# Installing the VBA EDAPT Report Formatter in Microsoft Word

1. Open Word
2. Press Alt+F11 to open the VBA Developer Window
3. In the Project Browser (Top Left Column), under “Normal,” right-click “Modules,” Insert “New Module”
4. Click on the Module
5. In the Properties window (Bottom Left Column), Rename the Module from “Module1” to “EDA”
6. In the Project Browser (Top Left Column), double-click “EDA”
7. Paste the code from the attached file “EDA\_report\_vba.vb” into the window.
8. Click Save.

Here is what your screen should look like:



1. Close the VBA Developer Window.
2. In Word>File>Options>Quick Access Toolbar, Choose Commands From>Macros.
3. Select “Normal.EDA.Format\_Report.”
4. Click “Add” to move it into the Right Column then click “Save.”
5. You should now see a little icon in the top bar (see screenshot below)



1. When you open any EDAPT report, clicking on this button will run the macro and format the charts (colors, formats). If you don’t like the colors/formats, you can use Alt+F11 to open the VBA Developer Window and change it however you like.