

## Re: Shortcut to a button on a toolbar

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.vba.general/2005-07/msg00574.html>

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- *From:* "Ulf Nilsson" <UlfNilsson@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>
  - *Date:* Wed, 13 Jul 2005 23:04:04 -0700
- 

Thanks for your suggestion, but it only works when I choose to show text, and not when only icons are shown, and I want the icon to be shown and not the text.

Another problem is that the shortcut, for example Alt + J, can't be assigned in that way because there is no letter J in the name.

I have to choose letters that Word is not using, and that limits the options.

Any more suggestion?

/ Ulf

"Anne P." wrote:

- > Choose Tools, Customize. Right-click the button or menu item to have a
- > shortcut assigned. Edit the name field and place an ampersand (&) to the
- > left of the letter that you want to be a shortcut. For example, you have a
- > button whose caption is Symbol. Place the amperand to the left of the S.
- > After you close out of Tools, Customize the S in Symbol will be underlined.
- > The user can then press Alt+S to access the button or menu item.
- >
- > Anne P.
- > "Ulf Nilsson" <UlfNilsson@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message
- > [news:D3527F4B-C75E-433B-AF3C-2A1902014A33@xxxxxxxxxxxxxxxxxxxx](mailto:news:D3527F4B-C75E-433B-AF3C-2A1902014A33@xxxxxxxxxxxxxxxxxxxx)
- >> I forgot to tell that the button is also in a menu. So it does not matter
- >> if
- >> the shortcut is assigned to the button on the toolbar or in the menu.
- >>
- >> / Ulf
- >>
- >> "Ulf Nilsson" wrote:
- >>
- >>> Hi,
- >>> How do I assign a shortcut to a button on a toolbar when the macro
- >>> assigned
- >>> to the button is not to (and should not) be found under Tools -
- >>> Customise...

>>> – Keyboard... – Macros?  
>>>  
>>> / Ulf  
>  
>  
>  
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• **References:**

- ◆ **[Shortcut to a button on a toolbar](#)**  
    ◇ *From:* Ulf Nilsson
- ◆ **[RE: Shortcut to a button on a toolbar](#)**  
    ◇ *From:* Ulf Nilsson
- ◆ **[Re: Shortcut to a button on a toolbar](#)**  
    ◇ *From:* Anne P.

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