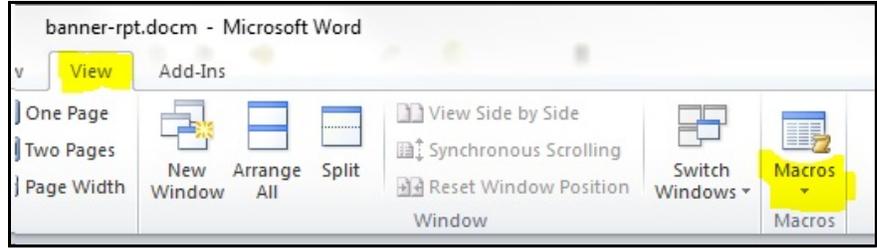
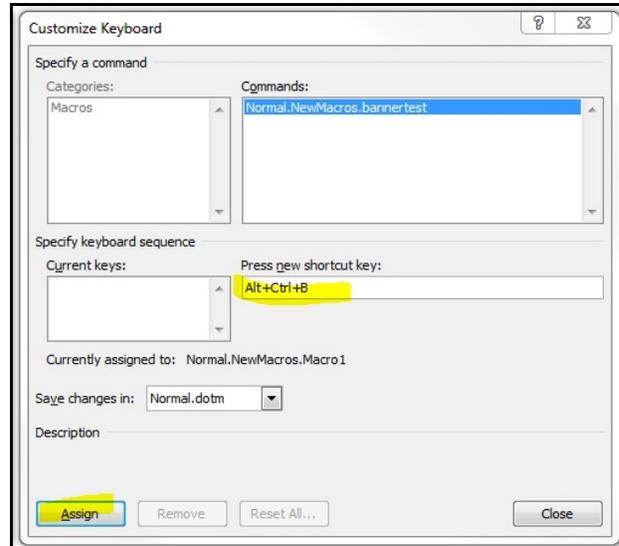


**Instructions for making a macro in Word 2010.** This macro will change the page layout, margins and fonts for Banner reports.

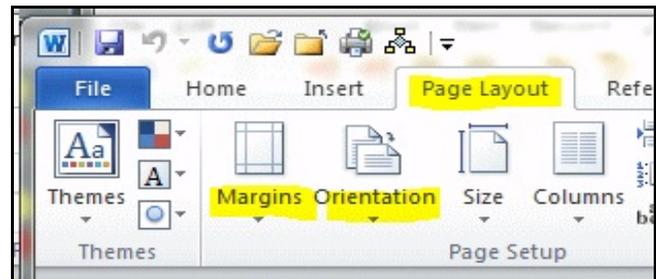
- Open any document (it is easy to create the macro with a document there)
- Click on **VIEW** (on menu bar)
- Click on the down arrow for macros
- Name your macro ex: Banner2010



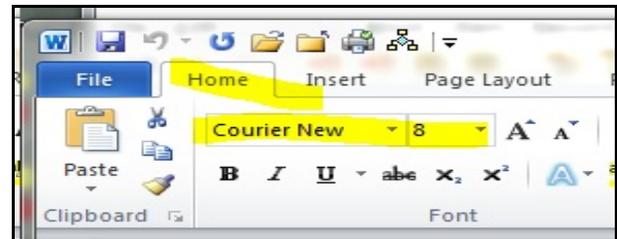
- Click on **KEYBOARD**
- press **Control + Alt + B** (this will be the keystrokes you use to run the macro)
- Click on ASSIGN
- Click on CLOSE
- You are now recording!!



- Click on **PAGE LAYOUT** (on the menu bar)
- Click on ORIENTATION
- Select LANDSCAPE layout
- Click on MARGINS
- Select NARROW .5 margins all the way around



- Click on **HOME** (menu bar... File, Home, Insert...)
- Press Control + A (to select all text)
- Change font to COURIER NEW
- Change Font Size to 8 point



- Click on **VIEW**
- Click on STOP RECORDING

