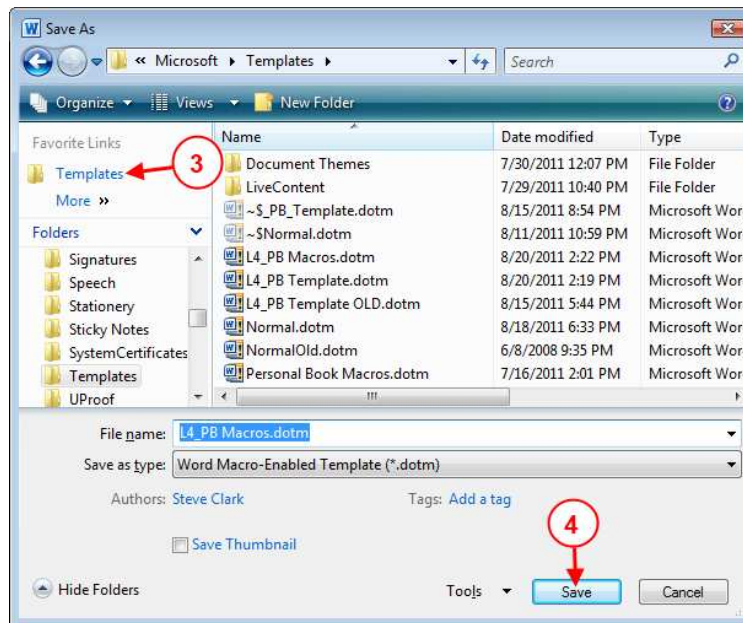These macros will work with Word 2007 and Word 2010. First you will need to extract the file from the Zip file.
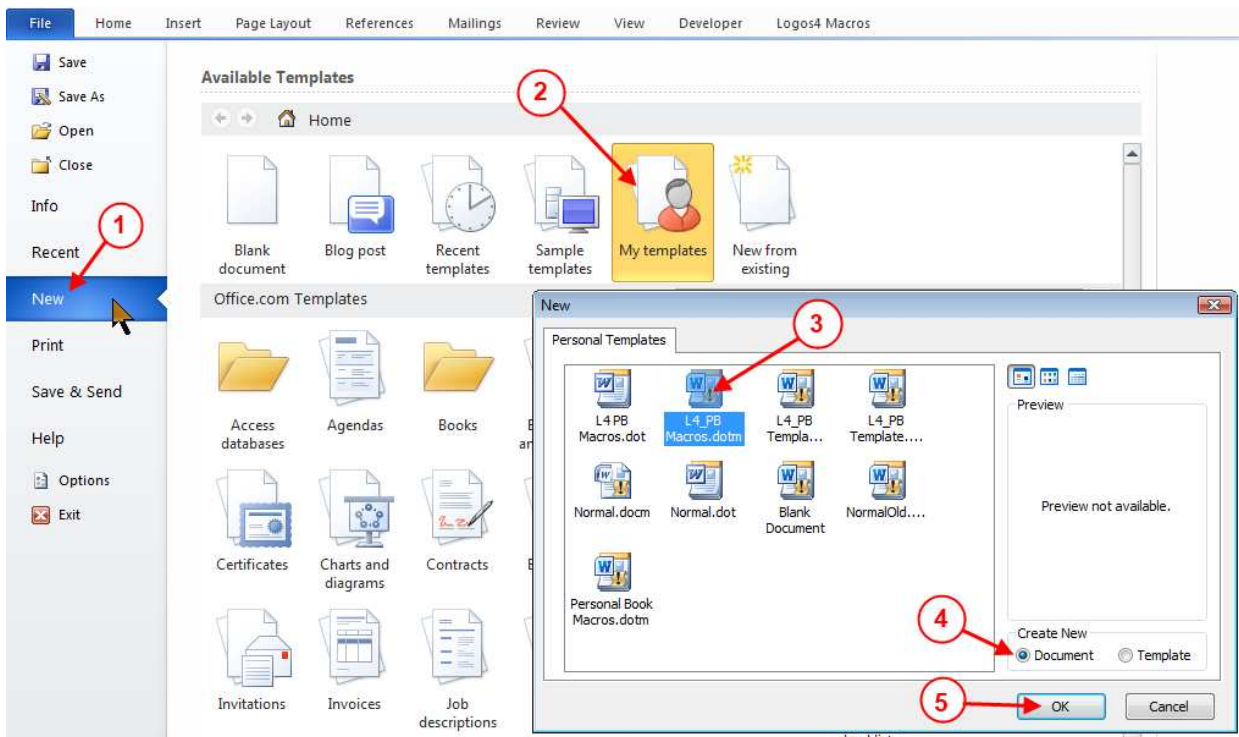
**Next you will need to copy it to Word's location where it stores its templates.**

1. Open the extracted file **L4 PB Macros.docm** with Word.

2. Now in Word click on **File** and in the list click on **Save As**. The dialog box below will appear.



3. Click on **Template** on the left. This is where Word stores its templates.
4. Now click on the **Save** button.

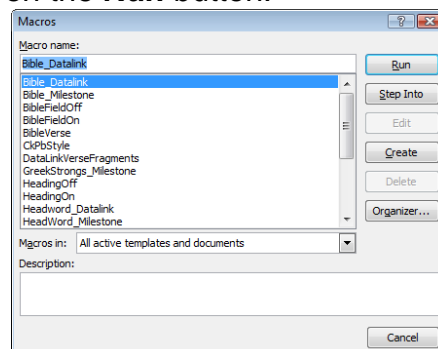**Starting a new document for a PB using your template**



1. Click on **File** and then click on **New**.
2. Click on **My templates**, Word will show you a dialog box with templates. You should see your template there. (it was placed there by the previous procedure above).
3. Click on the template **L4 PB Macro.docm** icon to select our new L4 PB macro template.
4. Click on **Document** to create a new Word doc using this template.
5. Click the **OK** button to have Word open your new document.

Now your macros are attached to your Word document.
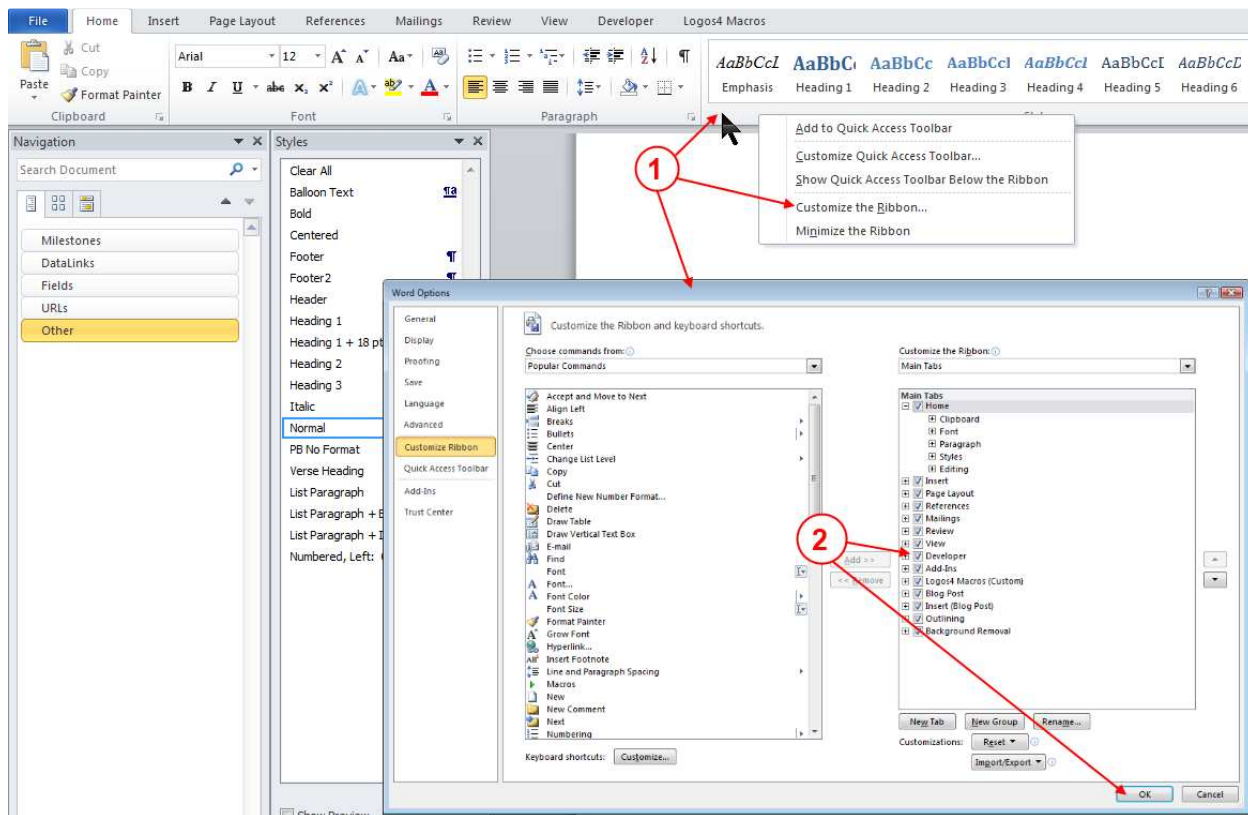You can access them in the **View** tab by clicking on macro icon as shown below.



Then Word will show a dialog box with all the macros attached to this document. Select the macro that you want to run and then click on the **Run** button.

- It is highly suggested that you add your macros to a new Tab (see the topic **Adding the macros to a new Ribbon in Word 2010** below).

- Word 2007 users you can add them to the Quick launch bar. Unfortunately I do not own Word 2007 to show you how to do this. But if you look on Microsofts site I am sure there are instructions there somewhere.
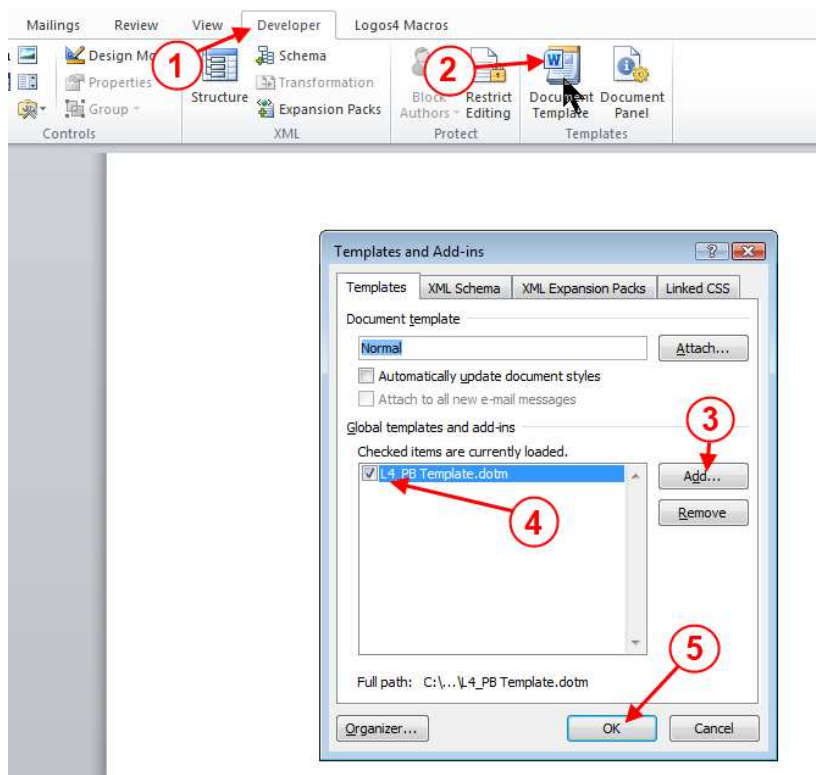
**If the macros are not recognized by Word or if you have a previously created Word doc that you want them added to, then see below:**

You will need to see the *Developer* Tab in your ribbon. If you do not see it then you can add it via the customize ribbon steps below
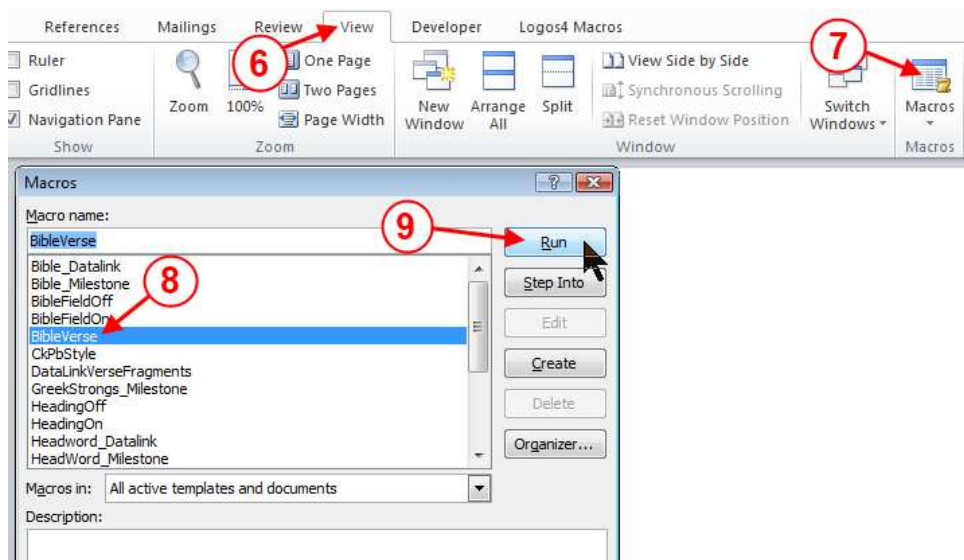


1. Right click on a blank area of your ribbon, in the pop-up menu click on **Customize the Ribbon**. Word opens a pop-up window.
2. Locate **Developer** item and click to check it. Then click the **OK** button. Now you should see this Tab in your ribbon.

Now lets tell Word that we need our L4 Macro template added to our document



1. Click on the **Developer** tab
2. Click on **Document Template**
3. In the pop-up window click on **Add** (if you don't see item 4 in the window). In the pop-up File dialog box locate the template **L4 PB Macro.docm** and click Open.
4. Now click on the macro name to *check* it.
5. Click on the **OK** button.

Now to check that your macros are attached and working…





6. Click on the **View** tab
7. Click on the **Macros** icon
8. Locate the macro **BibleVerse** and click on it.
9. Click on the **Run** button to start the macro.
10. You should see the dialog box below appear on your screen. If you see this then the macros are attached and working because this box is generated by one of the macros. Click the **Cancel** button in the dialog box to close it.
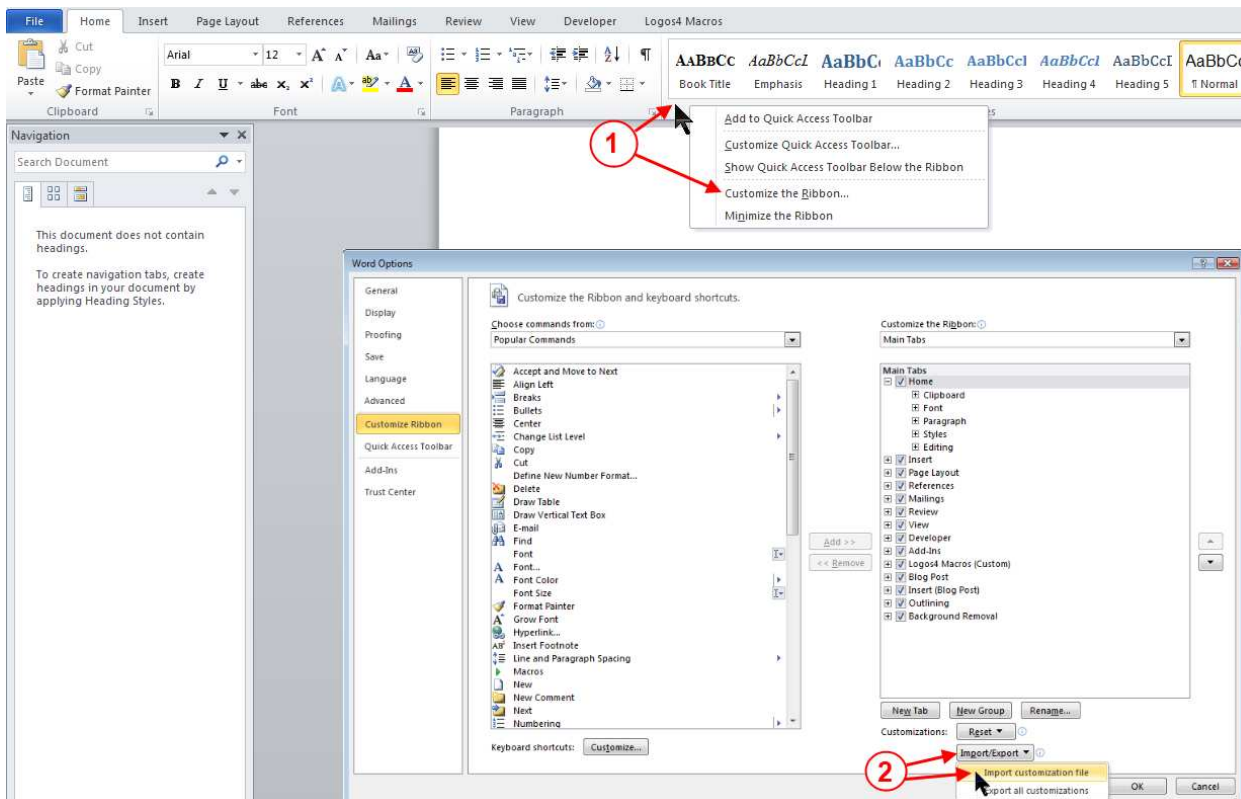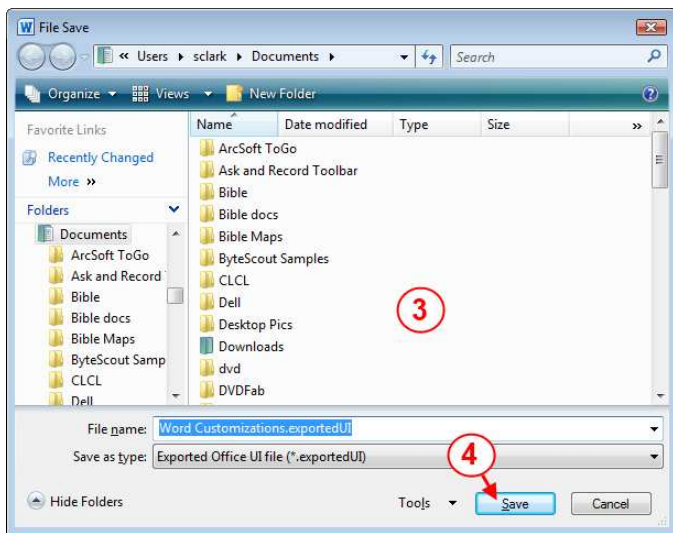


This concludes this section.

# Adding the macros to a new Ribbon in Word 2010

In the Zip file where you found the macro template is another file which will allow you to add a customized User Interface that was built on my PC. But if you have already customized your Word 2010 user interface you will want to add the new Ribbon and macro buttons manually so that you do not loose your customizations.

**First** lets save your customization so that you will be able to **import** them later if you want to restore them !!!
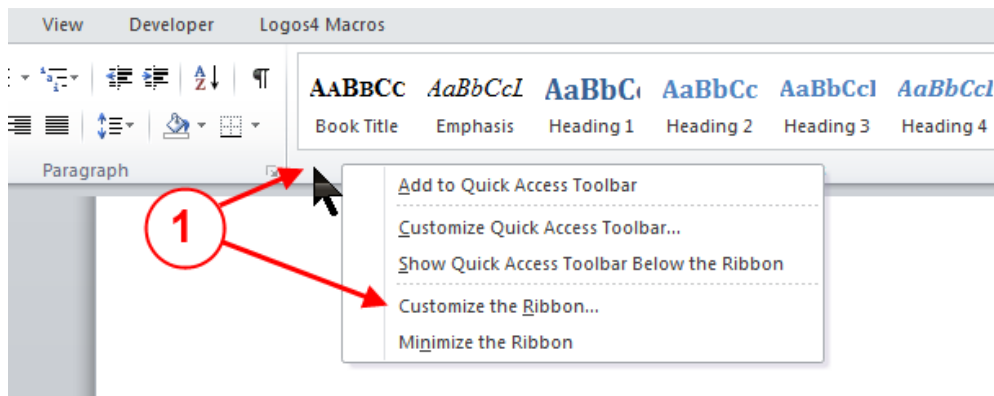


1. Right click on a blank area of your ribbon. In the pop-up menu click on **Customize the Ribbon…**
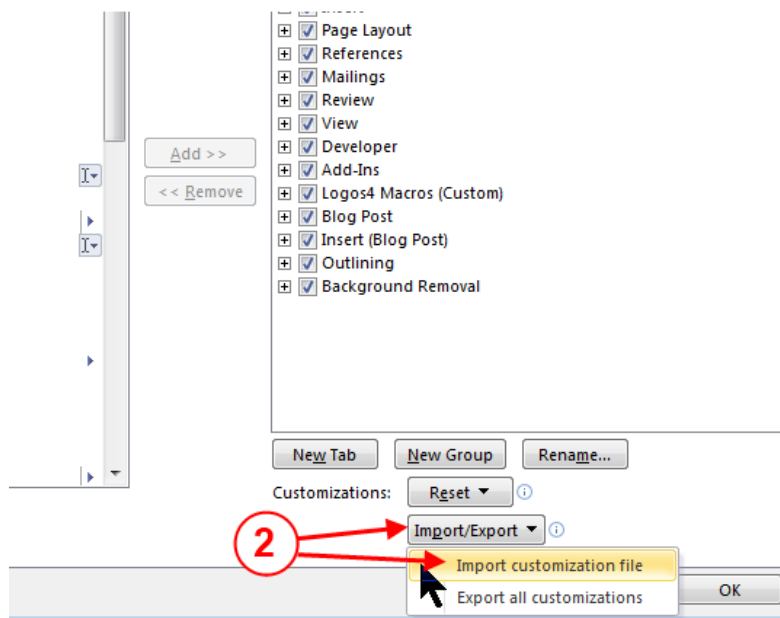2. In the pop-up window click on **Import/Export** and in its pop-up click on **Export all customizations**

3. A file dialog box will appear. Naviate to a folder that you will be able to locate later!
4. Click on the **Save** button to save your current Word customization (those before you tried to use the new L4 Ribbon).

To restore your original customized user interface, you will follow step 1 above and then click on Import/Export and select **Import** and then locate the file you just saved in step 4 above.
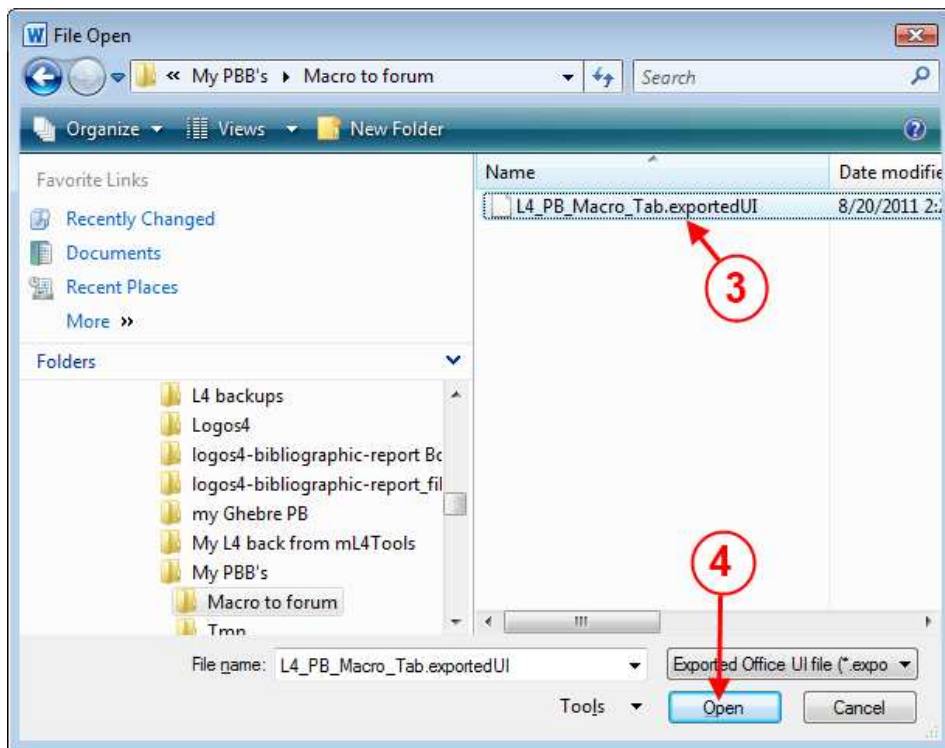
**Now** lets import the new customizations which have the **L4 Macro** ribbon.
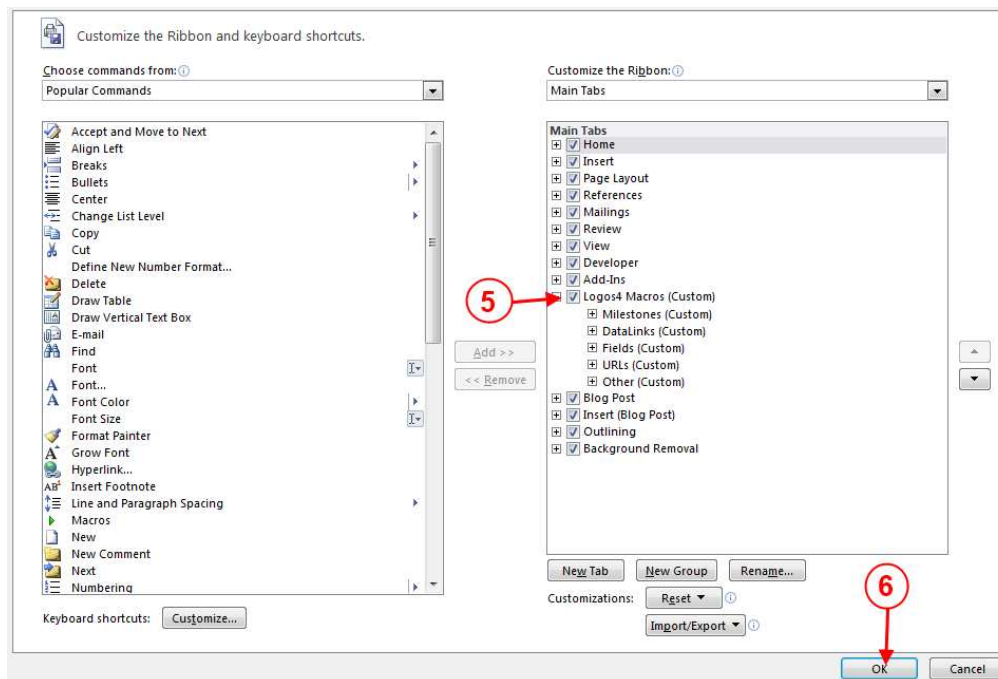


1. Right click on a blank area of the ribbon. In the drop down menu click on **Customize the Ribbon**
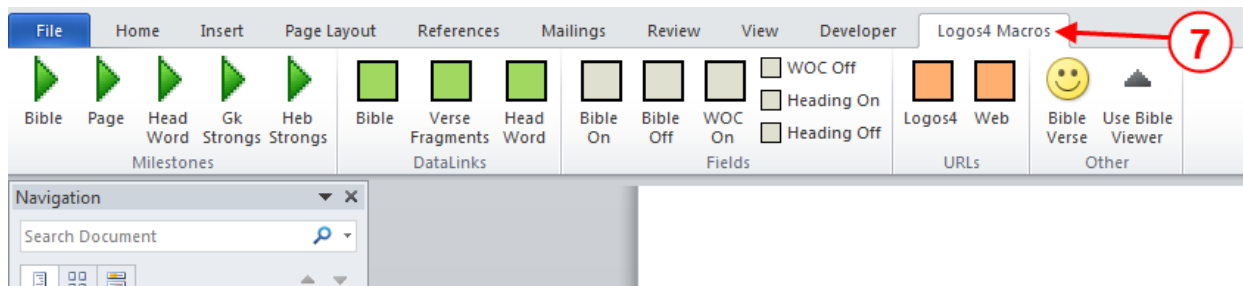


2. In the pop-up window click the **Import/Export** button and in the pop-up menu click on **Import customization file**.

3. Then in the file dialog box locate the file **L4_PB_Macro_Tab.exportedUI** that you extracted from the ZIP file where you got the macro file.
4. Then click the **OK** button.



5. Now click to check **Logos4 Macros**
6. Click the **OK** button to close the customization window.

7.  Now you should see the **Logos4 Macros** tab in your ribbon.