Formatting macro:

Using this template file, we can apply all the format tags [bold/ italic/ underline] with a single click but to need to follow the below setups to copy the template into our templates directory.

Steps to copy the template:-

1. First of all close all the word docs in your machine.
2. Open the below path and rename the existing “Normal” file to “Normal old” or with any other name and place the attached file in this location.
   1. For JRA login - C:\Users\jra\AppData\Roaming\Microsoft\Templates
   2. For SRI login - C:\Users\sri\AppData\Roaming\Microsoft\Templates
3. Steps to applying the formats:-
4. Open the QNR for which you want to apply format tags [bold/italic/underline], and click [Alt+F8], OR follow the below steps to open the Macros window.
5. Click on the
   1. View menu item form the sub menu items select Macros From the dropdown select View Macros
6. From the Macros window select “NewMAcros.Formatings” and click on the “Run” button. Automatically all the formatting tags are added in the applicable places.

 