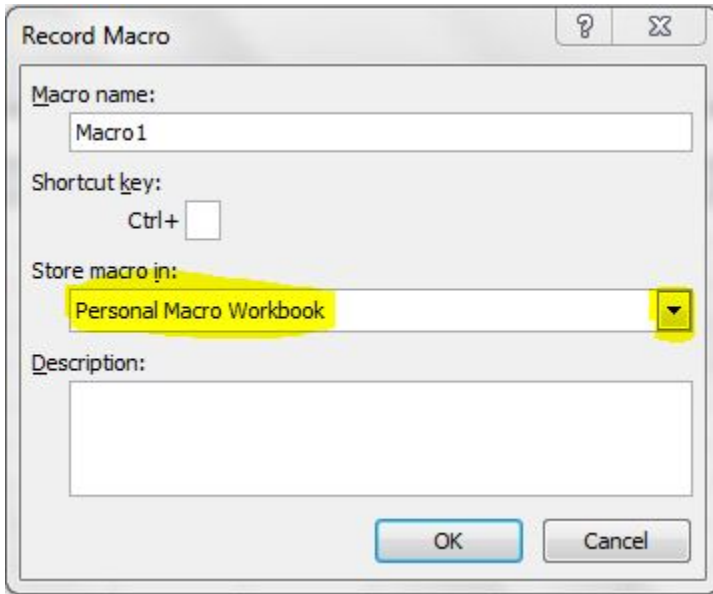
3a. (Office 2007) Check the box beside “Show Developer tab in the Ribbon.”



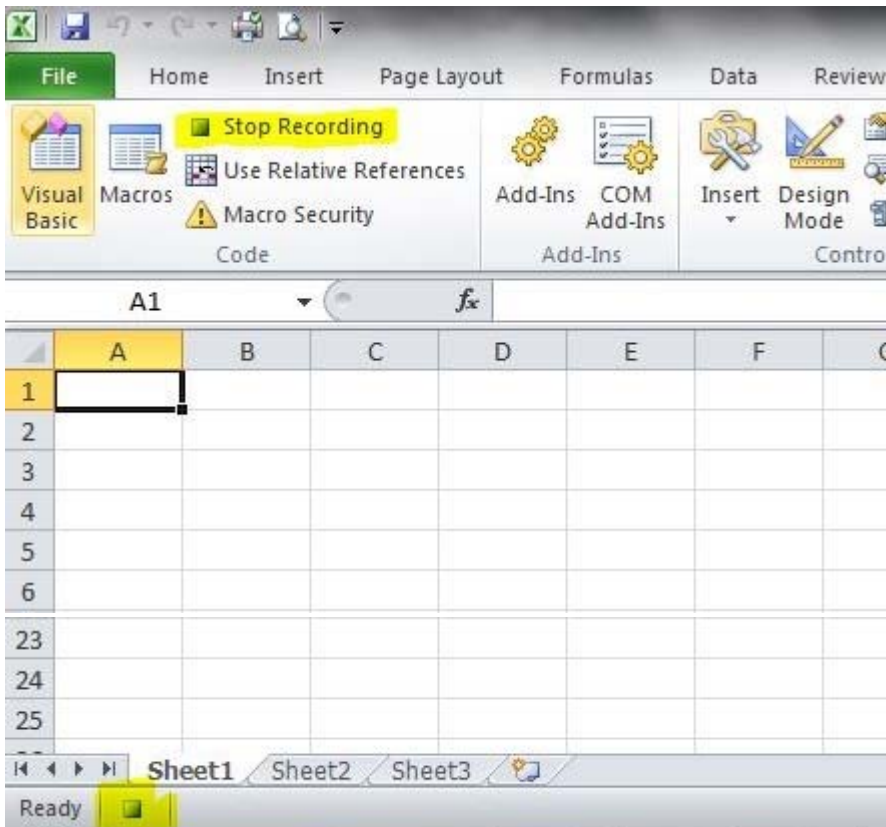
4. Select the “Developer” tab and click “Record Macro.”



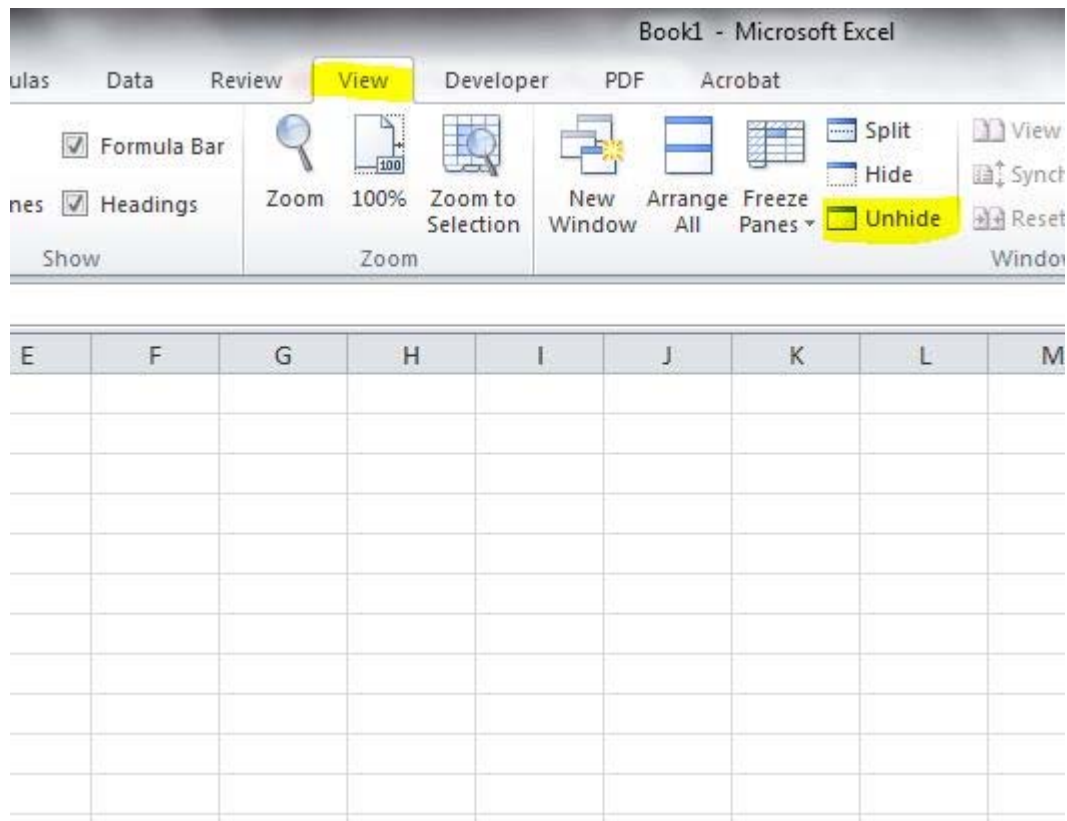
- From the "Record Macro" pop-up menu, select "Personal Macro Workbook" from the pull-down menu, and click "OK."



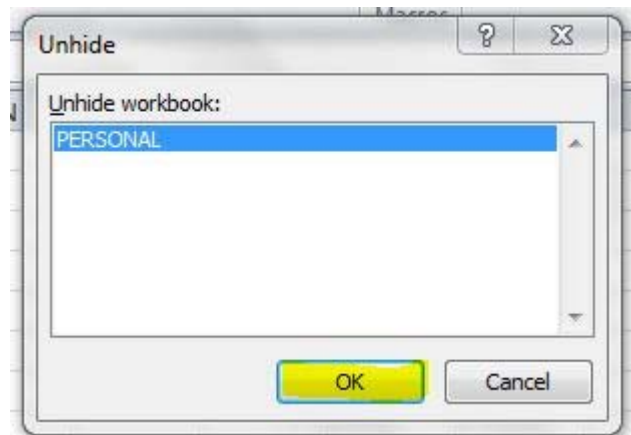
- Click "Stop Recording." (You can also click the little square (shown highlighted) at the bottom left of the Excel screen.)



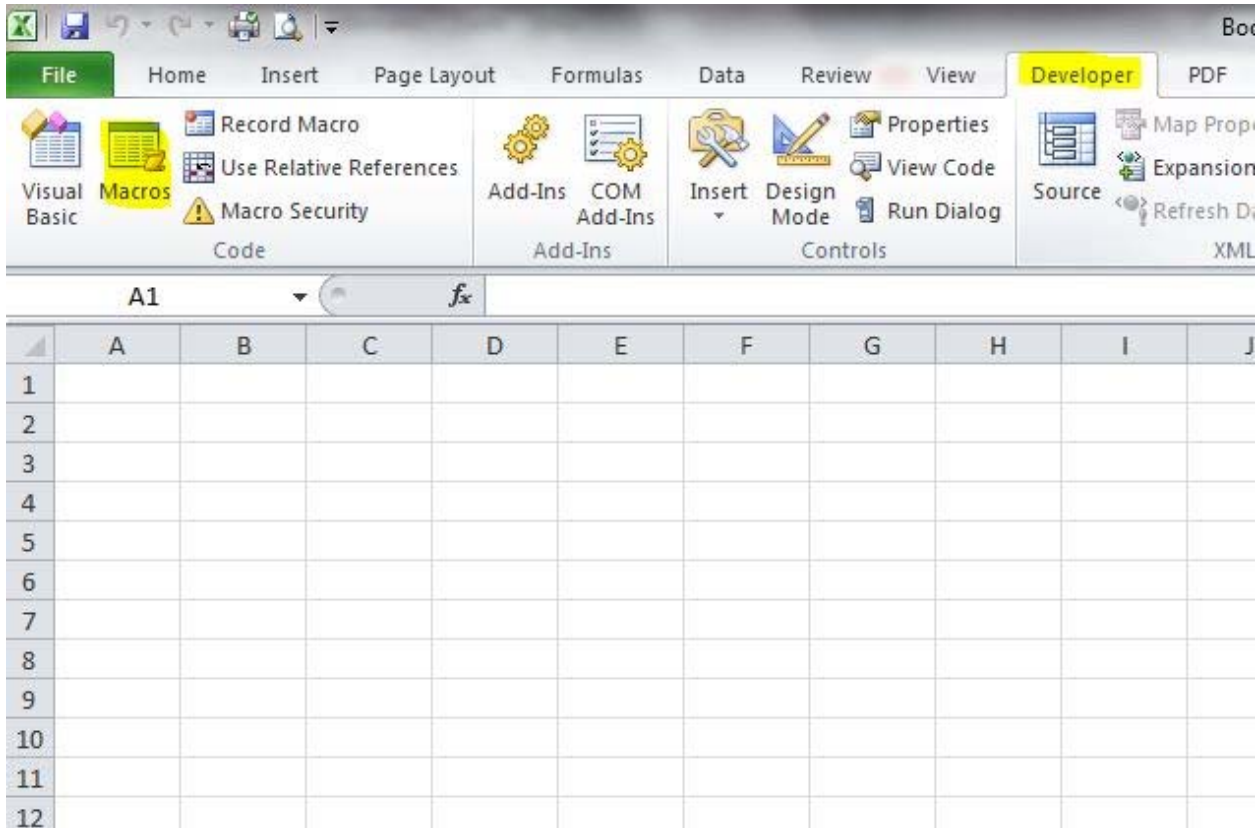
7. Select the “View” tab and click “Unhide.”



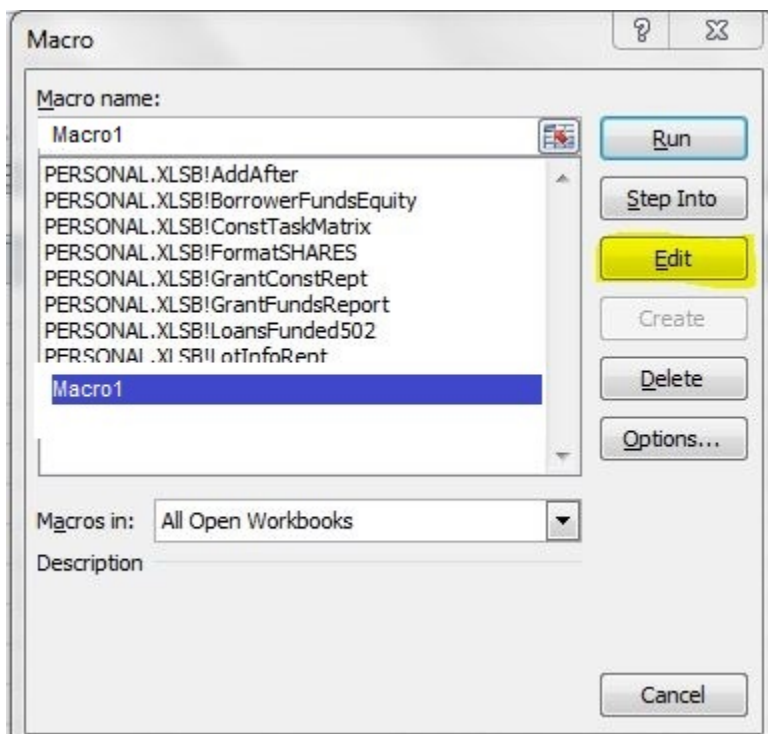
8. From the “Unhide” pop-up menu, select “PERSONAL,” and click “OK.”



9. Select the “Developer” tab and click “Macros.” (You can also directly access the “Macros” pop-up menu from anywhere in Word by hitting Alt+F8 on your keyboard.)

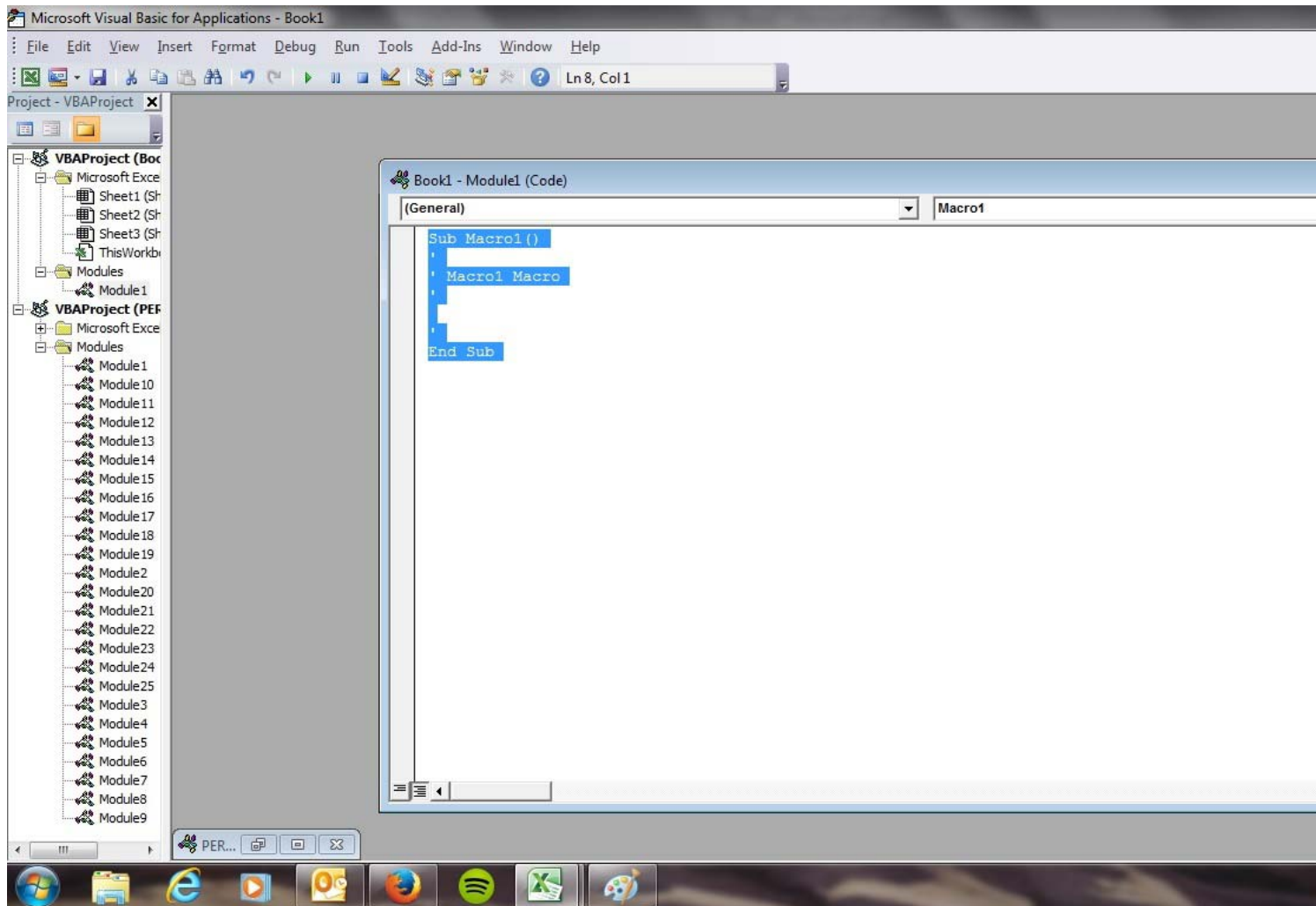


10. Select your recently-created macro (most likely called Macro1) and click “Edit.”

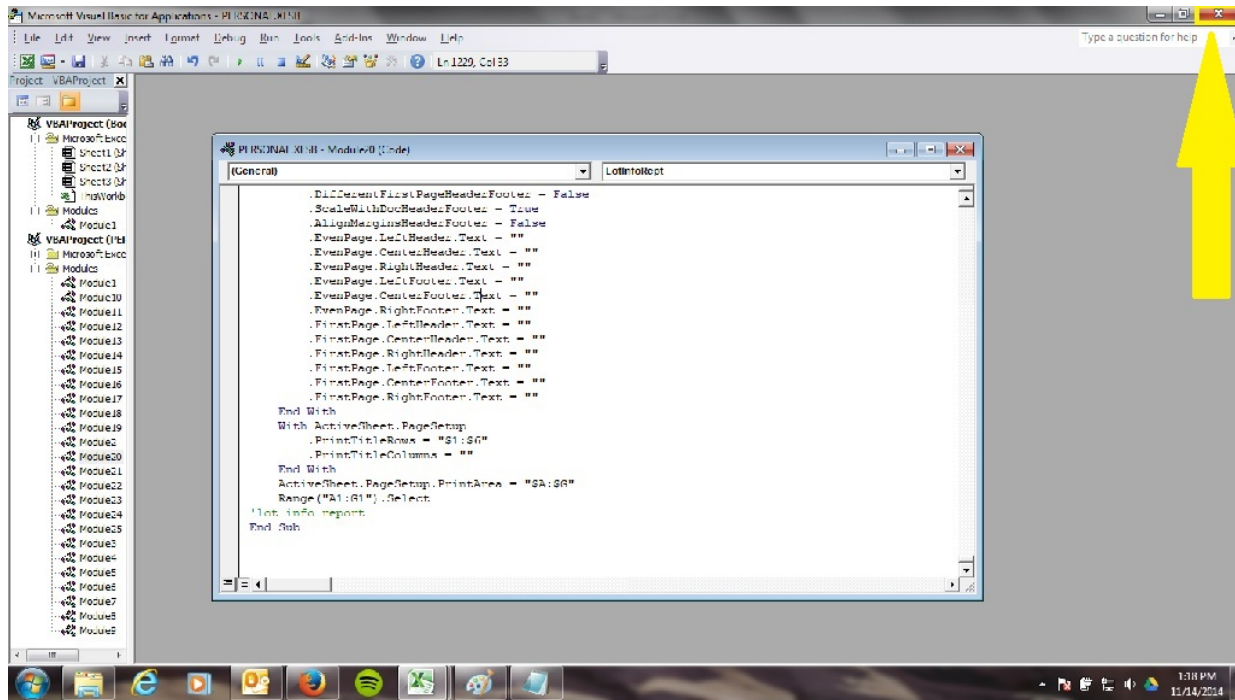


11. Microsoft Visual Basic Editor will open. Click inside the text box and hit Ctrl+A on your keyboard to select all text and Ctrl+V to paste, (replacing your existing few words of command code with the text you copied to clipboard back in Instruction 1.)

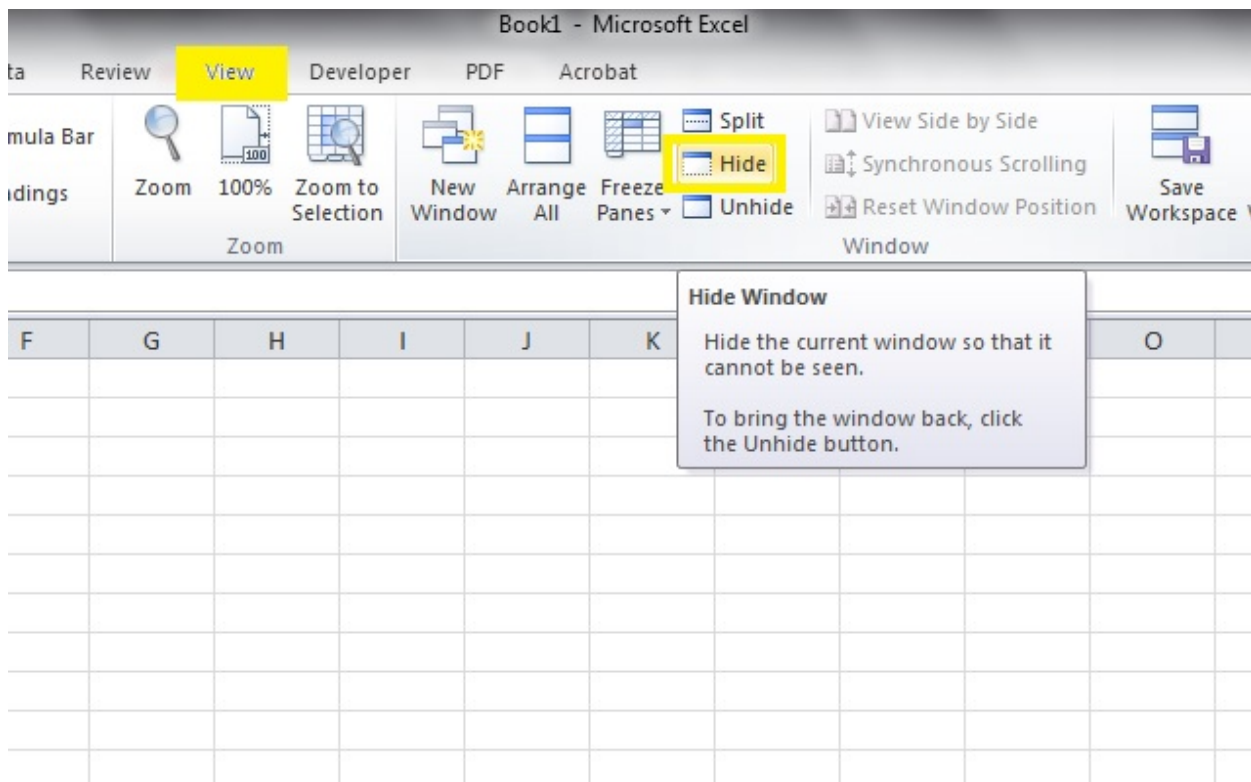
Note: If you have copied anything to the clipboard since copying the macro command text in Instruction 1, you will need to copy that text again before proceeding.



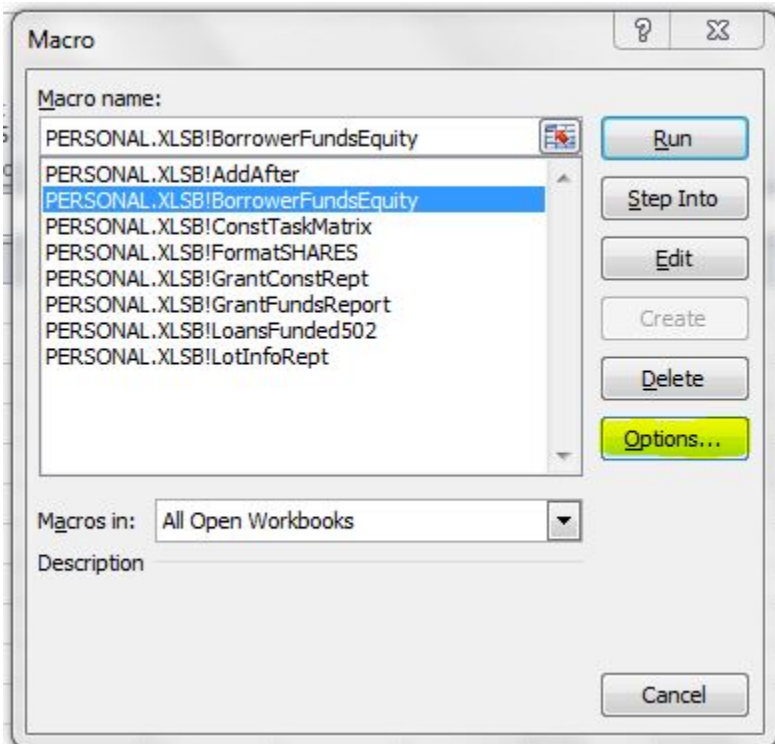
12. You should see all-new text (lots of code!) appear inside the box. Simply click the red “X” to close the Microsoft Visual Basic Editor.



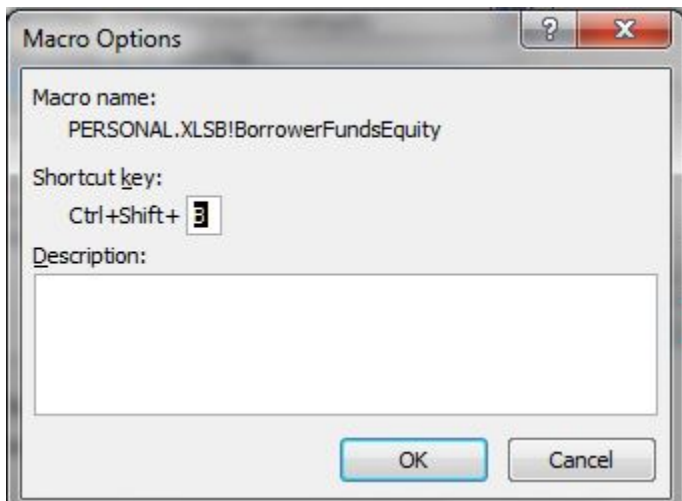
13. After the MVB Editor closes, select the “View” tab and click “Hide.”



14. You'll have to enter the keyboard shortcuts manually. Open the "Macros" menu (Developer tab/Macros or Alt+F8 on your keyboard.) Select the macro you want and click "Options."



15. Enter the letter in the box to complete the keyboard shortcut and click "OK." I have included a list of keyboard shortcuts that I use. (I highly recommend using CAPITAL letters so that you have to use Ctrl+SHIFT+ the letter key; otherwise, you're going to replace an existing Excel command—e.g., Ctrl+B is the existing shortcut for **bold** type. I also recommend turning on the Caps Lock key until you're finished with this part.)



16. Repeat steps 14 and 15 (lather, rinse, repeat) until finished with the list; then just “X” out of the Macro menu.

Very important: When you close Excel, it will ask you if you want to save your changes to Personal Macro Workbook. Select “Yes” or “OK.” If you select “No,” look on the bright side: you can go through all these steps a whole lot more quickly the second time around. ;-)

Good luck!!!