the IT Support Center

Immediate, Expert TECHNICAL SUPPORT of Off-the-Shelf Software and Mobile Devices

Issue Details:

Application	Version	Description of issue
Microsoft Visual Basic for Applications	Office 2013 Office 2010 Office 2007	When setting up a new workstation, it may be vital to have access to the custom macros employed throughout the organization. This tech note will show you how you can import and export files containing all created macros.

Solution:

How to export all macros to a file:

1. Open a Microsoft Office application such as Word or Excel.
2. Switch to the **Developer** tab and press the **Visual Basic** button as shown in Exhibit 1.
   Tip: You may also use shortcut key: Alt + F11
3. Expand the **Modules** list in the *Project* pane and select **NewMacros** as is shown in Exhibit 2.
4. Open the **File** menu and choose **Export file…**
5. An *Export File* window will pop up as is shown in Exhibit 3. Navigate to the desired location, give a name to the file and press the **Save** button.

How to import macros from a file:

1. Open a Microsoft Office application such as Word or Excel.
2. Switch to the **Developer** tab and press the **Visual Basic** button as shown in Exhibit 1.
   Tip: You may also use shortcut key: Alt + F11
3. Select the **Normal** section in the *Project* pane as is shown in Exhibit 4.
4. Open the **File** menu and choose **Import file…**
5. An *Import file* window will pop up. Navigate to the saved macros file and open it.
6. Save the changes.

How to edit the list of macros from an exported file:

You can edit the lines of code in a .BAS file using a simple text editor such as NotePad. To do so:

1. Right-click on the exported file.
2. From the context menu choose **Open With…** followed by NotePad.

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Illustration:

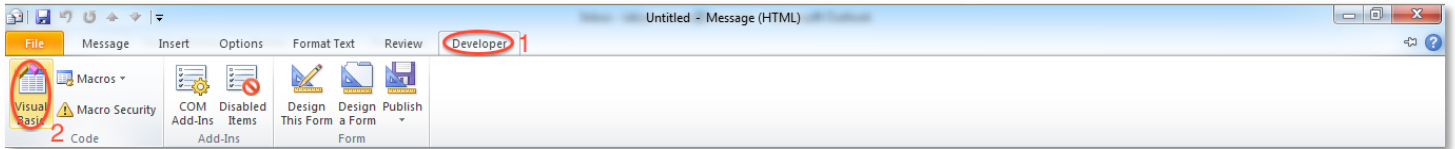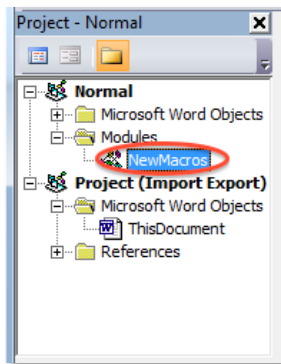Exhibit 1: Developer tab (1) and Visual Basic (2)
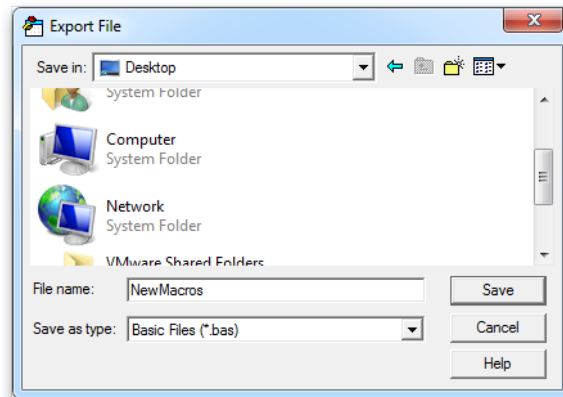

Exhibit 2: Project pane - export

Exhibit 3: Export File window

Exhibit 4: Project pane – import