

Make a Macro a Global Macro

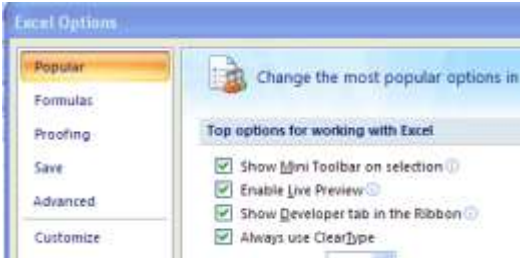
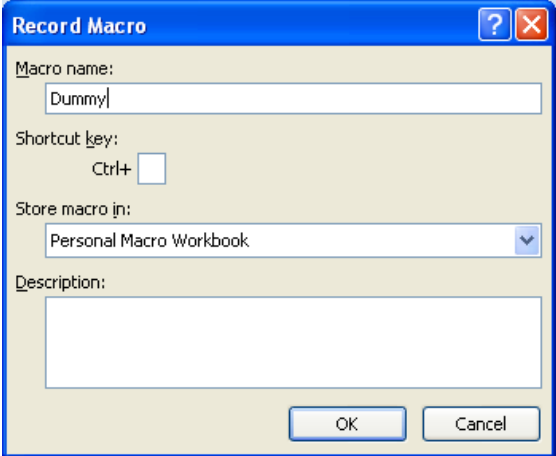
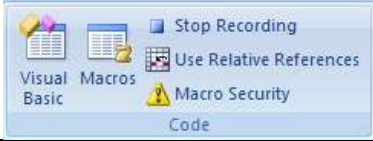
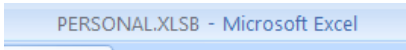
Situation:

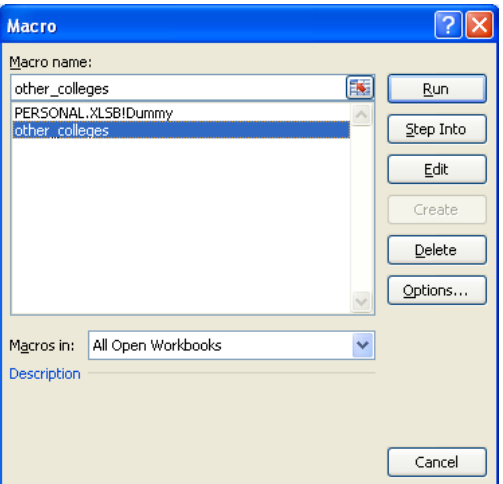
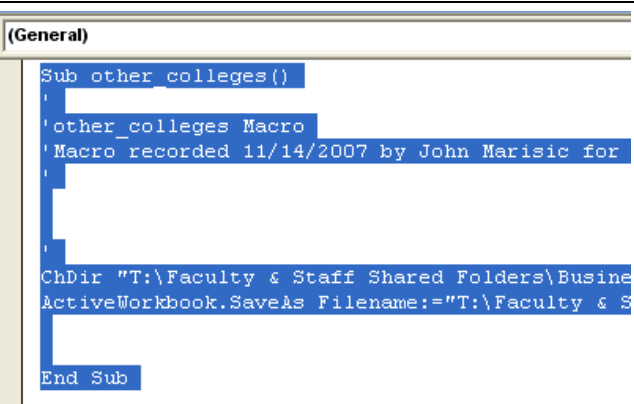

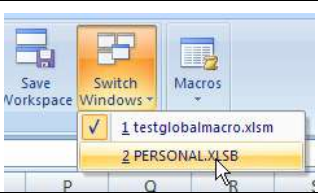
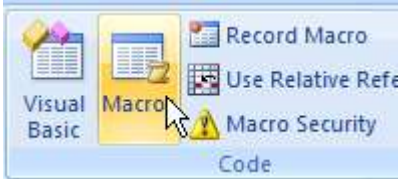
A macro created in an Excel file needs to be available any time Excel is started

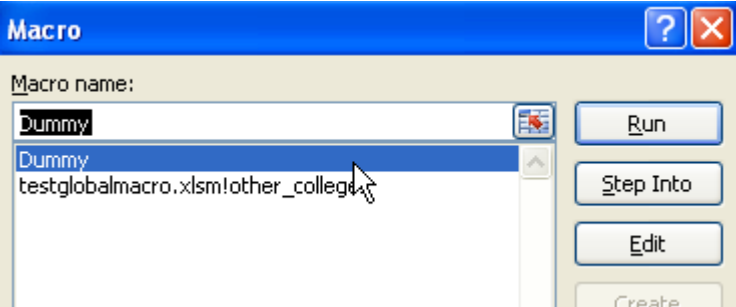
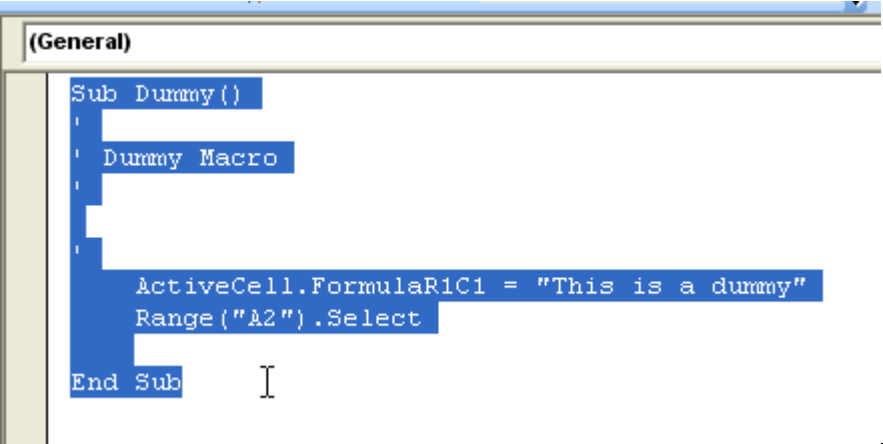
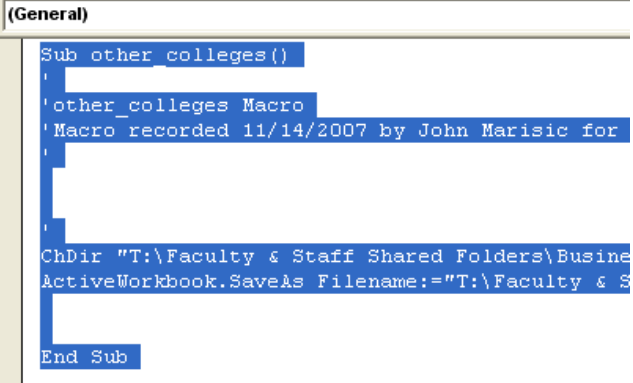
Overview:

Create a dummy macro available to all workbooks which is saved in PERSONAL.XLSB. This macro will be replaced with the one created in another workbook.

Step by Step Instructions:

1.	You have already created a macro in a workbook, but it is only useable from that workbook.
2.	Start a new workbook to create a dummy macro
3.	<p>Select the Developer tab</p> <p>If the Developer tab is not viewable, click the Office button and select Excel Options button</p> <p>Select Popular, Under Top options for working with Excel, check Show Developer tab in the Ribbon</p> <p>OK</p>
4.	<p>Click Record Macro</p> 
5.	<p>Match the settings on the right</p> <p>Store macro in: Personal Macro Workbook</p> <p>This is the location available to all Excel files Macros in this location are considered "Global Macros"</p> <p>Click OK</p> 
6.	<p>In the active cell type: This is a dummy</p> <p>Press: ENTER</p>
7.	<p>Click Stop Recording</p> 
8.	<p>The PERSONAL.XLSB workbook is displayed</p> 

9.	Open the Excel file that contains the macro you want to convert into a global macro
10.	Select the Developer tab, click Macros
11.	<p>From the list of macros, select the macro that is NOT on PERSONAL.XLSB</p> 
12.	Click Edit
13.	<p>Select the macro from Sub to End Sub</p> 
14.	Press: Control + C
15.	<p>Click the Excel button</p> 
16.	You are back in the Excel window
17.	<p>Switch to the PERSONAL.XLSB</p> <p>Click View tab</p> <p>Click Switch Windows</p> <p>Choose PERSONAL.XLSB</p> 
18.	Click the Developer tab
19.	<p>Click Macros</p> 

20.	<p>Select Dummy macro – this is the one you recorded in step 5</p> 
21.	Click Edit
22.	<p>Select the entire Dummy macro from Sub to End Sub</p> 
23.	Press: CONTROL + V
24.	<p>The real macro replaces the Dummy macro in PERSONAL.XLSB</p> 
25.	Click the Excel button as in step 15 to return to the spreadsheet
26.	Save and close the file

27.

Anytime Excel is open, no matter what file is open, the macro can run.

