# **Way to create layout with Word macro**

Usage

Page Layout

* Set [Size] in [PAGE LAYOUT] tab.
* Set [Margins] in [PAGE LAYOUT] tab.

Text Box

* Select [Draw Text Box] in [Text Box] of [INSERT] tab and place it.
* Change the text box name in [Selection Pane] of [DRAWING TOOLS] [FORMAT] tab.
* Change the Outline Color and Weight in [Shape Outline] of [DRAWING TOOLS] [FORMAT] tab.

Pictures

* Select [Pictures] in [INSERT] tab and place it.
* Change the picture name in [Selection Pane] of [PICTURE TOOLS] [FORMAT] tab.

Import Macro

* Select [Macros] [View Macros] in [VIEW] tab and select [Create].
* Select [File] [Import File] in VBA window.
* Select LayoutMacros.bas and push [Open].

Customize Keyboard Shortcuts

* Select “Categories:” “Macros” of [Options] [Customize Ribbon] “Keyboard shortcuts:” [Customize] in [FILE] tab.
* Select “GetLeyout” in “Macros:” click a text box “Press new shortcut keys” and input Alt+L. Push [Assign].
* Select “ClearLeyout” in “Macros:” click a text box “Press new shortcut keys” and input Alt+C. Push [Assign].

Run Macro

* Input Alt+L in a page with layout to run GetLayout.
* Layout CSS will be displayed in a new text box (layout), so select the text, copy and paste to other editor. Then save as a .css file.
* Input Alt+C to delete the text box (layout).

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