

Recording Macros

To record a macro

1. On the main menu, choose **Edit | Macros | Start Macro Recording**. From that moment on, all your recordable actions are recorded.
2. When you are done with the procedure, choose **Edit | Macros | Stop Macro Recording**.
3. In the **Enter Macro Name** dialog, specify the name of the new macro, and click **OK**. If the macro is intended for temporary use only, you can leave the name blank.