



Adding a Macro to the Microsoft Office 2010 Word ribbon.

A short manual of adding a macro to the Microsoft Office Word Ribbon

The ribbon is a new feature of the Microsoft Office suite. In only nine pages, this short manual full of screenshots shows you how easy it is to add macro's to a custom ribbon tab.

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1 About the Author

My name is Johan van Soest and I wrote this manual because many people state that the Ribbon interface of Office 2010 is hard to customize. This short manual is filled with images that show you step by step how easy one can add items, such as a macro, to the ribbon.

I'm working at the ICT - Department of a global operating leading company that designs, produces, sells and distributes household goods. After having successfully managed larger network and mainframe migration projects, I am currently employed as Business Continuity Manager (BCM) and ICT - Specialist within the same company.

Whenever I stumble on an issue that is not explained clearly on the Internet, I update and add short articles, documents and tips about software, Active Directory, Windows servers and more in the ICT-hotlist section of my website at <http://www.vansoest.it/>. Besides this knowledge base, the website contains a response form for suggestions and questions. You can provide feedback about this manual in the online response form. You can write your response in Dutch, English or German.

2 Before you start

As this manual is written for Microsoft Word 2010, you should at least have the following configuration:

- Windows XP, Vista or Windows 7
- Microsoft Office 2010 or the standalone Word 2010 application. Either 32 bit or 64 bit versions will do.
- And a computer running the software ☺

You cannot use the free Word viewers; however trial versions of Microsoft Office can be downloaded at the Microsoft website <http://office.microsoft.com/>.

3 Getting a Macro

The first step is to build or get a macro that can be run on Microsoft Office Word 2010. For this manual we will get a working macro on the internet. Just click on the hyperlink <http://vansoest.it/v1/uk/default.asp?file=Hotlist.whc&Topic=014003> This opens a topic called "Switch Documents" that contains a macro that can be freely used when the copyright notice is retained.

Just select the macro text in the gray area and copy it.

4 Adding the Macro to Microsoft Word 2010

Start Microsoft Word 2010 with an empty document.

Click on the “**View**” tab in the Ribbon and click on the “**Macros**” command icon.

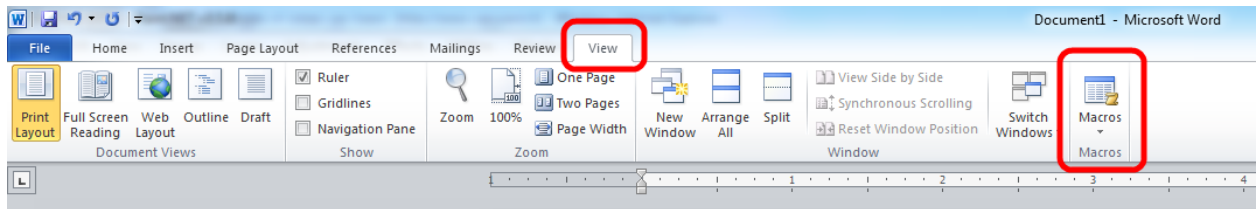


Figure 1 Open the macro functions.

Type the macro name: “**SwitchDocuments**”. When you build your own macro, you can also add a description as can be shown in figure 2.

Also select the macro to be in the global template “**Normal.dotm**” so it is available to be used with all the documents.

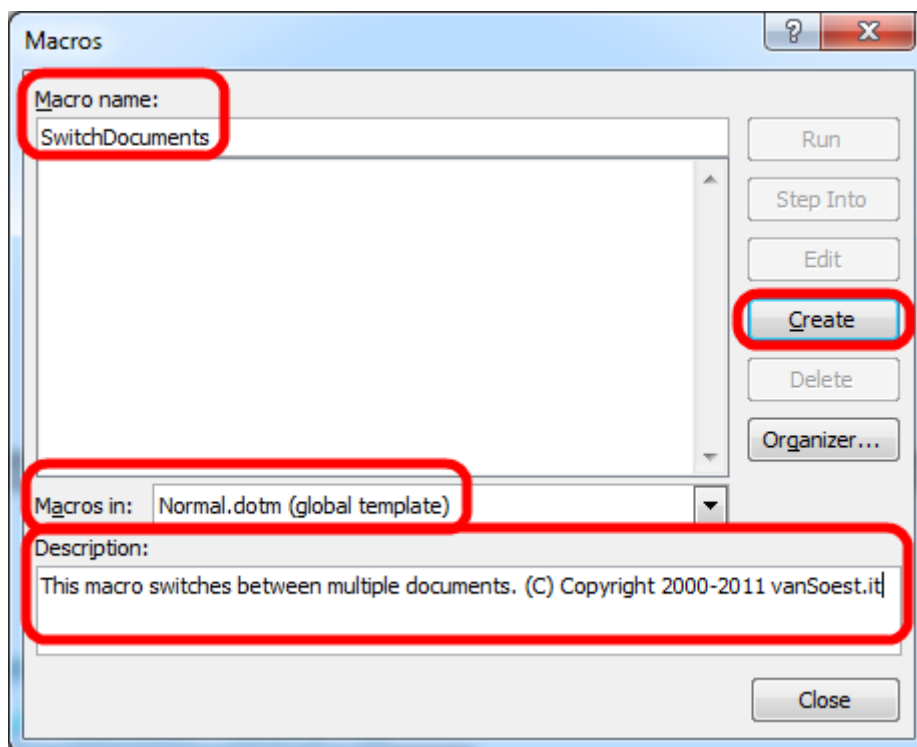


Figure 2 Macro functions, click "Create" to create the new macro.

4.1 Create the macro

When the “**Create**” button is clicked, the Visual Basic for Applications editor opens with the newly created macro.

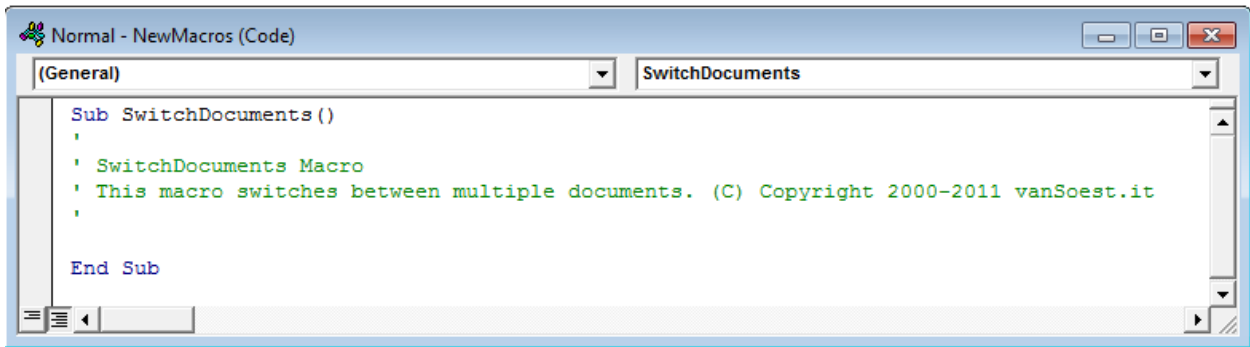



Figure 3 The newly created macro.

There you simply select everything between and including “**Sub SwitchDocuments()**” and “**End Sub**” and delete it.

 **Warning :**

When other macro's are present, only delete the lines between and including **Sub SwitchDocuments()** and **End Sub**. Other macro's could be installed by your ICT-department to provide extra functionality to Microsoft Office or by antivirus software.

Next you paste the macro code copied before from the website of <http://www.vanSoest.it>

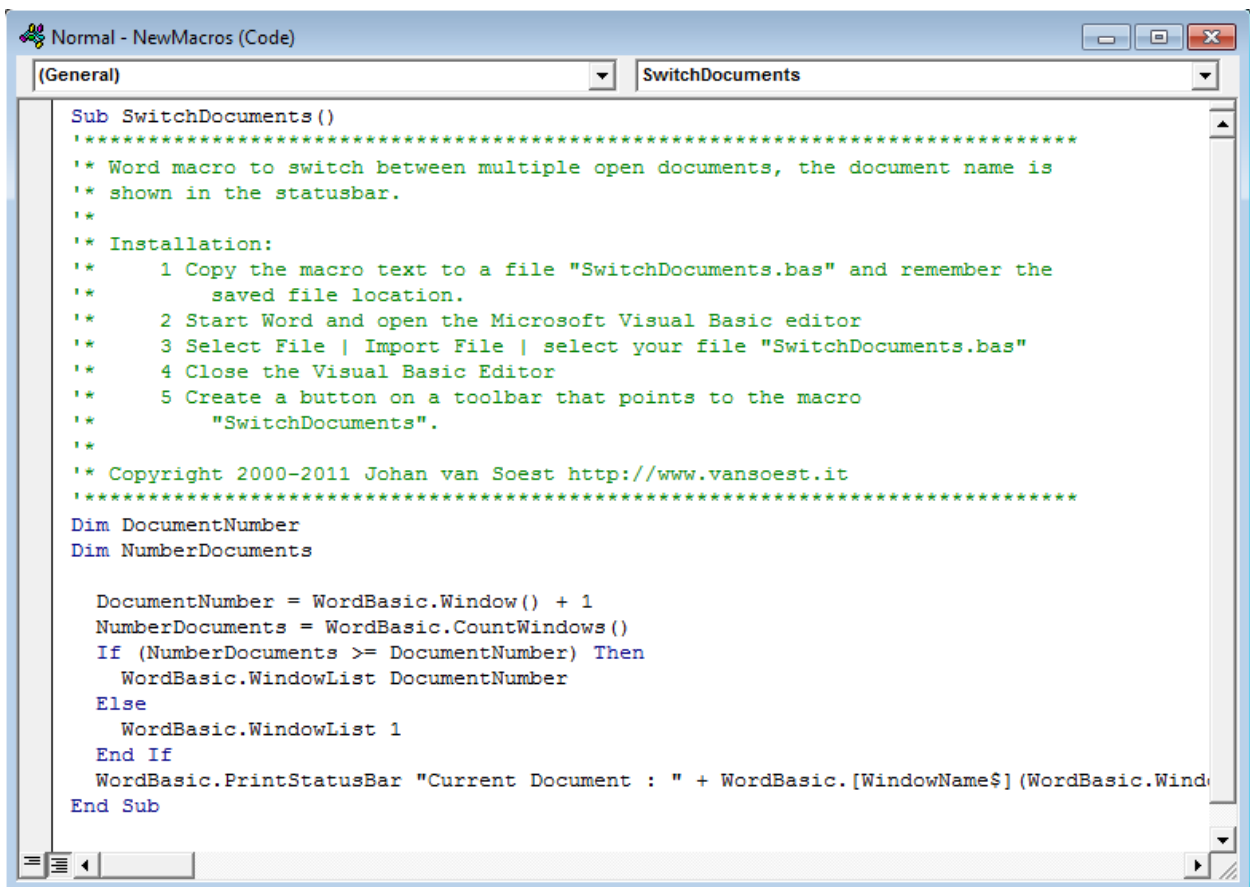


Figure 4 Pasting the Macro code from <http://www.vansoest.it>

The macro should look like the one in figure 4.

Now you just save your macro by clicking **File | Save Normal** and return to your Word document by clicking **File | Close and Return to Microsoft Word**

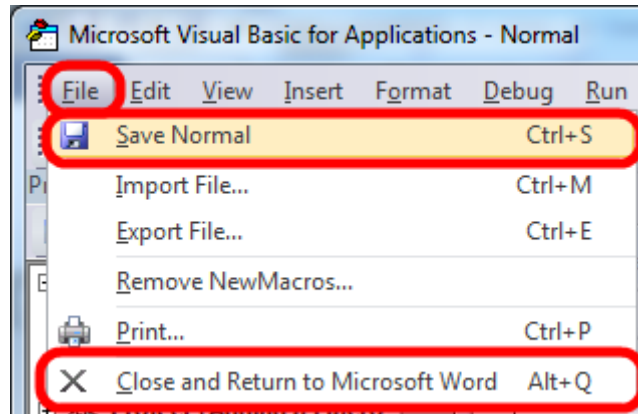


Figure 5 Save the macro and close the editor.

5 Add the macro to the ribbon.

Now that we have a macro present, we can add it to the ribbon.

5.1 Creating a new Tab.

It is always handy to have your own Tab with your macros.

Do a right click somewhere on the ribbon and select the menu item “**Customize the Ribbon**”

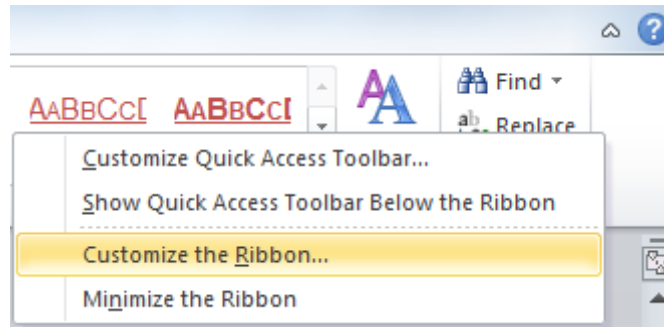


Figure 6 Customize the Ribbon

Next a very complex dialog pops up. Just click the “**New Tab**” button as shown in figure 7.

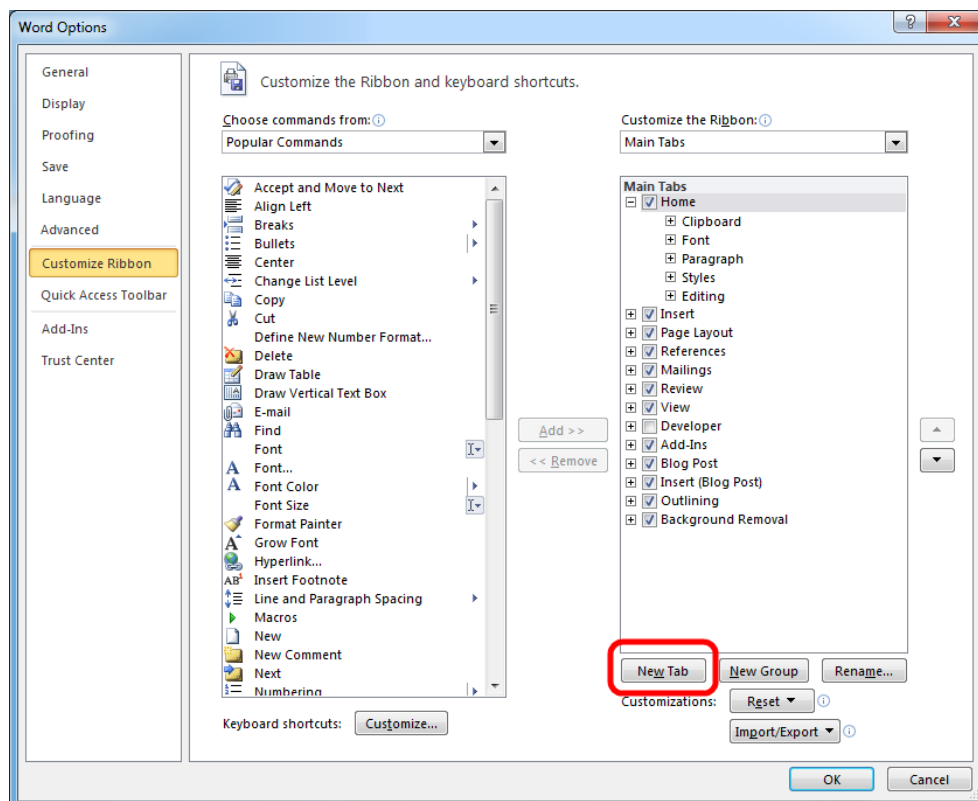


Figure 7 Click the "New Tab" button

Next you can name your Tab and Tab group by selecting the “**New Tab (Custom)**” and “**New Group (Custom)**” and clicking the “**Rename**” Button

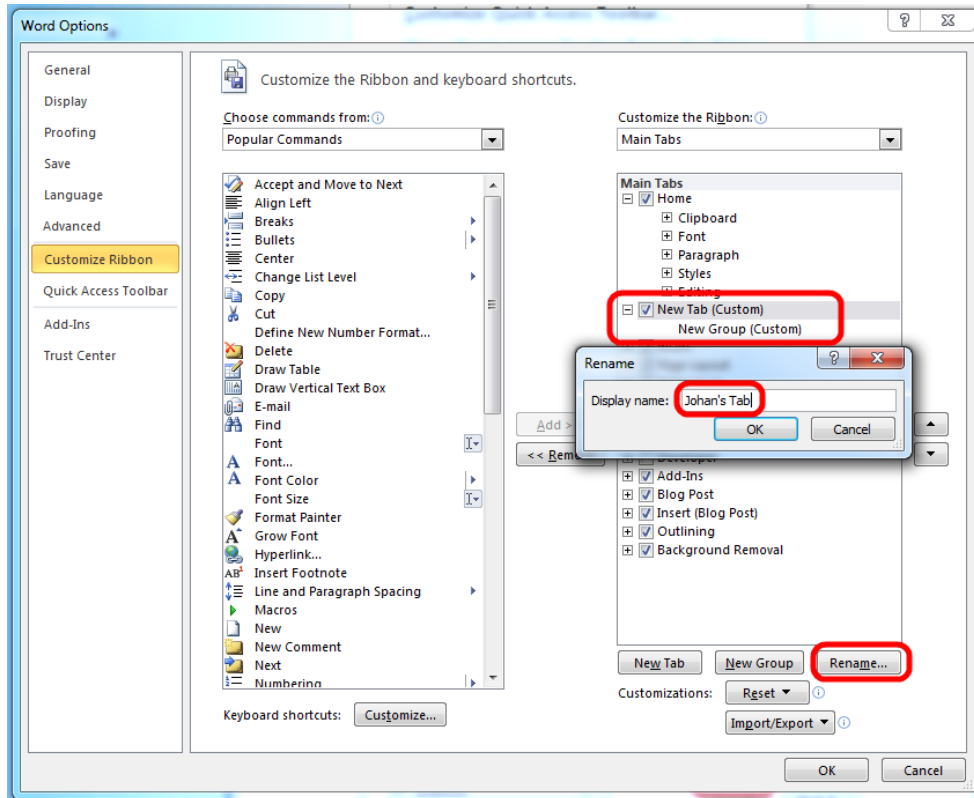


Figure 8 Changing the Tab name

You can also set the Group Description by selecting the “**New Group (Custom)**” and clicking the “**Rename**” button. It is also possible to select a fitting symbol for your group.

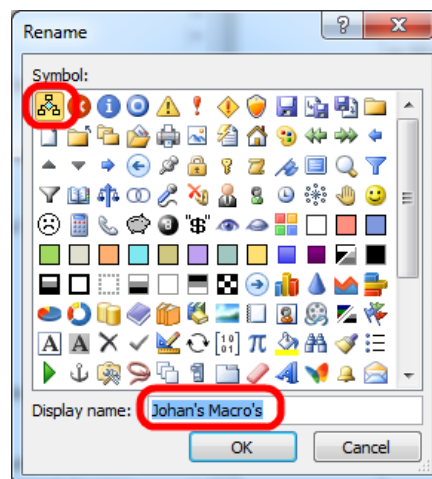


Figure 9 Setting the new Tab Group name and Symbol

5.2 Adding the macro to the Ribbon Tab

Next click:

1. The just renamed macro group
2. Select from the dropdown list the item “**Macros**”
3. Select the Macro we just added (SwitchDocuments)
4. Click on the “**Add >>**” button to add the macro to the Ribbon.

The steps are shown in the next figure.

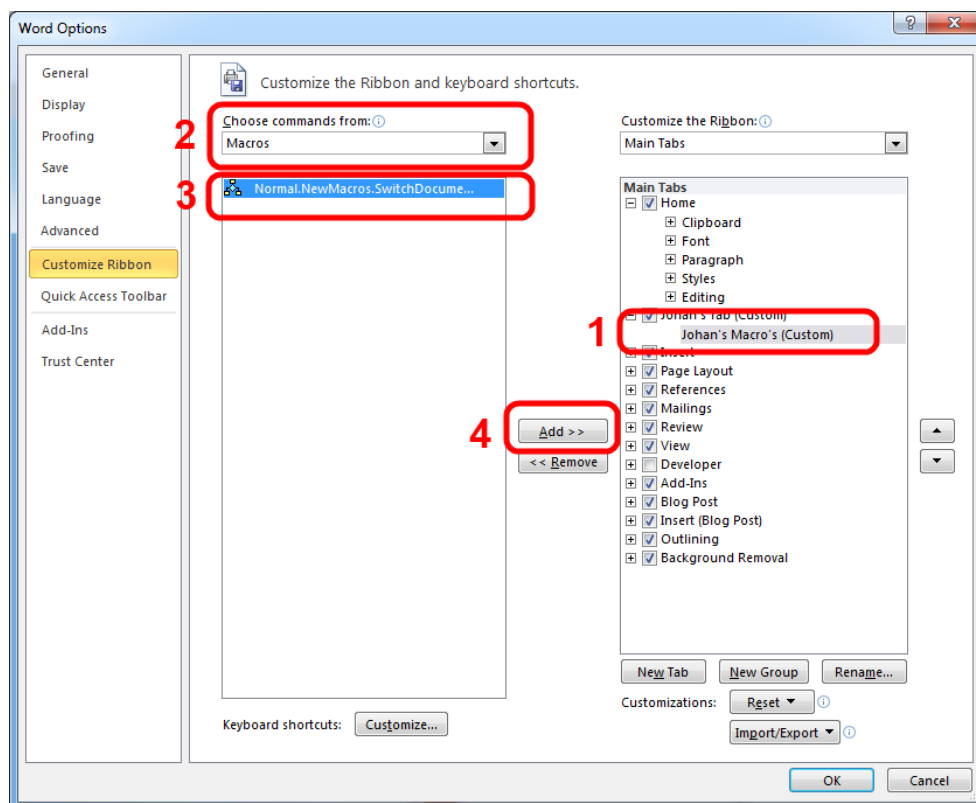


Figure 10 Adding the macro to the ribbon

Next you can rename the display name of the macro by:

1. Selecting the macro
2. Clicking the “**Rename**” Button
3. Rename the macro by removing “Normal.NewMacros.” so it results in “SwitchDocuments”.

This is shown in the next figure:

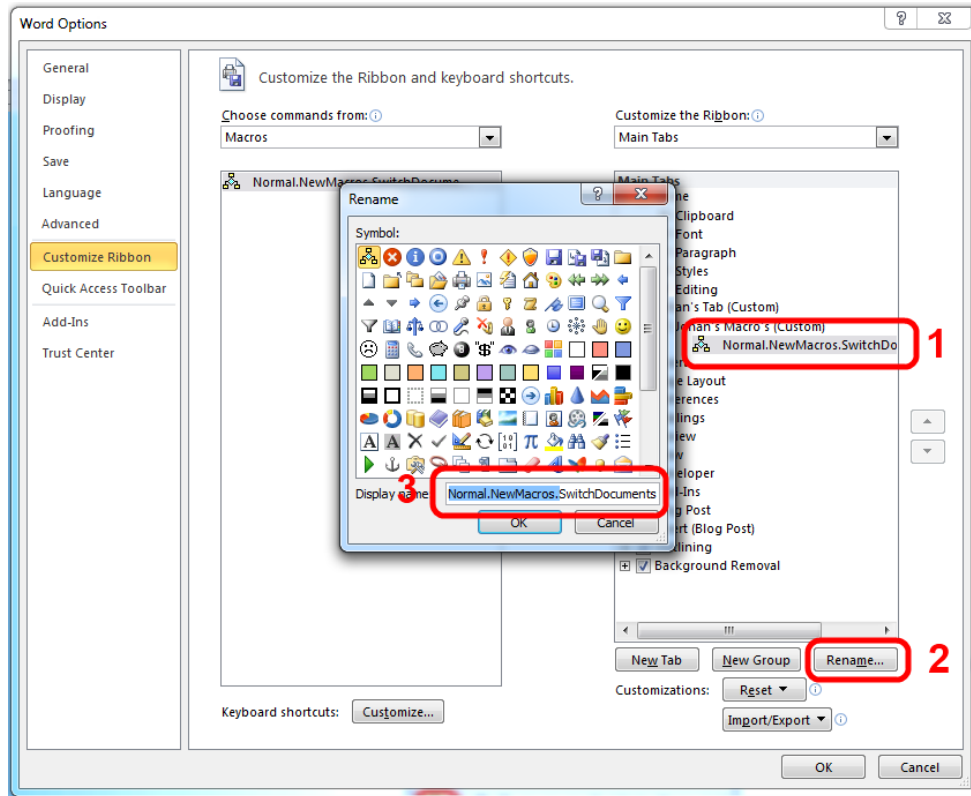


Figure 11 Rename the Macro Display name.

Of course you can select another image for the macro.

6 End result

This all results in:

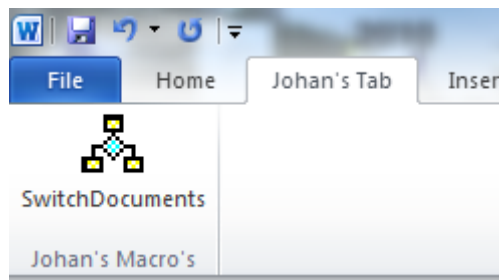


Figure 12 Your Ribbon new Macro Tab with the handy SwitchDocuments macro

Now you can just click on the ribbon to run the macro.