

Easy way to enter a copied macro into your Word documents.

You must have Developer tab accessible in the ribbon.

Copy the macro coding provided at that Graham Mayor's web site which is the following

```
Sub InsertFutureDate()  
' Written by Graham Mayor and posted on the word.docmanagement newsgroup  
in  
' March 2000  
' Inserts a future date in a document - note that this is not a field  
' Some style revisions and error handler by Charles Kenyon  
Dim Message As String  
Dim Mask As String  
Dim Title As String  
Dim Default As String  
Dim Date1 As String  
Dim MyValue As Variant  
Dim MyText As String  
Dim Var1 As String  
Dim Var2 As String  
Dim Var3 As String  
Dim Var4 As String  
Dim Var5 As String  
Dim Var6 As String  
Dim Var7 As String  
Dim Var8 As String  
'Date mask belowincludes non-breaking spaces (Chr(160))  
Mask = "d" & Chr(160) & "MMMM" & Chr(160) & "yyyy" ' Set Date format  
Default = "14" ' Set default.  
Title = "Plus or minus date starting with " & Format(Date, Mask)  
Date1 = Format(Date, Mask)  
Var1 = "Enter number of days by which to vary above date. " _  
& "The number entered will be added to "  
Var2 = Format(Date + Default, Mask) ' Today plus default (14)  
Var3 = Format(Date - Default, Mask) ' Today minus default (14)  
Var4 = ". The default ("  
Var5 = ") will produce the date "  
Var6 = ". Minus (-"  
Var7 = ". Entering '0' (zero) will insert "  
Var8 = " (today). Click cancel to quit."  
MyText = Var1 & Date1 & Var4 & Default & Var5 & Var2 & Var6 _  
& Default & Var5 & Var3 & Var7 & Date1 & Var8  
' Display InputBox and get number of days  
GetInput:  
MyValue = InputBox(MyText, Title, Default)  
If MyValue = "" Then  
End 'quit subroutine  
End If  
On Error GoTo Oops 'just in case  
Selection.InsertBefore Format((Date + MyValue), Mask)  
Selection.Collapse (wdCollapseEnd)
```

```

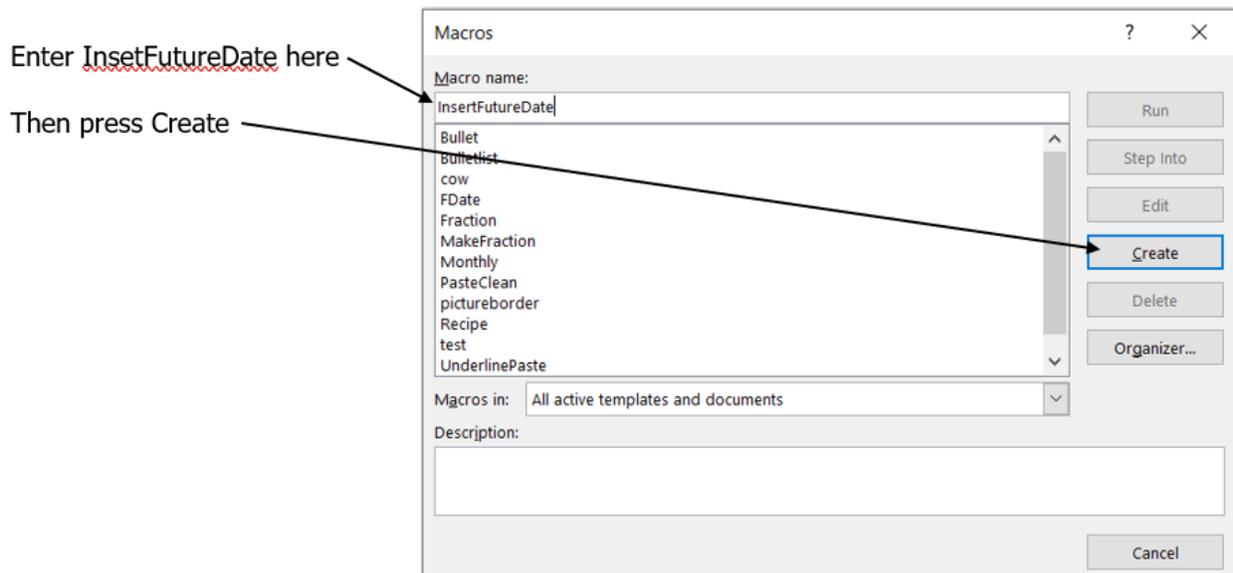
End 'End subroutine
Oops: ' error handler in case user types something other than a number
MsgBox Prompt:="Sorry, only a number will work, please try again.", _
Buttons:=vbExclamation, _
Title:="A number is needed here."
GoTo GetInput
End Sub

```

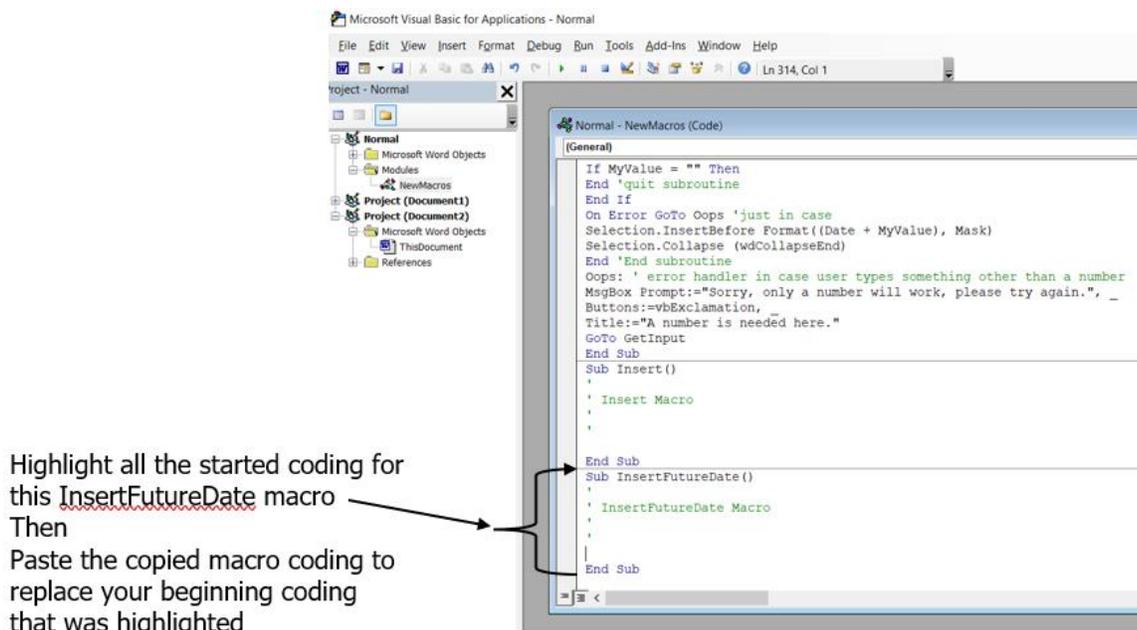
Open a new Word document

Select the Developer tab

Click the Macros icon which will open the Macros window (as shown below with a macro in the Macro name box that is highlighted). Enter **InsertFutureDate** to replace the name that was there. Notice that we give the macro the exact same name as shown in the macro coding (after the first Sub). Press the Create button which will open the Visual Basic editor (2nd image below)

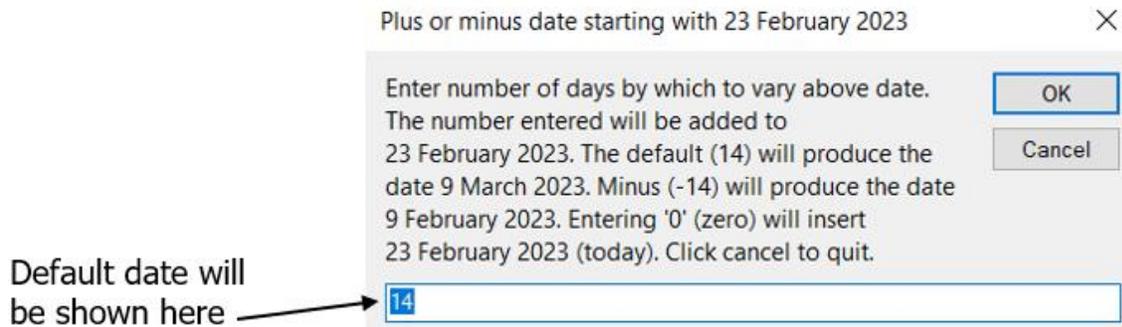


Visual Basic editor



At the bottom of the Normal - NewMacro (code) window will be the beginning coding started for this InsertFutureDate macro. Highlight all these lines of coding from Sub InsertFutureDate() thru and including the End Sub. While all this is highlighted, paste the macro coding that you copied above (from Graham Mayor). His macro coding now replaces your macro coding. If you want the default to be 10 days then look at the coding for the line that says `Default = "14" ' Set default.` and change the 14 to 10. Once finished press `Ctrl + S` to save the macro and press the upper right X to close the Visual Basic Editor.

Return to the document and press the macros icon to open the Macros window. Select your InsertFutureDate macro from the list and press the Run button. A box will open (shown below)



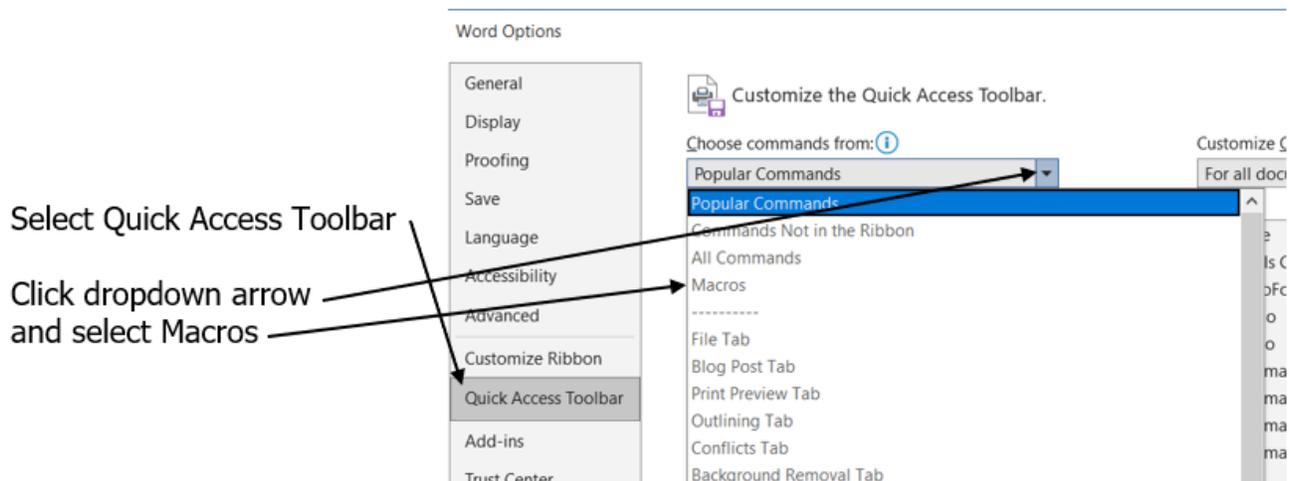
If you had changed the 14 to 10 it would show 10 here and all you have to do is press the Enter key when this box opens or you can enter any number of future or past dates from the current date.

Since you will use this macro often, let's make it easy to use this macro.

Method 1:

Assign an icon to this macro so one click of the icon runs the macro at the place the cursor is in the document.

- In a Word document select `File > Options` to open Word Options
- In Options select *Quick Access Toolbar* in left pane (as shown below)
- In the right pane in the box under *Choose commands from:* click the drop down arrow and select *Macros* from the list.

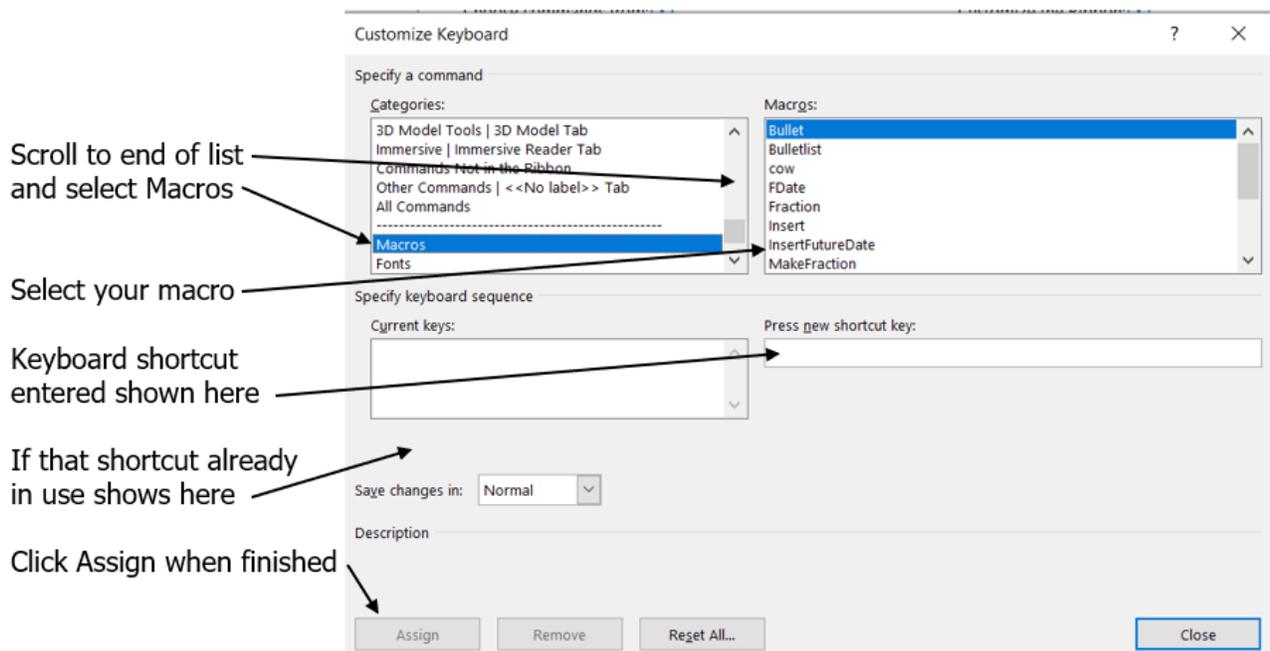


- This will display all your macros. Word will add *Normal.NewMacros.* to the name of your macros so this new macro will be listed as **Normal.NewMacros.InsertFutureDate.**
- Highlight this Normal.NewMacros.InsertFutureDate in the left box and click the Add button to add it to the right box which are the icons on the Quick Access Toolbar that is above the ribbon at the top of the document.
- The icon for your new macro will be the default macro icon. You can change that icon which better represents what the macro does. Click the macro listed in the right pane to select it and then click the modify button below. This opens many different icons to select from so you can choose one that represents what the macro does.
- Click OK to save all your changes.
- The icon for this macro will appear in the Quick Access Toolbar at the top of the document and one click of the icon runs the macro.

Method 2:

Assign a keyboard shortcut that will run the macro where the cursor is in the document.

- In a Word document select File > Options to open Word Options
- In Options select *Customize Ribbon* to display that settings page.
- At the bottom of the Customize Ribbon page next to *Keyboard shortcuts*: click the **Customize...** button to open the *Customize Keyboard* window (shown below).



- In the Customize keyboard window under Categories: scroll down to the end of the list and select Macros.
- Select the macro from the list of macros that appear in the box on the right.
- Enter the keys for the keyboard shortcut you want into the keyboard and the keys you selected will appear in the Press new shortcut key: box. If that shortcut is already in use it will show where indicated in the image above. Don't use one already in use. Shortcut keys must start with Ctrl or Alt. For this date macro I found that Alt + D wasn't assigned and was a good keyboard shortcut to run this macro. Be sure to press the Assign button to make your assignment and OK to close the Options window.