**Assigning a Macro to a Button in Your Text**

You may already know that you can only assign a macro to a button (a tool) on the [Quick Access Toolbar](http://wordribbon.tips.net/T005987_Adding_Tools_to_the_Quick_Access_Toolbar.html). Word also allows you to add buttons within the text of you document. These buttons have a macro or a Word command assigned to them, and you can control what happens when the button is selected in text. This is all instituted through the use of a field code.

It may be a bit of a misnomer to refer to the result of this field code as a "button," because no graphics are involved whatsoever, although you can create your own graphic and embed it into the field. The syntax for the field code is:

MacroButton MacroName Display

*MacroName* is the name of the macro or command you want to run, and *Display* is the text you want displayed by the field code. If you use a graphic instead of text, then the graphic is displayed. When a user double-clicks on the displayed text or graphic, then the macro or command defined by *MacroName* is executed.

To assign a command or macro to a button, and insert that button in your text, follow these steps:

1. Position the insertion point where you want the button to appear.
2. Press **Ctrl+F9** to insert a field.
3. Between the field brackets, type the fieldname **MacroButton** and a space.
4. Type the name of the command or macro you want the button to execute. To find the correct macro or command names you can right click on a blank area of the ribbon then click on Customize (Word 2007) or Customize Quick Access Toolbar (Word 2010). You can find the names in the dialog box.
5. Type the button name text you want displayed, or insert a graphic to be used as a button.
6. Press **F9** to update the field display.