

## Adding a print button to word

### Step 1

To add a print button to word you need the *Control Toolbox*.  
View > Toolbars > Control Toolbox.



### Step 2

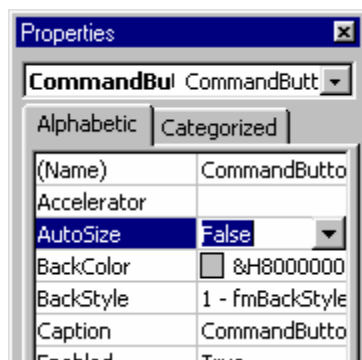
Select the 'create a button' option. An instance will be placed on screen.



### Step 3

To change the label to read 'Print' and the colour background select the button, by clicking on it. Click on the 'properties' button of the control toolbox (top right). The properties panel will appear. Use the caption field alter the wording to 'Print' or similar the Colour can be altered by the 'BackColor' field.

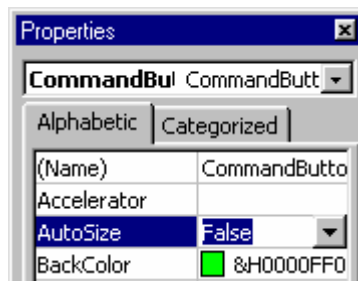
Once finished, close the window by clicking the X in the top right-hand corner of the Panel.



### Step 4

To Assign print actions button. A new window will appear. Enter the following code:

ThisDocument.PrintOut

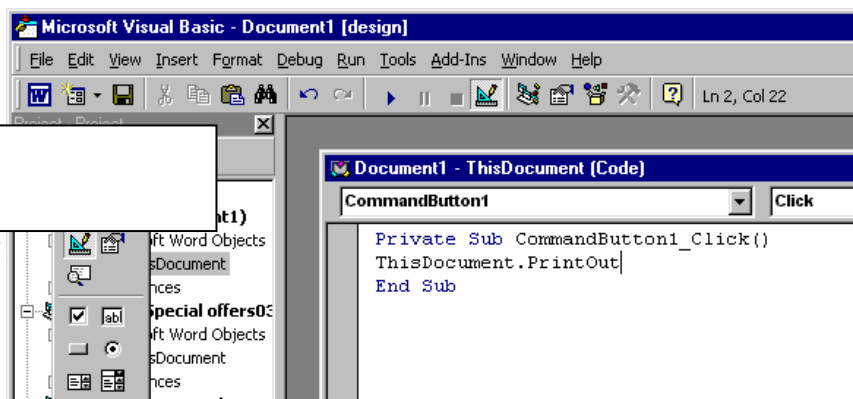


double click on the button to assign the code.

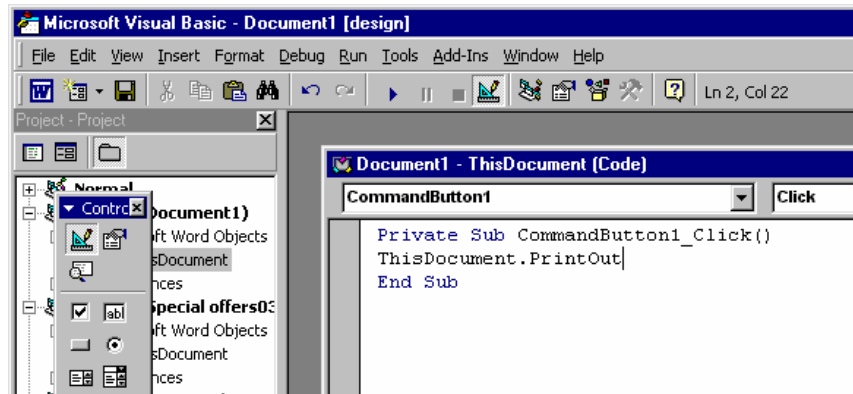
Code

ThisDocument.PrintOut

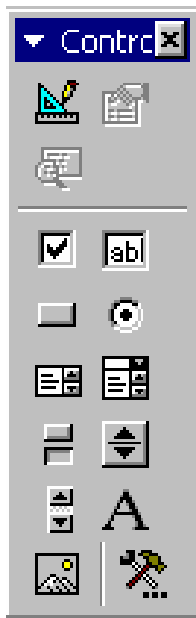
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Close the Microsoft visual basic editor.



Click on the top left-hand button in the control tool box panel and save your document.



Close the control tool box toolbar by clicking on the X in the top right corner

Your print button should now be working.